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Contents of this handbook are subject to the interpretation of the Pius XI Catholic High School administration. All decisions made by the Pius XI administration with regard to this handbook, its contents and its enforcement will be considered final.

The rules specified in this handbook are applicable to all students in attendance at Pius XI Catholic High School.

Pius XI Catholic High School does not discriminate on the basis of race, religion, gender or national origin.

Parent-Student Handbook, revised July, 2018

PIUS XI CATHOLIC HIGH SCHOOL

135 N. 76th Street Milwaukee WI 53213
414-290-7000 www.piusxi.org

Mission

Pius XI Catholic High School welcomes a diverse community of students into our care. Inspired by our Catholic values, we prepare our students for higher education and lead them toward lives Guided by faith, Driven by compassion, Formed by scholarship and Prepared to engage the world.

School Administration

Jack Herbert, President	jherbert@piusxi.org
Mark Ostap, Principal	mostap@piusxi.org
Kara Rogatzki, Assistant Principal	krogatzki@piusxi.org
Jason Gonzalez, Faith Formation Director	jgonzalez@piusxi.org
Lynn Roskos, Chief Financial Officer	lroskos@piusxi.org
Angela Reilly, Development Director	areilly@piusxi.org

Pius XI Catholic High School Board of Directors

The Pius XI Board of Directors, in service to the Pius XI Community, is accountable to the Archbishop of the Archdiocese of Milwaukee for the effective and efficient operation of Pius XI Catholic High School. This accountability requires the Board to set institutional priorities and direction, to ensure that the school maintains financial viability, and to carry out the school's mission as a leading Catholic co-educational secondary institution excelling in all areas.

Milwaukee Archdiocesan School

Pius XI Catholic High School is a proud Milwaukee Archdiocese School, and therefore follows all the guidelines of education set forth by the archdiocese. In the Pallottine and Franciscan traditions, Pius XI welcomes families from all backgrounds into a dynamic community of teachers and learners of faith and faith-in-action.

School Development

Tuition revenue does not cover the full cost of educating Pius XI students. In order to meet our financial obligations, we must raise over \$1 million in donations from alumni, parents, students and foundations to support financial aid, program support, athletics, performing arts, visual arts and building support and maintenance. Fundraising efforts are coordinated through the development office, with support and oversight from the Board of Directors. We strive to be faithful stewards of the funds entrusted to us and believe that as a community, we must work together to ensure the fiscal strength of Pius XI now and in the future.

School Accreditation

Catholic secondary schools within the Archdiocese are expected to maintain full accreditation status with their approved accrediting agency. The Pius XI is accredited through AdvancED. We are consistently in a 5 year cycle of accreditation. Our next accreditation year is 2019. Parents and students will be asked to take a survey in regards to this accreditation. If you have further questions contact Assistant Principal Kara Rogatzki at krogatzki@piusxi.org

School Staff

Main School Office			414-290-7000
Attendance Line			414-290-7002
Alumni Relations	Pete Yaeger	pyaeger@piusxi.org	414-290-0213
Ambassadors & Shadow Program	Angela Mullooly	amullooly@piusxi.org	414-290-8146
Athletic Director	Kevin Kehoss	kkehoss@piusxi.org	414-290-8165
Athletics	Barb Dobbs	bdobbs@piusxi.org	414-290-8158
Attendance	Jordan Hunt	jhunt@piusxi.org	414-290-7002
Counseling Services	Tim Doherty	tdoherty@piusxi.org	414-290-8143
Counseling Services	Suzanne Lovinus	slovinus@piusxi.org	414-290-8199
Counseling Services	Colleen Wahlen	cwahlen@piusxi.org	414-290-8131
Lost and Found	Union		414-290-8191
PAC Ticket Office		pacinfo@piusxi.org	414-290-0204
Prayer Requests		prayers@piusxi.org	
Skyward		data@piusxi.org	414-290-8125
Student Parking	Sara Albright	salbright@piusxi.org	414-290-8138
Tuition & Financial Aid	Grace Hein	ghein@piusxi.org	414-290-8135
Work Permits	Main Office		414-290-7000

Faculty 2018-19

Performing Arts	Tom	Ajack	tajack@piusxi.org
Science	Mark	Baitinger	mbaitinger@piusxi.org
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Visual Arts*	Cathy	Burnett	cburnett@piusxi.org
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Math*	Mary	Eldredge	meldredge@piusxi.org
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Social Science	Ruth	Regent-Smith	rregent-smith@piusxi.org
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Math & AVID	Amanda	Ruszkiewicz	aruszkiewicz@piusxi.org
Fitness and Wellness*	Dave	Scher	dscher@piusxi.org
English	Lauren	Schimmels	lschimmels@piusxi.org
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World Language	Nicole	Tridimas	ntridimas@piusxi.org
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Math	Aubrey	Warner	awarner@piusxi.org
Social Science	Pete	Yaeger	pyaeger@piusxi.org
Science	Zorica	Zivkovic	zzivkovic@piusxi.org
Science* & Engineering*	Cathy	Zurawski	czurawski@piusxi.org

*denotes department chair

2018-2019 School Calendar

Semester 1

August

- 8 Book Pick Up 9 am – 2:30 pm
- 9 Book Pick Up 1-7 pm
- 13 Book Pick Up 9 am – 2:30 pm
- 15 Freshman Orientation
- 16 WIA Student Orientation
- 17 Staff Inservice
- 20 Staff Inservice
- 21 First Day Sem 1
All School Mass
Students dismissed at Noon

September

- 3 Labor Day/No Classes
- 6 Parent Back to School Night
- 12 Senior/Parent College Night
- 13 All School Mass
- 14 HC Football Game
- 15 HC Dance
- 26 Soph/Jun/Parent College Night
- 28 Countdown to College Day
All Students Attend

October

- 5 1st Quarter Ends
No Classes/Arch Convention
- 10 PSAT
- 18 Parent/Teacher Conferences
- 20 Soles for Education Walk
- 22 No Classes
- 23 Open House (Evening)
No Classes
- 27 8th Grade Admissions Test

November

- 1 All Saints Day Mass
- 2 No Classes
8th Grade Admissions Test
- 9 Community Day
- 22 Thanksgiving
- 23 No Classes

December

- 21 Last Day of Class Semester 1

Semester 2

January

- 7 First Day Semester 2
Students Dismissed at Noon
- 21 MLK Day/ No Classes
- 26 Winterlude Dance
- 28 Catholic Schools Week
- 30 All School Mass

February

- 1 Community Day
- 6 Freshman/Parent College Night
- 18 3rd Quarter Ends
- 27 ACT Testing
- 28 Work-Keys Testing

March

- 6 Ash Wednesday
All School Mass
- 7 Parent/Teacher Conferences
- 8 No Classes, Staff Development
- 15 Career Fair
- 25-29 Spring Break, No Classes

April

- 9 Fine Arts Night
- 10 Fine Arts Day
- 19 Good Friday / No Classes
- 21 Easter Sunday
- 22 No Classes
- 27 Prom

May

- 19 Baccalaureate Mass
- 21 Senior Assembly
- 23 Last Day of Class for Seniors
- 24 Senior Cook-Out
Graduation Practice
- 25 Graduation
- 27 Memorial Day/ No Classes

June

- 4 Last Day of Class Semester 2

Honor Code

"Which is the first of all the commandments?" Jesus replied, "This is the first: 'Hear, O Israel! The Lord our God is Lord alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' This is the second: 'You shall love your neighbor as yourself.'" -Mark 12:28-31

As a member of the community, students, families, employees, and volunteers – I pledge to respect our Pius XI Catholic High School community:

- To act with self-respect, personal and academic integrity
- To respect the dignity of every person
- To strive to live out the Catholic Social Teachings:
 - dignity of the human person
 - rights and responsibilities
 - option for the poor
 - promotion of peace
 - solidarity
 - family, community and participation
 - care for creation and dignity of work and workers.

Personal Integrity

Above all academic and athletic endeavors, the measure of an individual rests with one's moral character. The personal integrity of each member of our community is central to Pius XI Catholic High School. At all times we expect everyone to act, react, think and speak aligned with the Catholic social teachings and those strong moral principles. Trust, sensitivity and respect are values of the Pius XI Catholic High School community. One of life's lessons is learning how to live with, accept and respect others. Any behaviors that contradict the Catholic Social Teachings, as stated above, including intimidation, harassment, humiliation, or demeaning or insulting another human being are unacceptable in our community. Theft, infliction of physical or verbal abuse, property damage, use of illegal substances, inappropriate electronic communication, intimidation, sexual misconduct or any behavior that affects the well-being of a member of our community are also unacceptable in our community. Community members will not engage in discrimination or harassment against any individual or group based upon personal animosity, age, gender, race, color, national origin, religion, sexual orientation or disability. All community members agree to behave with honor in and out of school.

Academic Integrity

In all actions – in and out of the classroom – students are held to a standard of integrity and responsibility. Academic integrity is central to the spiritual and moral development of the individual. Academic dishonesty is an act committed by a student to distort the marking of assignments, tests, examinations and other forms of academic evaluation. Academic dishonesty is neither accepted nor tolerated by the school. Anyone found guilty of academic dishonesty is liable to severe academic sanctions. Here are a few examples of academic dishonesty:

- Engaging in any form of plagiarism or cheating
- Handing in an assignment that was not authored, in whole or in part, by the student
- Submitting the same assignment in more than one course, without the written consent of the teachers concerned
- Using resources to distort or misrepresent one's work

Persons who have committed or attempted to commit (or have been accomplices to) academic dishonesty will be penalized.

Although our preferred course of disciplinary action is education, Pius XI reserves the right to dismiss the offender/s from Pius XI Catholic High School.

Code of Conduct

Pius XI Catholic High School promotes a culture of caring and mutual respect within a diverse community. Students are expected to take responsibility for their actions and conduct themselves in a manner consistent with Catholic social teachings and the philosophies and policies of the Pius XI community.

General Guidelines: Pius XI students should be role models of good, moral and respectful behavior. As such, students are expected to:

- Behave in a way that reflects positively on themselves, their families and the school.
- Treat everyone (teachers, staff members and fellow students) with respect including students from other schools and competitors in interscholastic events.
- Respect the rights and property of others.
- Assume financial responsibility for any items lost, damaged, or stolen through negligence while in their care.
- Report significant violations of this code to a faculty or staff member including: teachers, advisors, coaches, counselors, and administrators.

Certain behaviors which are in direct violations of these values include, but are not limited to: truancy, skipping, fighting, disrespect, not heeding a direct request, illegal activities (graffiti, vandalism, stealing, gambling, controlled-substance abuse, etc.), and certain public displays of affection. These behaviors could result in a disciplinary hearing and possible notification of the police. Illegal activity and at risk behavior will result in disciplinary action.

The school will not allow disruptive behavior or other misbehavior and will take corrective action as required. Every faculty and staff member has the responsibility to uphold behavioral standards and take corrective action in accordance to the policies of the school.

Non-Harassment Policy: Respect for the dignity of each person is essential to Catholic tradition, and Pius XI Catholic High School is committed to providing an environment for all members of its community that is totally free from physical, psychological and verbal harassment.

According to Archdiocesan Policy 4116.23, harassment can result from a single incident or from a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical, verbal or nonverbal behavior that can include but is not limited to:

- Threatening and intimidating behavior
- Racial insults
- Derogatory comments (e.g. ethnicity, physical attributes, sexual orientation)
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes

According to Wisconsin Statute 111.32, "Sexual harassment means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to: the deliberate, repeated making of unsolicited gestures or comments or the deliberate repeated display of offensive sexually graphic materials which is not necessary for educational purposes."

If any member of the Pius XI community feels harassed in any way, that person should report the incident immediately. A student should report the incident to any adult on the staff. The person who has been notified of the incident must immediately report this information to the Dean of Students or the Counseling Center. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken against the harasser.

Although our preferred methods of dealing with harassment is education, we reserve the right to dismiss the harasser, or parties, involved from the Pius XI Catholic High School.

In compliance with the United States Conference of Catholic Bishop's Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, all adults who have regular contact with children will:

- Submit to a criminal background check
- Read and sign a Code of Ethical Conduct
- Attend a "Safeguarding All of God's Family" awareness session required for employment/service

Substance Abuse Policy: Pius XI Catholic High School is a Catholic community whose mission is to create an environment that fosters our students' ability to develop their potential as human beings. We believe that any use of or involvement with controlled, illegal and/or illicit substances (i.e. tobacco, alcohol, illegal drugs, chemicals) reduces the student's ability to realize that potential.

Therefore, the use, possession or distribution of controlled substances by Pius XI students at any time, **in or out of school**, and substance abuse (including the unauthorized distribution or use of prescription medications) is unacceptable.

Our Catholic tradition and school philosophy dictate that the preferred methods of dealing with substance abuse by Pius XI students are education, prevention and rehabilitation. However, depending upon the situation, these sanctions could include dismissal from Pius XI Catholic High School.

Pius XI Catholic High School has adopted the following policy:

Substance Abuse Policy
<p><i>Pius XI students are expected to refrain from the use, possession or distribution of all controlled substances and not abuse other substances at all times in or out of school.</i></p> <p><i>The use, possession or distribution of the paraphernalia associated with substance abuse is also prohibited.</i></p> <p><i>Any violation of the above standards will result in disciplinary sanctions, and students may also be required to engage professional services (such as drug testing and counseling) outside of the school, at their own expense and agree to have the results of those services shared with a Pius XI counselor.</i></p> <p><i>Pius XI Catholic High School encourages students (and their parents) to use the school's Counseling services for assistance with any substance abuse issues that they may be experiencing. Incidents that are self-reported to the Counseling department for the purpose of seeking assistance will be handled confidentially from a treatment rather than a disciplinary perspective by the school.</i></p> <p><i>Pius XI Catholic High School reserves the right to interpret and implement this policy at its sole discretion.</i></p>

Drug Testing Policy: As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs. (Arch Policy Manuel 5144.12)

Students will be required to provide urine samples as follows:

1. On a random selection basis during the regular school year, students will be chosen at the frequency and volume deemed necessary to insure the effectiveness.
2. At any time requested based on reasonable suspicion to be tested for illegal drugs or alcohol consumption.

Any drug test or breathalyzer required by Pius XI Catholic High School will be administered by a school administrator, or at the direction of, a professional laboratory chosen by Pius XI using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure proper laboratory control, and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

If, during the drug testing procedure, a student delays urination beyond a reasonable period of time indicating an attempt to tamper with the specimen or otherwise interfere with the monitor's ability to detect illegal drugs, or if there is a reasonable suspicion of use of a test-altering substance, Pius XI may send the sample to the drug lab for more specific and accurate tests regardless of whether the initial test is negative. If the initial drug test is positive, the initial test result will then be subject to confirmation by a second and different test of the same specimen. If a positive is determined, the student will subject to disciplinary action which range from education to expulsion.

Refusal to take a drug test, or breathalyzer, will result in disciplinary action which will range from education to expulsion.

Pius XI Catholic High School is not responsible for the cost of the drug test, lab work, or any associated cost.

Tobacco and Nicotine: Violation of the substance abuse policy by using, possessing or distributing tobacco, tobacco-like, or nicotine substances in any form (or tobacco paraphernalia), and vaping paraphernalia may result in actions that range from confiscation of the prohibited materials to expulsion from Pius XI Catholic High School.

Alcohol, Chemical & Drugs: Possession or distribution of any illegal substance is subject to referral to the police. In addition, using, possessing or distributing alcohol, controlled substances, chemicals for the purpose of abuse, or associated paraphernalia (including but not limited to lighters, pipes, scales, baggies, etc.) may result in actions that range from confiscation of the prohibited materials to expulsion from Pius XI Catholic High School.

NOTE: depending on the situation, we may require the:

- Student to undergo an assessment by a certified drug and alcohol counselor and follow through with all recommendations.
- Parent/guardian to notify the Pius XI Counseling Chair of the date and location of the assessment within 48 hours, and sign a waiver to release information regarding the assessment to an authorized Pius XI Counselor.
- The assessment, and treatment, are paid for by the parent/s or guardian/s. Pius XI is not financially responsible.

Non-Violence Policy: Because the safety of the entire community is of utmost importance, the school has adopted the following policy:

Any threatening or violent behavior (verbal, physical, or over social media) such as fighting, hitting, pushing and other intimidating actions will be considered a serious breach of conduct and will be sanctioned accordingly by the school and may be referred to legal authorities.

Any student involved in a violent behavior, including recording that event, will face consequences. These consequences may range from mediation to expulsion from Pius XI Catholic High School

Any affiliation with gangs or gang-related activity such as displaying gang signs (e.g. graffiti, hand gestures, etc.), dress or behavior is grounds for a disciplinary hearing and possible expulsion. The use, possession or distribution of weapons at any times may be grounds for expulsion and subject to referral to legal authorities.

Conflict Policy: Any student who is involved with any type of aggressive confrontation with another student will face consequences. These consequences may range from mediation to expulsion from Pius XI Catholic High School.

Pius XI students will be held accountable for the aggressive behavior of a non-Pius XI student whom they have invited onto school property or to attend a school-related activity. Appropriate disciplinary action will be administered to the Pius XI student in this regard. Any costs incurred by the mediation process are the sole responsibility of the students in dispute.

Theft & Vandalism Policy: Substantiated cases of stealing or vandalism are reported to the police. In addition, the offending student will face consequences. These consequences may range from mediation to expulsion from Pius XI Catholic High School. Furthermore, incidences of theft may be subject to restitution. In cases of property damage, defacement or other acts of vandalism, may also be subject to restitution.

If a student finds such damage done to their property or to an area that is their responsibility, such as a locker or desk, s/he should report the damage immediately to the Faith Formation Director or assume responsibility for payment.

Discipline

The aim of the discipline policy is to carry out the Pius XI philosophy of developing young adults in light of sound Catholic principles. The rules and regulations of the school are designed to help students develop a concern for the needs of others, and a proper regard for the care of the material goods of members of this community.

Depending on the nature and seriousness of the misconduct, disciplinary actions taken by the school may range from a simple detention to total dismissal from Pius XI Catholic High School.

Detention:

Detention	
Day	Time
School Day Detention with staff member	3:20 – 4:00 pm A-D Days
E-Day Detention	1:30 – 3 pm

NOTE: Missing a regular detention, without notification to the Faith Formation Director, may result in a full E-Day detention (however this can change depending on the situation). Missing the E-Day detention, without prior notification, may result in a range of disciplinary actions.

Warning Status: Students are placed on warning status for:

- Patterns of inappropriate behavior
- Moderately serious/single displays of inappropriate behavior

Warning status is given at the discretion of the Faith Formation Director, although teacher advisors may recommend that a student be placed on it. When a student is so designated, the student and parents sign a warning agreement.

The teacher advisor is informed about the student's status and can be invited to attend the meeting at which the terms of the agreement will be determined including:

- **Time Period:** Length of time that this status will be in effect
- **Course of Action:** Behaviors or conditions that will be considered appropriate or inappropriate
- **Impact of Later Infractions:** The consequence that subsequent infractions will be viewed more seriously than under normal circumstances
- **Plan for Reevaluation:** Conditions under which the Warning Status may be terminated, renewed or extended

Probationary Status: A student may be placed on probation if in the judgement of the administration he/she has experienced chronic behavioral problems, violation of warning status, displaying serious inappropriate behavior, and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

When a student is placed on this status, a conference is held and the student and parents sign a probation agreement.

This agreement may include, but not limited to:

- **Time Period:** Length of time that this status will be in effect
- **Course of Action:** Behaviors or conditions that will be considered appropriate or inappropriate
- **Impact of Later Infractions:** The consequence that subsequent infractions will be viewed more seriously (even a single violation may result in an expulsion hearing)
- **Plan for Reevaluation:** Conditions under which the probationary status may be terminated, renewed or extended
- **Understanding:** Principal's decisions are final

Suspension: Suspension is typically used to provide time for investigative proceedings rather than as a punitive measure. Certain circumstances require suspension for punitive reasons. A maximum of five days can be imposed unless notice is given that an expulsion hearing has been scheduled. The guidelines for suspension are as follows:

- The student will be advised of the reason for the proposed suspension.
- The parents/guardians of a suspended student will be given prompt notice of the suspension and the reasons for the action.
- Suspension may be issued by the Principal or Dean of Students immediately following a serious disciplinary offense.
- Before a student may return to school after a suspension, a conference or hearing must be held with the student, parents/guardians and the Dean of Students and/or the Principal.

Expulsion: Expulsion most often results from repeated refusal to obey school rules or from conduct that endangers property, health, or the safety of others. However, an extremely serious single offense may also be grounds for expulsion. Expulsion will take place only after an expulsion hearing has been held with the Discipline Committee. The Discipline Committee is a sub-committee that serves as a review board with the power to decide which course of action seems best suited. The members of The Discipline Committee are determined at the discretion of Pius XI administration. The administrator may allow the student to choose a faculty person to serve on the committee. For confidentiality reasons, child advocates, friends, or other family members are not allowed to attend the hearing.

Parents/guardians will be notified and are expected to be present at the hearing. Once the hearing is in progress, the student may not have the right to voluntarily withdraw from school unless that is the recommendation of the Discipline Committee. After the hearing, committee members weigh the facts and issues that were presented. Committee members will then give a recommendation as to what it believes is appropriate disciplinary action. The principal can accept the recommendation totally, in part, or reject it all together

If the decision to expel a student is made, parents/guardians will be notified in writing.

If parents/guardians believe that incorrect procedures were followed, they have the right to file an appeal with the Archdiocesan Superintendent of Schools. The appeal must be filed within five days of the notification, and must outline their objections. The Superintendent will only assure that the correct procedures were followed as defined by Archdiocesan Policy 5144.

Parents/guardians will be informed of the results of the hearing as soon as possible following the Principal's review of the committee's recommendation.

Pius XI Catholic High School reserves the right to terminate a student's enrollment at any time, for any action or behavior on or off school premises that is considered to be unethical, contrary to acceptable moral standards of behavior, at risk behavior or illegal activity. This action on the part of the school is at the discretion of the Pius XI administration and supersedes any other disciplinary procedure or action as outlined in the Parent-Student Handbook.

DAILY PROCEDURES

Attendance

Overview: Attendance is essential to the progressive growth and development of students. Students are expected to attend all classes and in-school functions unless there is a legitimate reason for the absence.

Students and parents/guardians are responsible for attendance. Vacations taken on school days are discouraged. It is recommended that doctor/dentist/other appointments be scheduled after school.

Students must make up all assignments, tests, labs, etc. that are missed while absent.

Calling in an Absence: If a student will be absent for all or part of the day, a parent/legal guardian **must call the Attendance line before 8:30 a.m. on the day of the absence at 414-290-7002.** This requirement applies even if the student is 18 years or older. You may call this number 24 hours a day. Voice mail will record your message.

The student will be considered truant until an absence is excused through proper notification by a parent/legal guardian. In addition, it is requested that parents/guardians going out of town notify the attendance office of the adult authorized to act as legal guardian in their absence.

Late Arrivals: Students arriving late for any part of the school day must report to the Main School Office upon their arrival to get an admit slip. No student having been absent is to be readmitted to classes without following this procedure.

Leaving for Appointments: Doctor, dentist, or other personal appointments should be scheduled after school or on E-day afternoons. If it is unavoidable, **a written note with time of departure and working phone number from the parent/guardian must be brought to the Main School Office before TAC the morning of the appointment.**

- Upon return to school, a note on letterhead from the appointment must be brought back to the school office.
- Phone calls are discouraged to excuse a student. Due to the flexibility of our schedule, students often cannot be reached immediately upon your arrival at school. **We will not interrupt the learning of other students by paging. This is why it is essential to communicate with us ahead of time.**

Excused Absences: A student will be excused for sanctioned absences as follows:

- **Illness or Family Emergencies:** The parents/guardians must call the Attendance line by 8:30 a.m. on the day of the absence. If the student is absent due to illness, a physician's note is required within a week of the return date.
- **Physician's authorizations and instructions regarding extended absences due to long-term or chronic conditions must be updated each quarter and filed with the Faith Formation Director.**

Extended Fitness & Wellness Excuses: All students are required to fulfill their Fitness and Wellness class requirements unless a current excuse is obtained from their doctor. If the student is not able to participate in more than half of the class days due to that medical excuse, the student will have to retake that course or another Pius XI Fitness and Wellness class.

One-Day Fitness and Wellness Excuse: The student will present his or her excuse, signed by the parent/guardian, to the Fitness and Wellness instructor. The excuse will apply only to physical exertion. The student should still report to the scheduled class.

Vacation/Extended Absence: All parent/guardian-sanctioned absences count toward the 10-day maximum that the state allows for parental discretion reasons.

The parents/guardians must notify the Faith Formation Director in writing at least one week in advance when the absence will last three or more days. Student must obtain and complete an extended absence/vacation form that is signed by the teachers and parents/guardians.

Unexcused Absences

Students who are absent from school for reasons other than those cited above are considered unexcused absentees.

In the event of unexcused absences, teachers are not required to provide make-up material, including exams, quizzes, labs, etc. Work turned in late due to unexcused absences will not necessarily receive full credit. In addition, students will be subject to disciplinary action deemed appropriate by the Faith Formation Director.

- Students who, without sufficient reason, are absent from school, will be considered truant and will be recorded as suspended from school.
- They may be readmitted only after a meeting with the parents/guardians is arranged with the Faith Formation Director.
- The rules on truancy also apply to those who leave the building without proper permission during the school day.
- Any intentional misrepresentation of the parents/guardians by the student in regards to absences will be considered an honor code violation.

Every student must remain in the building during the entire school day. Students who chose to dismiss themselves early without permission from a parent/guardian AND a pass from the Main Office will be considered truant and be put on Attendance/Behavioral Probation.

Unreported Absences

Any absence not reported by a parents/guardians will be considered unexcused. A reminder phone call will be made the day of the absence. Parents/Guardians are responsible for reporting any absences the day of but no later than 24 hours following the absence. If communication between the school and parents/guardians does not occur, the absence will be recorded as unexcused.

State Absence Sanctions

Wisconsin Statutes require minimum attendance of 170 in-class days during the 180 scheduled attendance days. This means that parents/guardians may excuse their children from school a maximum of 10 days each year without a doctor's excuse.

- **Level 1 – Beginning status.** All students begin the year at Level 1 status until their fifth absence within one semester.
- **Level 2 – Five days of absence within a semester.** Upon the accumulation of five days of absence within a semester, the student must get a signed excuse from his/her doctor documenting the medical need for this amount of absence from school. Either the student submits the signed excuse(s) to the attendance office or a warning letter will be sent informing the parents/guardians of the consequences of reaching Levels 3 and 4.
- **Level 3 – More than 10 days absent within a school year.** Following the accumulation of 10 days of absence that are not authorized by a physician, the following steps will be taken:
 - A letter will be sent to the parents/guardians notifying them that their child has exceeded the state limit of absences during the school year and the consequences that are listed below.
 - There will be a meeting with the parents/guardians, student and the Dean of Students regarding the excessive absences.
 - According to the statute, a letter can be sent to the office of the district attorney notifying them of the situation.
 - Students may be placed on Attendance Probation for absences past the 10 day statute limit.
- **Level 4 – More than 20 days of absence.** If a student accumulates more than 20 days of absence within a school year without a doctor's authorization, an administrative hearing will be scheduled to determine if that student will be allowed to remain a student at Pius XI Catholic High School.

Tardy Regulations

Any time students are not in their TAC room by 7:50 a.m. bell, they are considered tardy and MUST report to the Main School Office for a Late Slip. Failure to do so will result in an automatic detention for that same day.

After an accumulation of three tardies per quarter, the student will be issued a detention and restricted schedule. When a student reaches 10 tardies per semester a meeting with a parent/guardian will be held. The student will then be put on Student Warning Status. An accumulation of 15 tardies any time during the year may result in suspension from school, and the student will be put on Attendance Probation and possibly convene a Disciplinary Hearing.

Students who arrive after the 8:14 a.m. bell are considered absent and must report to the Main School Office for an Admit Slip. A note or phone call from a parent/guardian must accompany the student.

Consequences for being tardy to class (not TAC) is handled at the discretion of the classroom teacher and may result in a same day detention.

Modular Schedule

Please note, on E Days, students are dismissed at 1:30

Daily

TAC 7:50 - 8:10

1 8:14 - 8:36

2 8:40 - 9:01

3 9:05 - 9:27

4 9:31 - 9:52

5 9:56 - 10:18

6 10:22 - 10:43

7 10:47 - 11:09

8 11:13 - 11:35

9 11:39 - 12:01

10 12:05 - 12:27

11 12:31 - 12:53

12 12:57 - 1:19

Examen 1:19 - 1:22

13 1:26 - 1:48

14 1:52 - 2:14

15 2:18 - 2:40

16 2:44 - 3:06

TAC 3:12 - 3:14

E - DAY Schedule

TAC 7:50 - 8:10

1 8:14 - 8:36

2 8:40 - 9:01

3 9:05 - 9:27

4 9:31 - 9:52

5 9:56 - 10:18

6 10:22 - 10:43

7 10:47 - 11:09

8 11:13 - 11:35

9 11:39 - 12:01

10 12:05 - 12:27

11 12:31 - 12:53

12 12:57 - 1:19

Examen 1:19 - 1:22

TAC 1:28 - 1:30

Examen: Our lives are busy and filled with many distractions. The entire school stops after Mod 12 and takes a moment to become aware of the presence of God in our daily lives through reflection and prayer.

Field Trip Policy

An activity is considered a field trip any time a student is excused from the day's normal class schedule in order to participate in some school-sponsored activity. This activity could be outside the school building or inside the building.

Teachers will excuse students from another teacher's class only when the activity or experience cannot be scheduled during the student's non-class time.

Guidelines

- Students are accountable for making good decisions about their academic progress, and so have the right and the responsibility to ask to be excused from any field trip that they feel might cause harm to their academic progress in another course.
- Students participating in field trips are expected to pre-plan their absence by getting assignments in advance of the field trip.
- Participation in an event outside of Pius XI Catholic High School should not be used as an excuse for late work.

Requirements

- School-issued, parent/guardian signed permission forms and medical emergency information, along with authorization for medical care must be obtained from each student who participates in any excursion and carried by the trip chaperone.
- Parents/Guardians must sign and date the agreement that they are willing to be responsible the total cost of the trip. No outside solicitation of ANY kind may be done. No fundraising may be done without written pre-approval from the Chief Development Officer.
- Money deposits will be forfeited if a student participant withdraws after payment deadlines.
- **All tuition payments must be up-to-date prior to paying for/attending a field trip**

- Students should be transported by school vehicle or bonded carrier.

Out of Class Policy

Both academic classes and out of class-sanctioned activities are intended to support and enhance the academic experience.

- Each school sanctioned activity needs to be approved by the administration.
- Students will be permitted a maximum of 10 total school sanctioned activity days.
- For a student to take advantage of these days, they must be in good standing in each class at the time of the activity.
- Students must not have more than five parent/guardian excused absences per semester or three tardies.
- Any days past those 10 total school sanctioned activity days for each student must be approved by the administration.
- Any students currently on Academic or Disciplinary Probation will not be permitted to attend out of class activities unless approved by the Dean of Students
- Any exceptions to this policy must be made by mutual approval of the Principal, Assistant Principal and Faith Formation Director.
- All teachers have the right to remove a student from an out of class activity.

Illness/Accident at School

If a student becomes ill or is injured during the day, **the student must report to the Main School Office** so that arrangements can be made or be excused to go home. Students having a medical issue during the school day will be assessed and parents/guardians contacted with the request they pick up their child for proper care and follow up.

- Main School Office personnel will contact the parent/guardian.
- Parent/guardian is responsible for getting the student home safely and promptly.
- Students must be picked up within one hour of notification.
- Accident report must be filed for incidents involving possible injury

After School

The school day ends at 3:14 p.m on A-D days and at 1:30 p.m on E days. **Students are to clear the school grounds by 3:30 p.m on A-D days and by 1:45 p.m on E days**, unless they are waiting for a ride, meeting with a teacher or coach or have an Adult-supervised club meeting.

The Student Union is available from 3:30 p.m. to 5:30 p.m. A through D Days and 1:30 p.m. to 5:30 p.m. on E Days for students waiting for pick up or Pius XI club meetings or practices. The Learning Commons is available for quiet study from 3:30 p.m. – 5:00 p.m on A through D days.

Students working or meeting in the building should leave immediately when the work is finished or their club and/or teacher meeting is over. Students may not be in the building unsupervised at any time.

It is not reasonable to expect a coach, teacher or administrator to oversee supervision of a student beyond 5:30 pm Arrangements for a timely pick-up should be made by parents/guardians.

Class Skips

Regular attendance will help the student develop habits that will transfer to higher education and the workplace. Skipping a class or P-Mod, is a serious offense. Each instance of a student skipping a class or an appointment on a regular school day will be addressed. Sanctions will be determined by the Faith Formation Director and may include:

- **Skip #1** -- A demerit, after-school detention, parent/guardian notification via Skyward Family Access recorded as a Z.
- **Skip #2** -- A demerit, E-day detention (90 minutes), parent/guardian notification via Skyward Family Access recorded as a Z.
- **Skip #3** -- A demerit, E-Day detention (90 minutes), three cycle signature schedule, parent/guardian notification via Skyward Family Access and possible phone call from the Dean/Assistant Dean of Students.
- **Skip #4** -- A demerit, 2 E Day detentions, extension of signature schedule and a meeting will be held with parent/guardian and the Dean of Students to discuss the consequences of additional infractions.

School Closings

Typically, Pius XI Catholic High School follows the decision of the Milwaukee Public Schools to close due to inclement weather. However, in some instances, Pius XI Catholic High School may find it necessary to close even if the Milwaukee Public Schools do not. When this occurs, we will have announcements made on local TV stations, via Skyward email, on the Pius XI Facebook page, on the Pius XI Catholic High School website and on the school answering machine at 414-290-7000.

When unscheduled closings occur, the following procedure will be followed:

- The next day back will carry the same letter day as the day off (except for an E- day, see bold below). For example, if a C-day is canceled, the next day back will be a C-day.
- The next letter day, D-day in the example above, will be dropped from the cycle, and the cycle will continue as shown on the calendar for that time – E-day in the example above.
- **An exception to the above will be made if an E-day is canceled, the next day back will be the A-day.**

Dress and Appearance

Dress Code for the 2018-2019 School Year

As a Catholic institution, Pius XI Catholic High School exists to support the faith development and rigorous learning of each student. To ensure effective and equitable enforcement of this dress code, school staff will enforce the dress code consistently, and in a manner that is aligned with our Catholic values. In other words, the reinforcement of the dress code will not increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The following dress code is a tool to help students dress in a manner that is consistent with our values and supports the dignity and worth of each person. Students dress should intent to sustain a community that is inclusive of a diverse range of identities while balancing the student's need for self-expression.

It is expected that it is each and every student's responsibility to respect the spirit of the dress code at all times (including when on field trips both on and off school premises).

Clothing and appearance supporting the mission of Pius XI Catholic High School:

- A collared shirt (with fabric fully covering front and back).
- Pius XI Catholic High School Spirit Wear (This does not include sweatpants or athletic pants)
- Sweater, sweatshirt, or hoodie (hoods must never be worn).
- Pants/jeans
- Skirts that are no higher than 3in from the knee, a dress, or shorts (no shorter than a 5in inseam).
- Shoes or sandals (slippers or house shoes are not allowed)

Clothing and appearance NOT supporting our mission:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Ripped clothing or clothing with holes
- Accessories that could be considered dangerous or could be used as a weapon.
- Sweatpants, athletic shorts/pants, pajama pants
- Leggings not worn under a skirt or dress that meets the three inch requirement

The school administration makes all final decisions on any dress code issue/violation and reserves the right to determine what is modest, clean, neat, offensive, unsafe and clothing supportive of the school's mission.

Sanctions:

Violations of the dress code will be addressed by faculty and staff

Each infraction will require students to replace inappropriate clothing. The student may be retained in the Main School Office until clothes are provided or sent home to change. Dress code detentions are served the night of the violation if the student remains or returns to school, or the following school day if the student is sent home and does not return to school. In addition, the student is considered absent for any time missed.

Consistent violations could result in suspension, disciplinary warning, probation, and possible expulsion.

Student Schedules

Schedules: Every student is required to complete and carry a personal schedule at all times during the school day. The schedules must be:

- Written neatly in permanent ink (no erasures, whiteouts or crossovers)
- Blackened-in for all union mods
- Signed by the teacher advisor
- Kept in the plastic cover provided by the school
- Carried at all times

Schedule Coding: Personal schedules should be coded as follows:

C -- Class

P – Permanent Mods

R – Resource

U – Union Mods- must be blackened in.

Resource Mods: Students must have two resource rooms listed per mod and must go to the room listed unless using the Learning Commons. Room choices must be appropriate to the student's course of study.

Student Union: Freshman students are allowed two union mods per day. Sophomores, juniors and seniors are allowed a maximum of three union mods per day. The union mods cannot be continuous.

Restricted Schedule

Students who misuse their regular schedule are subject to one of two types of restricted schedules as follows:

- **Restricted Schedule:** This schedule allows for one union mod per day. The student is also required to spend all resource time in designated resource rooms determined by a teacher or Faith Formation Director. The Main School Office also retains the student's regular schedule until the Restricted Schedule has expired.
- **Signature Schedule:** This very restricted schedule limits union mods to one per day, and requires the student to get his/her schedule signed by the teacher/supervising adult at every mod. In addition, the student must return his signed schedule to the Main Office at the end of every day. Any missing signatures will be dealt with at the discretion of the Faith Formation Director.

Special Schedule

Students who wish to request special scheduling or permission for late arrival or early dismissal on a regular basis must complete a request form and have the approval of the Dean of Students, Assistant Principal of Academics and/or Principal.

Senior Privilege

Seniors may take advantage of senior privilege that allows them to leave school early. Instead of having to remain in the building until the end of TAC check, they will be allowed to leave after 14th mod A-D days and 10th mod on E days if they have no classes.

- No more than 5 excused absences per semester or 10 per year
- No unexcused absences
- 3 or more tardies per quarter
- Student/Parent Agreement form must be turned in
- Working up to his or her academic ability
- Passing all courses (no D, D+, D- or F grades)
- On a path to graduate
- Having no disciplinary referrals in previous quarter
- Living up to his/her responsibilities in TAC and other school commitments
- Showing good behavior and judgments in daily actions toward others

Seniors may not request a schedule change in order to participate in this program.

Seniors exercising this privilege are expected to:

- Not loiter in the lobby, hallways, by lockers, in the gym, etc.
- Exit the building only through the main lobby exit.
- Leave the premises within five minutes after the end of a mod.
- Not return for the remainder of the school day. Unless involved in an extra-curricular event. Seniors may return when the event starts.

Seniors who don't follow these guidelines will have their privilege suspended. Those who violate the guidelines by leaving the building prior to their designated mods will have the privilege suspended and may forfeit senior early dismissal in the spring.

Pass System

A pass system is used to authorize any irregular student movement during the school day, including times when a student will be late for their next destination.

A student carrying a pass should openly display it when moving through the hallways. A tardy arrival or improper pass will not be accepted, and will be referred to the Dean of Students.

Exceptions: Only those students called by name over the PA are allowed to move through the hallways without a pass.

Student Union

A truly unique aspect of Pius XI Catholic High School is our Student Union. This is a lively place where students gather during free mods to eat, socialize, and study.

Student Union Guidelines

To continue to enjoy Student Union privileges, students are expected to behave in a socially acceptable manner, and adhere to all behavioral expectations. This includes entering ONLY during sanctioned times, making sure the Union is clean, and keeping all food and/or drinks inside the Union.

- Enter through the main (east) doors
- Present their school-issued ID and/or schedule upon entry
- Consume all food and beverages in the designated eating areas
- Be seated in a chair and engaged in an independent or group study activity
- Clean-up after themselves, push in chairs and cooperate when asked to help in other ways
- Food and/or drinks may not be carried out of the Union without expressed permission of the Union Supervisor.

Food Service

The cafeteria is located in the Student Union. FLIK, an independent food service company, is responsible for the management of the food service. Every effort is made to keep the costs for the students at a minimum. Hot meals are available every regular school day through 12th mod. Students can use their school ID to pay for food and beverages. They may use cash or check at the cashier to add to their account. Parents may use a credit card through the online system at www.myschoolbucks.com. A link is provided on the Pius XI School Website.

TAC (Teacher Advisor Contact)

Pius XI Catholic High School pioneered this unique homeroom in which small groups of students, from all grade levels, interact with each other and are mentored by a faculty member who serves as their teacher advisor. The teacher advisor serves as the liaison between parents/guardians and the school.

TAC Procedures

Following are the normal procedures for TAC periods:

- **TAC begins at 7:50 a.m. each day.** A warning bell will signal student movement to TAC at 7:45 am.
- Students are to be attentively seated at their desks and silent during prayer and announcements in the morning and during TAC check in the afternoon.
- Students are to remain in their TAC unless called to the office, summoned over the PA, or given a pass authorizing their presence elsewhere.

TAC Activities

After prayer and announcements, students may be dismissed from TAC as follows:

- A, C, E Days: Are sacred days where students stay with their TAC the entire TAC period. Assemblies may be scheduled through the Faith Formation Director
- B, D Days: Athletics, school clubs and group members may meet.

Exceptions to the above must be cleared with the Faith Formation Director.

TUITION AND FEE POLICY

Tuition and fees for each student attending Pius XI Catholic High School for the 2018-19 school year are: Tuition \$12,350, Book/Technology Fee \$500, and Registration/Course Selection Fee \$100. International Students Tuition and Fees follow the International rate.

Payment Schedule	AMOUNT DUE	DUE DATE
Registration/Course Selection Fee	\$100.00	May 15, 2018
Book/Technology Fee	\$500.00	May 15, 2018
Tuition Deposit*	\$750.00	June 1, 2018
Tuition Balance (Tuition – Deposit) (\$12,350-\$750=\$11,600)	\$11,600.00	July 1, 2018

*Tuition Deposit - \$750 Due by June 1, 2018 to secure student class selections. **Please note: Registration/Course Selection Fee and Book Fee/Technology Fees are non-refundable.**

Tuition Payment Options No exceptions to this policy will be granted.

1. Early Bird Special – Submit your 2018-2019 full tuition payment by May 15, 2018 and your name is entered into the early bird drawing.
2. Enrollment in the monthly payment plan administered by SMART Tuition by May 15, 2018. Tuition is then paid in eleven (11) monthly installments starting July 2018 and ending May 2019. A processing fee of \$75 (\$90 after May 15th) is required (per family) to utilize the monthly payment program. Families currently with SMART Tuition payment plans will have accounts automatically re-enrolled for the upcoming school year. New families must contact the Pius XI Business Office to complete enrollment.
3. Payment in full by July 1, 2018. Acceptable forms of payment are: Cash, Check (payable to Pius XI) or Money Order. Credit card payments are not accepted. Payments can be dropped off in the Pius XI Main Office or mailed directly to Pius XI Catholic High School, Attn: Business Office, 135 N. 76th Street, Milwaukee, WI 53213.

Note: Full tuition payment or Enrollment in Smart Tuition is required for students to pick up books.

A student with a tuition account that is not up-to-date at the end of each semester will not be allowed to return for the following semester. Pius XI reserves the right to deny student participation in extracurricular activities, field trips and etc. due to delinquent tuition accounts.

Tuition Refunds

If a student withdraws from Pius XI Catholic High School **either voluntarily or involuntarily** during the school year, a pro-rated portion of the tuition will be refunded according to the following schedule:

Date(s)	Refund %	Refund \$
Before August 21, 2018		\$11,600.00
August 21 – October 5, 2018	50%	\$6,175.00
October 5 – December 21, 2018	25%	\$3,087.50
After December 21, 2018	0%	\$0.00

Business Office

Pius XI Catholic High School reserves the right to prorate scholarship or grant awards received through Pius XI for a student withdrawn either voluntarily or involuntarily during the school year. Pius XI Catholic High School reserves the right to re-assign Financial Aid awards for those students who secure a Milwaukee or Wisconsin Parental Choice seat or external funding.

Book/Technology Fee is a rental fee assessed for the 2018-19 school year. Replacement fees will be assessed to student accounts for damaged or lost books not returned by the required turn in date set for the school year.

Families are required to satisfy all outstanding tuition and fee balance incurred prior to their student securing a Parental Choice seat. This includes tuition obligation prorated should a student transition from a PCP wait listed status mid-school year. **Pius XI Catholic High School reserves the right to refer all allowable unresolved outstanding tuition balances to a collection agency for further collections.**

VISITORS

Visitors to Pius XI are always welcomed and we wish to make each visit safe and pleasant. We are especially eager to welcome back alumni. To ensure availability please make appointments to meet individual teachers prior to the visit. For the overall safety and security of our entire community as well as the continued smooth functioning of school operations, we require the following procedures and protocols:

- All visitors must check into the Main School Office upon arrival and sign in at the front desk.
- Lanyards will be provided to all visitors. This Lanyard must be worn and visible at all times during the visit and returned to the Main School Office upon departure.
- Teachers expecting guests must make arrangements for class supervision while they greet their guests in the Main School Office.
- Visitors will be accompanied to their destination by the staff member being visited.
- Students will not be permitted to serve as escorts for adult guests.
- All alumni visitors should be directed to the Alumni Relations Office.

ADMISSIONS

The Pius XI Catholic High School Admissions Process attracts and enrolls a high quality student body that is academically prepared and committed to being successful in a rigorous curricular environment. A student who is invited to attend Pius XI Catholic High School will be joining a community marked by a culture of engagement and the pursuit of leadership, character, and faith.

The information outlined below will be used by representatives in Admissions, Counseling, Administration, and Special Education in addition to other appropriate school personnel.

Admission Process Goals

- To ensure that students are academically and behaviorally appropriate for Pius XI.
- To fill the incoming class slots and create a wait list for the school.
- To effectively manage all student prospects whereby ensuring quality communication with parents, students, and Pius XI staff.
- To effectively disseminate information to internal departments in order to ease the transition of students to high school and the course selection process.

9th Grade Admission Criteria

Application and Enrollment Form with application fee

Recommendation forms from current grade school administrators, teachers or counselors

- Student receives 3's or higher on his/her general recommendation form
- There are no serious behavioral issues included on written comments from teachers.

High School Entrance Exam

- Test score composite is a minimum 25 % on the HSPT for unconditional acceptance, or performance at or above a 7th grade equivalent on other tests
- A passing score for a test other than the HSPT will be determined by the Admissions Committee in conjunction with the Principal. Standards are to be directly related to a student's potential to complete Pius XI course work in his or her Freshman year.
- *Parental Choice Students:* Once selected for the Milwaukee Parental Choice Program, students must take the placement test to help guide course placement and selection if they have not already done so.

Student Essay

Which includes well-formed sentence structure, proper grammar, consistent correct punctuation. If it is hand-written, writing is legible and neat

Latest Report Card

- GPA over 2.3 where applicable
- Demonstrated proficiency in standards based report cards
- Reading and Math levels a minimum of 7th grade proficiency

Standardized Test Scores

Scores must indicate a level of proficiency consist with average 7th grade abilities and achievement

IEP

If applicable, a student's active or lapsed IEP should be presented. A student with an IEP is evaluated to ensure that Pius XI can meet the education, emotional, and environmental needs of a student.

Admissions Status Review

The following are the four decisions that could result from an admissions review:

- **Accepted Unconditionally** – Students who meet all academic and behavioral standards are accepted outright.
- **Accepted to Summer Bridge Program**– Students who may be deficient or need additional assistance in an area (such as reading, writing or math) could be accepted into the Summer Bridge Program and must successfully complete this program in order to maintain enrollment at Pius XI.
- **Committee** – When a student does not sufficiently meet the standards for academics and/or behavior, the Admissions Committee may defer an admission decision and require the student to submit additional information after the next academic quarter (i.e. grade cards, recommendation forms, etc.), at which point the Admissions Committee will reassess the application.
- **Declined** – Applicants who are far from meeting the school's standards in academics and/or behavior are informed that they are not accepted. The safety of Pius XI students and staff is the highest priority when considering a prospective student. Therefore, an applicant (freshman or transfer) may be declined based on prior conduct that is determined to be of criminal nature and/or a potential threat to themselves, students and/or staff.

Admission for Students Requiring Special Academic Programs

Parents of students who require special attention in the classroom to succeed are encouraged to meet with the head of the Special Studies program to discuss a student's fit for the Special Studies program. The head will advise on requirements for entry into the program and the likelihood that a student will meet those specific requirements. Students seeking acceptance in the Special Studies program will follow the standard application procedure.

Learning Disability Program Admissions:

Step 1: Parents must provide a current, public school IEP Team Evaluation or a private Neuropsychological Evaluation that diagnoses Specific Learning Disabilities. The student must be 100% mainstreamed and only require accommodations that can be provided by Pius.

Step 2: The student must meet Pius XI's admission requirements. This process happens throughout the semester and summer or until the program is full.

Transfer Students Admissions

Students wishing to transfer to Pius XI as a 10th, 11th, 12th grade or semester-two 9th grade student must submit a Transfer Admissions Application along with the following items:

- 1) Copy of unofficial transcript from current school
- 2) Discipline report
- 3) Completed pre-admission questionnaire
 - a. Section 1 – Parent
 - b. Section 2 – Current school administrator/counselor
- 4) Completed student essay and parent statement
- 5) Any applicable evaluations/ Individual Educational Plan (IEP)

Transfer Student Application Review

After all required items are submitted to the Office of Admissions, the application and supporting documentation will be reviewed by the Admissions Committee. Any of the below decisions may occur:

Approved – Students who meet all academic and behavioral standards are approved for transfer interview.

Committee – When additional information is needed in academics or behavior, the committee may defer the decision and require the student to submit additional information after the next academic quarter (i.e. grade cards, recommendation forms, etc.).

Declined – Applicants who are far from meeting the school's standards in either academics or behavior are informed that they are not accepted.

Transfer Interview

Applicants who are "approved" by the Admissions Committee will be required to attend a Transfer Interview with their parents. Interviews will be conducted by the Director of Enrollment, Faith Formation Director, and Chair of the Counseling Center.

Final Decision

A final admissions decision will be determined at the conclusion of the transfer interview. A student may be:

Accepted Unconditionally – Students who meet all academic and behavioral standards are accepted outright.

Declined – Applicants who are far from meeting the school's standards in either academics or behavior are informed that they are not accepted.

All students are on a probationary status for their first year at Pius XI Catholic High School.

Probationary Status for New Students

In keeping with the policies of the Archdiocese of Milwaukee, all new students at Pius XI must successfully complete a probationary period of one semester in order to maintain enrollment at Pius XI Catholic High School. During a student's first semester, academic achievement and general character will be closely monitored. If a student is found to be significantly unable to meet the demands of the academic rigor or does not uphold the standard of personal conduct as discussed in the Parent-Student Handbook and agreed to in the Parent- Student Agreement, he or she may be dismissed from Pius XI Catholic High School. This holds true for both incoming Freshman and transfer students.

Pius XI Catholic High School reserves the right to re-assess and review a student's enrollment if information emerges regarding their academic ability. The review may include testing and an interview to determine if he/she can be successful in the support programs that are currently available. When deemed necessary, the interventions outlined in Parent- Student Handbook (including probation and/or dismissal) may be implemented at any time.

Enrollment Deadline

Students may not enroll following the third cycle of the semester of the school. In special cases (i.e. relocation to the area) a student may be enrolled with consent from the Principal. This holds true for students in all grades.

Course Selection

A student who has a completed Admissions Portfolio and has been accepted to Pius XI Catholic High School will be invited to select courses.

Milwaukee and Wisconsin Parental Choice Programs

Eligible students will be encouraged to complete an application for the Milwaukee Parental Choice Program **in addition to** the traditional application for admission. Students may wait until MPCP and WPCP seats are drawn and confirmed to complete a traditional application for admission, and this will not be held against a student when determining eligibility for the Milwaukee and Wisconsin Parental Choice Programs.

Special Needs Scholarship Program

Eligible incoming freshmen students will be encouraged to complete an application for the Special Needs Scholarship Program after they have met the criteria for admission to the Learning Disabilities Program.

- Students who receive this scholarship will have an Official Educational Accommodation Plan that will be distributed to their content teachers.
- Students who receive this scholarship will work with one of Pius' Special Educators until they graduate.
- SNSP students will receive the same high level of support that all other Special Studies students

STUDENT RECORDS

Overview

Student Records are requested by Pius XI Catholic High School at time of registration. Full records are housed on site and updated with information yearly. If a student transfers to another school, cumulative records including transcripts, any IEP records (if applicable), immunization records, attendance and discipline records are shared with other schools upon request of the parent/guardian.

Child Custody Disclosure

The school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

ACADEMICS

Curriculum

Complete details and descriptions can be found in the Pius XI Curriculum Guide. See www.piusxi.org

Required Credits: Pius XI Catholic High School requires a total of 25 credits to graduate.

Required Credits	
Credits	Department
4	English
1	Fine Arts
1.5	Fitness & Wellness
.5	Health
3	Mathematics
3	Science
3	Social Science
4	Theology
2	World Language
3	Electives
25	Total

English – 4 credits

Fine Arts – 1 credit

1 credit of Visual or Performing Arts

Fitness and Wellness/Health – 2 credits

Two credits of physical education/health classes are required. Ordinarily, 1.0 credit of physical education will be earned during the first four semesters. Additionally, 0.5 credit of physical education is required during sophomore through senior year. This requirement can be waived due to physical disability upon the written request of a doctor. All students must complete a semester course in health during their freshman or sophomore year. "Lifetime Sport Activities" does not count towards completion of the Physical Education requirement.

Mathematics – 3 credits including the following:

- 1 credit in Algebra
- 1 credit in Geometry
- 1 credit of advanced mathematics

Science – 3 credits including the following:

- 1 credit of Biology
- 1 credit in another full year course
- 1 credit in other Science classes

Social Science – 3 credits including the following:

- .5 credit in U.S. Government
- .5 credit in Economics
- 1.0 credit in U.S. History

Theology – 4 credits

All students at Pius XI Catholic High School must attend Theology classes. Under ordinary circumstances, Pius XI students will earn 0.5 credit of theology per semester of enrollment. This requirement will be reduced by 0.5 credit for each semester of enrollment in another high school where theology is not required.

World Language – 2 credits

2 credits of the same language

Credit for learning experience outside Pius XI Catholic High School can be granted at the discretion of the Principal for a maximum of two credits. These learning experiences can be at other schools, at jobs, travel and volunteer activities. These activities must receive prior approval to be granted credit.

College Requirements

In addition to the academic credits required for graduation from Pius XI Catholic High School, most colleges require additional credits to be chosen from the following areas:

English, World Language, Mathematics, Science, Social Studies, and Fine Arts.

Some schools may require course work in World Language or Fine Arts. For specific requirements of the college or programs, please consult a counselor in the Counseling Center.

Graduates must present the following specific credits for admittance to the University of Wisconsin System:

English	4 credits	Social Science	3 credits*
Mathematics	3 credits*	Natural Science	3 credits*

Some campuses also require 2 credits in a single World Language.

* These are minimum requirements.

Technical School Requirements

In addition to the Pius XI Catholic High School graduation requirements, most technical schools want certain high school courses in selected areas of study. Students should see a counselor to determine high school course requirements for particular careers and colleges.

Students should check university websites about specific college requirements as well as consult with the Counseling Center.

Outside Credits: A Pius XI student may earn up to two credits for learning experiences outside Pius XI Catholic High School. These educational experiences must receive prior approval from the Administration.

Course Selection

Pius XI Catholic High School uses a four-year planning method for course selection to ensure appropriate coursework over time. Students, along with their parents/guardians and teacher advisor, make preliminary selections when they first enroll. Then, each spring, they revisit those 4 year plans and make actual selections for the following academic year.

Minimum Credits: To ensure graduating on time, students must schedule a minimum of seven credits in their freshman and sophomore years, and a minimum of six credits in their junior and senior years.

Schedule Changes: Students need to carefully select their courses for the following year. It should be a rare situation that would necessitate a schedule change. A schedule change requires a \$50 fee. A change to the schedule should only be made for significant, compelling reasons.

Should a student's class schedule need to change, the following apply:

- Student and teacher advisor or counselor discuss class alternatives and decide what specific changes are necessary.

- Counselor completes a Schedule Change Card and provides a reason for the change.
- Student submits the form along with a **\$50 fee** to the Academic Programming Office.
- Programming staff **attempt** to make the desired changes based on space availability, and provide a written response to the counselor.
- Student continues to report to all classes on the original schedule until the changes are approved in writing and the respective teachers are notified. During the school year, students will know that the change has been processed because they will receive a new schedule with the specified changes.
- A schedule may not be changed for the purpose of moving a class out of mods 15/16 or selecting a preferred teacher.

Adding Courses: Because we do not want students to come into a class behind, a student may add a class through the end of the second cycle of A- through E-days in the semester. Classes will be added based on space availability.

Dropping Courses: Students may drop classes without any impact on their report card up until the end of the third cycle. After the end of the third cycle the following grade will appear on the report card:

W until Parent – Teacher Conferences

F if dropped after Parent – Teacher Conferences

Incomplete Courses: Due to continuous documented medical issues, such that work cannot be completed, students may need extra time beyond the semester to complete their work for a specific class. In these cases, students will receive an Incomplete (I) on their report card. Students have 6 weeks from the end of the class to complete the work for an incomplete. If the work is not completed in 6 weeks, the grade will be the grade that is calculated when the missing work is added into the grade as a zero.

Repeating a Course

A course may be repeated to expand and deepen the student’s understanding, but credit will be given only once.

- A student is placed in a year-long course and earns a grade of D or D- first semester and transfers to a less advanced level and successfully completes that course. The student then repeats the original (more advanced) course the following year. The first semester grade will be replaced with the “new” grade.
- If a student passes first semester and fails second semester, the student may repeat the class with a new grade for each semester, but receive the credit only once.

If a student fails first semester and passes second semester in a year-long course, the teacher may elect to change the first semester grade to D-.

Grading

Pius XI Catholic High School uses a weighted grading system as a means of differentiating performance in advanced courses. The intent is to acknowledge students who have taken more advanced courses in terms of the subject matter and learning expectations. Please be advised: colleges and universities do not consider weighted grades when calculating a student’s cumulative GPA for admission and use the standard quality points.

Grading Scale: Pius XI Catholic High School reports grades in terms of letters and assigns weighted quality points for advanced placement classes for purposes of calculating grade point average (GPA). The grading scale used is below.

Grade	Range	Quality Points for GPA		Meaning
		Weighted	Standard	
A+	99-100	5.3	4.3	Exceptional or Advanced
A	93-98.99	5.0	4.0	
A-	90-92.99	4.7	3.7	
B+	88-89.99	4.3	3.3	Above Average or Proficient
B	83-87.99	4.0	3.0	
B-	80-82.99	3.7	2.7	
C+	78-79.99	3.3	2.3	Average or Basic
C	73-77.99	3.0	2.0	
C-	70-72.99	2.7	1.7	

D+	68-69.99	1.3	1.3	Below Average or Minimal Performance
D	63-67.99	1.0	1.0	
D-	60-62.99	0.7	0.7	
F	50-59.99	0.0	0.0	No Credit or Failing

Other Grading Notations

W Withdrawn from the course

NG Non-graded course (NG is to be used only if prior agreement has been reached between teacher, student and parent and must be approved by the Principal.)

T Audit – no credit earned (T is to be used only for students who must audit the first semester of a course in order to recover credit for second semester).

I Students who experience hospitalization or some other situation beyond their control which results in the loss of hours, may receive a grade of incomplete. Such decisions will be made by the Counseling Center. The student must complete the course within six weeks of the class ending. (The deadline for completion will appear on the report card.) When work is completed, the teacher must give the grade to the Academic Programming Office.

Content Mastery: For year-long classes that are graduation requirements, if a student fails first semester but shows content mastery (C or higher) in the class second semester the grade for first semester will be changed to a D-.

Homework and Assessment Grading Policy

- Homework should not count for more than 15% of the overall grade for any specific class.
- Final exams/assessments should not count for more than 20% of the grade for any specific class.
- Summative assessments that are taken but failed may not be scored lower than 50 %.

Grade Point Average: Student GPAs are computed at the end of every semester and appear on report cards. The procedure for computing GPA is as follows:

- Determine the number of quality points earned by multiplying the actual quality points received by the number of credits earned for each course, and adding up the total.
- Determine the grade point average by dividing the total number of quality points earned by the total number of credits earned.

GPA Example – 1 st Semester Senior						
Class	Grade	QP	x	CR	=	Total QP
20 th Century Lit	C+	2.3	X	.5	=	1.15
Spanish 3	B+	3.3	x	.5	=	1.65
AP Calculus	B	4.0	x	.5	=	2.00
AP Physics	B-	3.7	x	.5	=	1.85
Economics	C+	2.3	x	.5	=	1.15
Morality & Ethics	B	3.0	x	.5	=	1.50
Special Projects	A-	3.0	x	.25	=	0.75
TOTAL				3.25		10.05
Total QP / CR = GPA 10.05 / 3.25 = 3.09						

In computing the GPA, omit non-graded or audited courses. Quality points are designated to the 0.1 place and GPA's are calculated to the 0.001 place. The only grades that transfer to Pius XI Catholic High School as weighted grades are for AP courses which are comparable to courses offered and weighted at Pius XI Catholic High School.

Class Rank: Pius XI Catholic High School does not calculate or provide class rank data.

Transfer Student Grades: Pius XI Catholic High School translates the transcripts of all transfer students (including international students) into the Pius XI system. Weighted status is only given to courses that the administration deems comparable to those courses at Pius XI.

Honor Roll: In order to recognize high academic achievement each semester, Pius XI Catholic High School publishes a list of honor students whose GPAs meet the following criteria:

- Honors (3.5-3.8GPA)
- High Honors (3.8 or higher GPA)

Valedictorian and Salutatorian: These two honorary positions in the graduating senior class are granted by the administration. The students with the highest GPAs after seven semesters will receive these honors. In cases where there are multiple students who are deserving of such a designation, the administration may choose to honor more than one student for either position. These positions will be announced after Advanced Placement testing, second semester senior year.

In order to be considered for either position, a student must:

- Have attended Pius XI Catholic High School for all eight semesters.
- Be in good disciplinary and attendance standing.

Assessment Exemptions Policy

Sophomores, Juniors and Seniors are eligible for assessment exemptions. All assessments must be taken by all students in all classes. Based on teacher recommendation, a student who has demonstrated sufficient mastery of the coursework (A- or higher) can qualify to have the grade for the final exam dropped from the final grade in the class. The teacher's recommendation is final and will be respected.

Technology Responsible Use Policy

Pius XI allows students access to computer and telecommunications resources to support educational goals and objectives. Although access to the Internet is controlled by a filter that denies access to content we have deemed inappropriate for students, we cannot guarantee with absolute certainty that we've identified and screened all objectionable content.

By signing the Student/Parent Agreement, parents/guardians are giving permission for their student to use the computer technology at Pius XI Catholic High School and the Internet, and are agreeing to indemnify and hold harmless the Archdiocese of Milwaukee and Pius XI Catholic High School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

Internet Access: Internet and network access is a **privilege, not a right**. They are provided to allow students to communicate, complete school work, conduct research, save data and print information. Students are expected to conform to all school policies and codes of conduct when using these resources. These rules apply to any device, not just Pius XI Catholic High School-owned equipment, attached to the network – both wired and wireless, regardless of how the internet is accessed.

Responsibilities: For students, the privilege of Internet access carries responsibilities. Pius XI staff will provide guidance and instruction in the appropriate use of the Internet to support educational goals. **A student's disregard for the rules of responsible use may result in a loss of the privilege of Internet access and/or use of school devices. It may also lead to more serious discipline consequences.**

Network and Cloud storage areas may be treated like school lockers. The computers and networks remain the property of the school. The school reserves the right to open any file or folder stored as it deems necessary. Furthermore, the school reserves the right to monitor, both physically and electronically, all activities. Additionally, the school reserves the right to monitor all inbound and outbound digital communication for viruses, profanity, offensive language, racist and/or sexual comments, bullying or harassment, virus hoaxes, chain-mail and known spam mailers.

Responsibility of Ownership

Students are personally liable, fully accountable, and will be held responsible for any activity that occurs on the school network under their login credentials, and on any device owned or assigned to the student.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.

Students are expected to respect the privacy of other users. At no time may students voice record, video record or photograph anyone and/or distribute those files without his/her consent. All violations will be handled at the discretion of the Faith Formation Director.

Unauthorized attempts to access another person's email, or similar electronic communications or to use another's name, email or computer address or workstation to send email or similar electronic communications is prohibited and will be handled at the discretion of the Faith Formation Director.

All other Internet access will be at the discretion of the school Administration.

Additionally, rogue devices such as routers, access points, switches, network scanners, laptops used for scanning, hacking, cracking, broadcasting or any other inappropriate action may be seized and dealt with by the Faith Formation Director.

Chromebooks. Lending and borrowing Chromebooks among students is discouraged, as parents will be held liable for any loss or damage that may be incurred while the Chromebook is not under their child's control. In addition, students are fully responsible for all activity and information associated with the Chromebook, and will be held accountable for any misuse. Missing Chromebooks should be reported immediately in writing by emailing both lfarris@piusxi.org and jgonzalez@piusxi.org.

Phones, and other personal devices. The owner of a personal device is fully responsible, and will be held personally accountable, for any activity and information associated with the device. This includes texts, photos, and all social media activity. We highly recommend that students maintain control over their personal devices, and safeguard them with a lock screen password if applicable. If a device is lost, it should be immediately reported in writing to Faith Formation Director.

- Students can use phones and personal devices in teacher's classrooms only if allowed by the teacher. If student is caught using their phone without permission, it will be confiscated and brought to the main office. Parents may retrieve the phone from the main office. Phones will not be given back to the student.
- Students may not use their phones or headphones in the hallway. If student is caught using their phone or headphones without permission, it will be confiscated and brought to the main office. Parents may retrieve the phone or headphones from the main office. Headphones and phones will not be given back to the student.

Network Passwords. Students create their own personal password in order to access the school network and their school accounts. Teachers and staff do not have access to student passwords. Students are prohibited from sharing their password with other students. Students are personally liable for the activity that occurs on the school network under their username and password. To avoid finding themselves in unwanted circumstances, we strongly suggest students be in compliance with this policy at all times.

To Change the Network Password. Network passwords can only be changed using a desktop computer connected to the school network. Students who wish to change their network password should make arrangements to meet with Lani Farris.

Banned Actions: The following are strictly prohibited:

- Damaging computers, computer systems or computer networks
- Using Pius XI facilities or networks for non-school purposes
- Using any Pius XI technology for illegal activities, commercial purposes, advertisement or political lobbying, bullying or harassment of any kind, sexually explicit or pornographic purposes
- Attempting to illegally access the network or bypassing Internet filters

- Accessing or attempting to access obscene or other inappropriate materials
- Using others' passwords or a computer that is already logged on under another user's name
- Trespassing in others' folders or files
- Violating copyright laws and Intellectual Property rights of others
- Software piracy, vandalism, or malicious use of computers to develop programs that harass other users or infiltrate a computer, computing system, network and/or damage the software components of a computer, computing system, network, or email.
- Attaching devices other than a laptop or storage media -- including but not limited to cover switches, access points and routers is prohibited
- Intentionally wasting limited resources

Sanctions: Student abuse or misuse of school technology will result in one or more of the following penalties and will be assessed at the discretion of the school Administration:

- Students will face suspension or revocation of computing and other technological privileges
- Students will face disciplinary action assigned by the Faith Formation Director
- Students will be required to make full restitution to Pius XI Catholic High School for resources consumed
- Students will face other legal action including action to recover damages
- Students will face referral to law enforcement authorities.

Digital Communication Expectations: Students completing any school business including submission of work or communicating with staff and faculty are expected to use their Pius XI email account.

Chromebook One-to-One Initiative

Pius XI Catholic High School has launched a significant technology initiative of a one-laptop-per-one-child school, more commonly expressed as 1:1. In support of this initiative, Pius XI will issue each freshman student a school-owned Chromebook to be used throughout their 4 years at Pius XI. Students will use the Chromebooks to do classwork and homework, including writing papers, conducting research, and taking tests. Students will take the Chromebooks home with them, and are expected to bring them back to school fully charged each day. At the end of the school year, students will turn their assigned Chromebooks for summer storage, and then pick them up again in the fall. In the same way students are expected to take responsibility for the care of a textbook, they will be held accountable for the treatment of their Chromebook. However, unlike a textbook, the ownership of the Chromebook will shift **to the student** at the end of four years. We are extremely excited about the possibilities afforded by becoming a 1:1 school, and hope you will join us to forge a partnership around the successful use of educational technology at Pius XI.

Conditions for Success

We have determined there are two key conditions that must exist in order to enable the success of our technology initiative, in that 1) students must have consistent and reliable access to the internet; and 2) students must have 1:1 computing power available to them at all times. Pius XI has been working diligently over the past three years to improve the infrastructure throughout our campus, and we believe we can now provide consistent and reliable access to the internet. We will continue to monitor internet access, and make any adjustments necessary in order to fulfill this requirement. To ensure that students are "up and running" with their Chromebooks at all times, we have established a "Chrome Depot" in the Learning Commons where students may turn in broken Chromebooks for repair and borrow a working one. Once a Chromebook has been repaired, students will simply return the borrowed one in exchange for their own. There will be no cost to parents/guardians or students for this service.

Student Expectations

- Bring your Chromebook to school every day, fully charged.
- Take good care of your Chromebook, it will be yours someday.
- Use your Chromebook and the Internet safely and responsibly.
- Choose strong passwords, and do not share them.
- Practice good digital citizenship, and respect the privacy of others.
- Stand up for others, and report any cyberbullying or abuse to a staff member.

- Make an effort to learn how to manage your work digitally.
- Check your school email at least once daily.
- If your Chromebook is damaged, promptly take it to the Learning Commons.
- If your Chromebook is lost or stolen, notify the Lani Farris lfarris@piusxi.org and Jason Gonzalez jgonzalez@piusxi.org as soon as possible.

Earning College Credit While at Pius XI

Project Lead the Way (PLTW)

PLTW believes all students need access to real-world, applied learning experiences that empower them to gain the skills they need to thrive in college, career, and beyond. That's why our pathways in engineering and biomedical science provide hands-on learning opportunities. PLTW's research-supported approach empowers students to discover and explore interests, imagine and design solutions to real-world challenges, and become independent, confident problem solvers. (PLTW website)

College Credit earned by taking a comprehensive test at the end of the school year.

By earning a 6 or higher (out of 9) on the Project Lead the Way End of Course Assessment, students are eligible to purchase a transcript from either MSOE or the University of Iowa.

By earning a 7 or higher on the End of Course Assessment, and a B or better, in the Project Lead the Way course (IED, POE, DE, CEA, PBS) students are eligible for 3 quarter transcribed credits through MSOE. A 9 corresponds to an A, an 8 to a B, and a 7 to a C.

By earning a 6 or higher on the End of Course Assessment in the Project Lead the Way course (IED, POE, DE, CEA), students are eligible for 3 transcribed credits through the University of Iowa.

By earning a 6 or higher on the End of Course Assessment in the Project Lead the Way course (PBS, HBS), students are eligible for 1 transcribed credit through the University of Iowa.

These credits have the possibility of being transferred to other colleges in the form of elective or transfer credits. Every school is different so please check with specific schools about how these credits will be counted and accepted.

Concurrent Enrollment Program

Pius XI Catholic High School and Cardinal Stritch University have partnered to create a Concurrent Enrollment Program (CEP). This program allows qualified high school students to learn Stritch's college curriculum and qualified high school instructors to teach Stritch's curriculum at the high school's campus during the high school's regular hours while concurrently earning high school and college credit. Qualified Pius XI students who choose to enroll in CEP from Cardinal Stritch University and pay the substantially reduced tuition rate for the college credit are admitted to the University as "non-degree seeking students." Upon successful completion of the course, these students will receive high school credits as well as college credits and an official Cardinal Stritch University transcript. The official University transcript verifies to other colleges/universities that the student has received college/university credits.

Advanced Placement (AP) Program

Each year, students around the world who want to learn and achieve at the highest possible level in high school become Advanced Placement (AP) students. The AP program is supported by the College Board, a not-for-profit membership association, whose mission is to connect high school students to college success and opportunity. AP courses, taught at a college level, offer a rigorous and rewarding challenge for high school students. Through AP's college-level courses and exams, students can earn college credit and advanced placement, and stand out in the admissions process. According to the College Board, completion of an AP class during high school correlates directly to success in college. To register for an AP course, students must meet certain criteria as specified by the academic department. These might include prerequisites and/or an application process, which would be indicated in the course descriptions.

AP courses offered at Pius XI:

Art AP Studio Art Portfolio Preparation, AP Studio Art -11, AP Studio Art-12

English AP English Literature and Composition

Mathematics AP Calculus AB, AP Statistics

Performing Arts AP Music Theory

Science AP Biology, AP Physics I, AP Environmental Science
Social Science AP Macroeconomics, AP Psychology, AP US History, AP European History,
World Languages AP Spanish Language

In order to have a successful, complete experience in an AP course, students must take the AP exam for that course in May. If a student does not take the AP test in May, the student does not receive a weighted grade. Advanced Placement courses are one way for a student to earn dual credit in high school. Dual-credit courses allow a student to earn credit for high school, as well as credit for college. There are several other ways to earn dual credit at Pius XI: through the Engineering Program (Project Lead the Way) and through concurrent college courses currently being offered in the Theology and Social Science Departments. See each department's information for more details.

Reporting Procedures

Pius XI Catholic High School uses multiple means to keep students and parents/guardians up-to-date on academic success.

Skyward Reports: The Pius XI faculty use Skyward software to report grades and progress for each student. This can be accessed by students and parents/guardians confidentially.

Progress Reports: a progress report with comments is prepared by teachers at the end of the 1st and 3rd quarters.

Schoology: As a Learning Management System, the Pius XI faculty use Schoology to post work, complete assignments, discussions and assessments. This can be accessed by students and parents/guardians confidentially.

Parent-Teacher Conferences: During the 1st and 2nd semester, teachers are available to meet with parents/guardians to discuss student progress. The actual dates and times of these conferences are communicated in the school calendar and on Pius XI website.

Report Cards: After the conclusion of each semester, formal report cards with grades and the number of credits earned are sent home with students first semester and mailed to parents/guardians second semester.

Credit Status Forms: In the fall, parents/guardians will receive a summary of credits earned to date.

Academic Standards and Probation

Academic Standards

To maintain "good" academic standing, a student must:

- Earn more than a 2.0 GPA in a semester
- Not have two or more "F's" in a quarter or semester
- Not be in jeopardy of not graduating due to credit deficiency

Progress Reports and Report Cards

Progress reports/ Report card grades will be submitted each nine (9) weeks of the school year. The quarterly progress report is reviewed by the Academic Support Coordinator(s) and the Assistant Principal of Academics, and presented to the Principal to determine the students who are in academic jeopardy and will need Academic Intervention.

Academic Intervention

Students who do not meet the above standards to maintain good academic standing will receive Academic Intervention. The following is a description of the steps that are available to faculty members to support a student.

Academic Intervention(s) may include one or all of the following:

- Notification to parents/guardians to put together a plan that leads to success
- Academic Staffing with all of the teachers of the student
- Academic Probation and required Academic Support with an Academic Support Coordinator
- Dismissal from Pius XI Catholic High School

Notification of Parents/Guardians

Following a review of report cards, a written certified letter from the Assistant Principal/Principal will be mailed to parents/guardians of students who are not maintaining the minimal academic standards listed above. Notifications will cite reasons for academic concern and outline the possible academic intervention(s).

Academic Staffing

Academic Staffing's are used to address an ongoing academic issue(s) and create a plan toward academic success. Staffing's may be requested by Principal, Dean of Students, Assistant Principal of Academics, Academic Support Coordinator, TAC teacher, or Counselor at any time during the semester when deemed necessary. Staffing attendees may include any of the following parties: the Principal/Assistant Principal, Academic Support Coordinator, TAC teacher, classroom teachers, counselor, parents/guardians, and student. Failure to meet the terms established in the plan may result in an escalation of intervention (i.e. probation or dismissal.)

Academic Probation

At the conclusion of the semester, a review of student's academic performance will be conducted by the Principal, Assistant Principal of Academics, and Academic Support Coordinator(s) to determine if a student should be placed on probation.

Academic probation lasts one (1) full semester. During this time the student must show significant progress to meet the terms of the probation. Terms may include:

- Students must earn above a 2.0 GPA.
- Students have to complete summer school credit recovery to maintain a path to graduation,
- Student cannot fail one (1) course.
- Student must meet with the Academic Support Coordinator at least 3 times per week.

Additional terms of Academic Probation:

- Student may not participate in athletics and co-curricular activities.
- Student may not receive financial aid or scholarships.

Academic Support

The Academic Support Program is an intervention program for students who are on Academic Probation. Students on Academic Probation are required to schedule at least three mods per cycle for support by the Academic Support Coordinators. The Coordinators provide support in areas of: goal setting, study skills, organizational assistance, academic course review, peer tutoring and motivational guidance. Students who are on Academic Probation will get a pass to see their Academic Support Coordinator during the first three cycles of the semester that they are placed on Academic Probation. As a part of Academic Probation, it is the responsibility of the student to set up these mods with their Academic Support Coordinator within the first three cycles of the semester.

At the end of the probation semester, a review of student performance will be conducted by the Principal, Assistant Principal of Academics, and Academic Support Coordinator. Three outcomes are possible.

1. Student has successfully met the terms of the probation and no longer needs to be on probation.
2. Student has showed limited improvement and requires an additional semester of probation.
3. Student has not shown any improvement or has had a decline in performance and will be dismissed from Pius XI Catholic High School.

Academic Dismissal

At the conclusion of the semester, students on Academic Probation will be reviewed by the Principal, Assistant Principal – Academics and Academic Support Coordinator. If the individual terms of the probation have not been met a student may be

dismissed from Pius XI Catholic High School. Students will not be allowed to be on Academic Probation for more than 4 semesters. Final decisions are made by the Principal.

Grounds for Immediate Dismissal

Pius XI Catholic High School may move toward immediate dismissal for the following reasons, but are not limited to the reasons listed below:

1. Any action contrary to federal or state laws and local ordinances. These include possession or use of alcohol or controlled substances, theft, sexual assault, vandalism, gambling, and other illegal activities.
2. Any behavior that endangers other members of the community. These include, but are not limited to, a) possession or use of any type of explosive, b) possession or use of any weapon, c) the attempt to injure or cause the injury of another student, staff or faculty member with physical violence, including fighting, and d) tampering with warning systems in the school.
3. Consistent neglect of the Pius XI Parent/Student handbook, including the technology acceptable use policy, or the goals of the institution. This includes students judged to be a negative influence on their peers or manifesting a negative attitude toward the school's mission.
4. Inability of the student to maintain positive academic progress toward graduation. Students are no longer maintaining positive progress towards graduation if they complete 3 semesters on academic probation, fall 1.0 credits or more behind the minimum needed to graduate or fail to pass required classes for graduation.

Learning Commons

The Learning Commons is a welcoming environment that caters to students' intellectual growth through collaboration. It is comprised of three areas--A Writing Center, Peer Tutoring Center, and Technology Integration Area.

The Writing Center -Students from all grade/skill levels will be able to schedule appointments with trained student tutors to discuss various writing assignments across the curriculum. Tutors will be available during the school day to help students brainstorm, organize and revise essays, including assignments from classes, personal writing (poetry, novels, short stories), and college essays.

The Peer Tutoring Center -Students may use this space to work collaboratively with peers on projects, presentations, or group assignments. This space is designed for organized group work where students can use devices and each other to organize and expand upon ideas. National Honor Society peer tutors will also be available to work with students who are struggling in a subject. These tutors act as mentors and guides for students, because the tutor has already been successful in the specific class of focus. To sign up for a peer tutor please contact Ms. Kosmatka in the Learning Commons.

The Technology Integration Area -Students can come to the Technology Integration Center if they have problems with technology or Chromebooks. Students can also come to this area to receive help with Schoology, email or Skyward access.

Graduation Policies

Obligations: To graduate, participate in graduation ceremonies and receive a diploma, students must fulfill all of their academic, religious and financial obligations by the last senior day as follows:

- Pass all required courses and earn a minimum of 25 credits to graduate.
- Complete retreats, service or other religious activity approved by Campus Ministry.
- Satisfy all financial obligations including, but not limited to, full payment of tuition, fees, unreturned books and fines.

Exceptions: Students lacking two or fewer credits at the end of their senior year may receive a Pius XI diploma by earning the required credits at Pius XI Catholic High School, or other school/agencies approved by Pius XI administration. These requirements must be completed by the end of the fall semester of the year that they should have graduated. Students should have transcripts sent to Pius XI Catholic High School.

FAITH FORMATION

Service to our Community

Freshman Year Service

High school is the beginning of a young person's outward journey into the world and so it is fitting their service begins at home with their family.

Service with Family:

- At least one family member must participate with the student in volunteering at an organization or a service-oriented event like the Riverwest Food Pantry.
- "Family member" can be defined as mom/stepmom, dad/stepdad, siblings, cousins, aunts and uncles, grandparents, or legal guardian. We encourage students to cast their net wide to include extended family members, if they so choose.
- Students must complete 10 hours of service each semester.

Sophomore Year Service

During the first semester, students are asked to examine the connections between their theology classes and their own lives through 20 hours of service (per semester) with at least one other member of the sophomore class. The theme of the sophomore service project is "Companions on the Journey," which builds on students' freshman year service project by broadening who they work with to **include their friends here at Pius XI Catholic High School.**

Retreats

Freshman: The Pius XI freshman retreat is a one-day experience planned and facilitated by Pius XI seniors who introduce ways of community that model the values of Jesus. **THIS RETREAT IS MANDATORY.**

Sophomore: The Pius XI overnight sophomore retreat is a **MANDATORY** retreat using the parable of the Prodigal Son, and led by faculty and Kairos retreat alums, students are guided through a mix of small and large group experiences toward living lives intentionally centered in the Gospel.

Junior: This Pius XI Retreat will happen during the day and will be facilitated by Pius Staff. **THIS RETREAT IS MANDATORY.**

Senior: The Pius XI Kairos retreat, is a student-led retreat where retreatants experience the compassion of Christ, come to embrace Christ's posture toward the world, and leave inspired to share the hope of Christ wherever they are.

COUNSELING

Counseling Center

The Counseling Center focuses on helping students make the high school experience more meaningful so that they can face the future with confidence and enthusiasm. Licensed school counselors work collaboratively with faculty, staff, parents/guardians, community resources and professionals to offer a full range of counseling services.

Counseling Services

- **Individual counseling:** is available to any student who wants to openly and confidentially discuss his/her problems or concerns on any issue (personal, social, vocational, educational).
- **Consultation:** Counselors are available to facilitate consultations with adults who want to address the specific needs of individual students.
- **Resource Coordination:** Pius XI counselors have frequent contact with specially trained professionals and can serve as a resource for outside referrals including: psychologists, child welfare and social workers, medical professionals, pre-college advisors, job placement specialists and post high school education representatives.
- **Student Appraisal & Records:** Pius XI counselors help students identify and explore the strengths and limitations of their individual abilities. Using testing data, progress reports and other information, counselors help students make intelligent, realistic decisions.

Personal & Social Development

- **TAC Activities:** Students will actively participate in TAC activities to discuss relevant issues such as: study skills, diversity, stress management and esteem-building.
- **Student Support Program:** When needed, Pius XI counselors facilitate weekly, small group discussion for students who want to focus on a specific problem or concern such as: stress, anxiety, loss/separation, suicide prevention, anger management, drugs, alcohol and family issues.

College & Career Planning

- **College Night Planning:** To get a jump on the college search process, the Counseling Center hosts a program in September for juniors and their parents/guardians. This special evening reviews the process and steps of the college application journey.
- **College Financial Aid Night:** The Counseling Center hosts a parent/guardian evening in the Fall to discuss scholarships, grants and loans for college.
- **Junior Conferences:** Juniors and their parents/guardians are invited to meet with their counselor to discuss the college search and application process.

Vocational & Career Development:

- **Career Fair:** Semi-annual event where students can meet professionals from a wide range of careers.
- **Group Career Counseling:** Freshmen participate in counselor-led groups that allow them to go step-by-step through the career exploration and decision-making process.

Mandatory Reporting

All children have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- **Child abuse** is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- **Neglect** is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home

- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
 - Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
 - Administrators of social service agencies
Speech-language pathologist, audiologist
 - Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
 - Police or law enforcement officer, emergency medical technician; first responder
 - Public assistance worker, including a financial and employment planner, mediator
- Whoever willfully violates Wis. Stat. 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both. Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.

It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.

If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.

When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter’s name, position, parish/school, parish/school phone number.
- Child’s name, address, and age.
- Reporter’s relationship to the child.
- Parent’s name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

CO-CURRICULARS

Overview

Pius XI Catholic High School believes that involvement in co-curricular activities [including athletics, clubs, and organizations] is a significant aspect of the overall high school experience. We offer a wide variety of sports and activities for students; they provide opportunities to make new friends, develop talents, broaden their social skills, and strengthen the overall culture of the school.

Participation in any school activity is a privilege, not a right. To actively participate, the student must be in good standing and must be fully in line with all school mission practices.

Athletics

Pius XI Catholic High School competes in 21 sports: 10 girls, 10 boys and two co-ed. There are 11 no-cut sports and about 60% Pius XI student participation.

Pius XI Sports			
<i>Fall</i>	<i>Winter</i>	<i>Spring/Summer</i>	<i>Year Round</i>
Football	Boys Basketball	Boys Track	Pom Pons
Girls Volleyball	Girls Basketball	Girls Track	
Boys Volleyball	Boys Swim	Girls Softball	
Girls Cross Country	Wrestling	Boys Golf	
Boys Cross Country		Boys Tennis	
Boys Soccer		Girls Soccer	

Girls Golf		Boys Baseball	
Girls Tennis			
Girls Swim			

The *Pius XI Popes* compete against 13 other high school teams in the Woodland Conference under the jurisdiction of the WIAA (Wisconsin Interscholastic Athletic Association)

Woodland Conference	
West Division	East Division
Greendale	Milwaukee Lutheran
New Berlin Eisenhower	South Milwaukee
West Allis Central	Whitnall
Wisconsin Lutheran	Greenfield
Pewaukee	Cudahy
New Berlin West	Brown Deer
Pius XI	Shorewood

Eligibility & Participation

Academic Standards

- To participate in any sport or co-curricular activity, a student must maintain a minimum cumulative or most recently completed semester grade point average (GPA) of 1.75 and no more than 1 F.
- If a student's GPA falls between 1.75 and 2.0, s/he will have a meeting with administration to determine the academic supports for the student.
- Following the first 15 days of ineligibility, the student may be reinstated during the school year if teacher reports indicate that the student's classroom performance or behavior has improved.

Behavioral Standards

All students participating in athletics and co-curricular must:

- Conduct themselves in a manner that reflects positively on themselves, their family, the team/group, and the Pius XI community
- Comply with all school/team/club rules as established by Pius XI administration, coaches, and advisors
- Comply with all rules as established by Woodland Conference and the WIAA
- Respect the rights and property of others
- Assume full financial responsibility for any school property which is lost, damaged or stolen through negligence
- Refrain from the use, possession, sale or distribution of alcohol, tobacco, controlled substances, drug paraphernalia or any other illegal or illicit substances of any kind at all times, and leave (or make arrangements to leave) within 30 minutes of showing up where such activity is happening

- Refrain from any other unacceptable conduct contrary to the ideals, principles, and standards of the school, conference and the WIAA, including, but not limited to, criminal behavior
- Report any violation to these standards to the appropriate administrator, coach or advisor.

Violations & Sanctions

Consequences of any violation judged by the administration, will apply to all activities in which the student is involved. The consequences for violation of these standards will depend upon their severity, student cooperation and possible extenuating circumstances. Administrators have the option to institute penalties harsher than those stated.

First Offense

- Student suspended for 25% of season's contests/activities.
- If the period of suspension extends beyond the close of the current season, the balance will be served during the student's next season.
- Parents/Guardians will be notified and a probation form will be completed and signed by all relevant parties.
- Student will be referred to the Counseling Center for an initial evaluation. Failure to meet this requirement may result in additional penalties.

Second Offense

- Student suspended for 50% of the season's contests/activities.
- If the period of suspension extends beyond the close of the current season, the balance will be served during the student's next season.
- Parents/Guardians will be notified and a probation form will be completed and signed by all relevant parties.
- Student will be required to undergo an assessment by licensed agency/professional. All costs associated with the assessment will be the responsibility of the student's parent/guardian.

Third Offense

Student is suspended from all participation at Pius XI Catholic High School for a period of 12 months.

Fourth Offense

Student's participation in the Pius XI athletic/co-curricular program will be forfeited for the remainder of his/her enrollment at Pius XI Catholic High School.

Violations of this code are cumulative during the student's enrollment at Pius XI Catholic High School. The consequences outlined will take effect immediately upon verification of the violation. The Pius XI Athletic/Co-Curricular Code is in effect for 12 months and governs the behavior of students at both in-school and out-of-school events. All cases will be addressed by the Athletic Director and Dean of Students.

The student and/or parent/guardian may request an appeal. The appeal must be filed with the Athletic Director within three days of the ruling and must include the rationale for the appeal. The Principal, Dean of Students and Athletic Director will meet with the coach, parent/guardian, student and a counselor (if needed) to evaluate the appeal.

Additional Information

Among the other requirements for students to participate in sports at Pius XI are:

- Have the following forms on file at Pius XI Catholic High School:
 - Physical exam form
 - Authorization for release of medical information
 - Athletic permission form
 - WIAA athletic information bulletin
 - Transportation liability waiver (if needed)
 - Parent/Athlete Handbook sign-off form
 - Concussion Form signed by parent/guardian

- Comply with all current rules and regulations established by:
 - Wisconsin Interscholastic Athletic Association (WIAA)
 - The Woodland Conference
 - Pius XI Catholic High School
 - Pius XI Team Coach

National Honor Society Information

- Application can be found on the Pius XI website under the “Academics” Tab.
- Pius XI follows the nationally accepted policies of NHS, and we set high standards by which students are judged.
- The application submitted by the student is the only information used to accept or deny students (most often, the committee does not consider information about the students other than what is included in their NHS application.)
- Sophomores and Juniors with a 3.5 or better GPA will be invited to apply during second semester (usually about mid-March).
- The service and leadership sections of the application must be filled out as completely as possible.
- Service efforts and hours must be specifically indicated and service hours **must** be verified by the signature and contact information of the person in charge of the service. If the person in charge of the service is no longer available, their name and contact information must be listed in the contact section under service.
- There will be two information sessions, one before and one after school, to assist students in completing the application or answering student questions.
- Applications are reviewed by a committee of five Pius XI teachers, who make the decision as to who is admitted to NHS. The committee takes about three weeks to read all the applications and make their decisions.
- Sophomores who are not accepted are invited to reapply their junior year.
- The advisor is not allowed to be a part of this decision process.

MISCELLANEOUS

School Store

The Pius XI School Store is located in the Union. In addition to school supplies ~~and books~~, the School Store also carries a variety of spirit wear for students to purchase. Call 414-290-7000.

- Students are encouraged to show their school spirit by wearing Pius XI attire.
- For the convenience of the students, the School Store is open A, C and D days.
- Normal hours of operation are 8:30 a.m. - 1 p.m. on regular school days or upon request.

School-sponsored Social Events/ Dances

Following are the general guidelines for School-Sponsored Social Events:

- School-sanctioned social events are closed to non-Pius XI students (except Homecoming, Winterlude & Prom).
- Student IDs will be checked at the door.
- Generally, dances and social events will end by 11 p.m. The time may be adjusted by Pius XI administration.
 - Students are to leave directly after the event ends.
 - Students who leave early may not be allowed back in.
 - Students may not loiter at the entrance area or on Pius XI property.
 - Students are expected to dress in a **modest and respectful way**.

All participants must have a permission slip on file and purchase a ticket to enter the dance. **Tickets will NOT be sold at the door.**

Dances require semi-formal attire with the exception of Prom, which is a formal event.

Appropriate dress is required.

Boys: Shirts must have sleeves. **T-shirts are not permitted.** Shirts must be either tucked into the pants or extend below the waistline. Pants must be secured at the waist. A dress shirt and tie are required for Prom.

Girls: Dresses or skirts that are tight, form fitting or overly revealing are not acceptable. Skirts may be no shorter than mid-thigh. Slits on dresses and skirts may be no higher than mid-thigh. Low-cut tops revealing cleavage or tops that reveal the midriff are not permitted.

All Students: Shoes must be worn at all times. Hats are not permitted.

If, at the discretion of the chaperone, a student is in violation, the student will be given the option of leaving the dance, having a parent/guardian bring appropriate clothing or fixing the issue. Parents/Guardians will be contacted before students are excused from the dance due to dress code concerns.

- Students are expected to **dance respectfully**. Sexually suggestive dance moves are not allowed. If they continue after a warning, a parent/guardian will be called and the individual will be asked to leave.
- Students are expected to **behave respectfully and responsibly**. The school's Honor Code, Substance Abuse, Non-Harassment & Non-Violence Policies will be strictly enforced.
 - Any illegal item will be confiscated and student may be asked to leave the dance.
 - Parent/Guardian or police will be called to pick up the student if there is **even a suspicion** of alcohol, tobacco or drugs. The Dean/ Assistant Dean of Students will be notified immediately.

No refunds will be issued to any student who is asked to leave for any reason.

Elevator Usage

Because the architectural design of Pius XI Catholic High School can be difficult for students with medical or physical challenges, Pius XI Catholic High School will provide the use of an elevator key as follows:

- **Short-Term Need:** For a student to get an elevator key for two weeks or less, his/her parent/guardian will need to send a note to the Faith Formation Director stating the reason and length of time the key will be needed. In addition, a \$25 deposit will be required and will be returned when the student turns in the key. **If the key is lost, the deposit will be forfeited.**
- **Longer-Term Need:** If the student will need an elevator key for an extended period (more than two weeks), his/her doctor will need to provide the Faith Formation Director with a note stating the reason and length of time the key will be needed. A \$25 deposit will also be required, but it will be returned when the student turns in the key. **If the key is lost the deposit will be forfeited.**

Drills and Evacuations

There are procedures in place for Fire, Tornado, Lockdown and Evacuation/Shelter in Place drills. Students and visitors must follow the direction of the staff.

Keys

No student may have any school key without the written permission of the Principal.

Lockers

Students choose individual lockers at the beginning of the school year, and are issued a school-approved combination lock to secure their possessions. They are required to keep the same locker all year and to **exclusively use the school-approved combination lock**.

- Lockers are the property of the school and at no time does the school relinquish its exclusive control of lockers that are provided for the convenience of students.
- Students are required to complete a locker card with Pius XI issued lock information and locker number and return to main school office.
- School authorities for any reason, may conduct periodic general inspections of lockers and any items in the lockers at any time, without notice, without student consent and without a search warrant. (Archdiocesan Policy 5145.2)

This policy holds true for desks, backpacks and other student storage spaces as well.

Lost & Found

All articles found around the building should be brought to the Student Union. Money and Keys that are found should be turned into the Main School Office. Any student who has lost an item should check before or after school in these areas. Unclaimed articles may be disposed of after two weeks. All books that are found should be taken to the Main School Office.

Medications

Wisconsin statutes regarding administration of drugs to students changed March 1, 2011. As of that date, we not able to dispense non-prescription medication.

- **Over-the-counter medication must be provided by a parent/guardian.**
- Non-prescription medication must be sent to school in manufacturer's original packaging.
- Medications sent with students will be labeled and stored securely in the Main School Office.
- Prescription medication must be sent in a pharmacy-labeled container with the dosage needed and left in the Main School Office.
- Downloadable forms are available on our website and in the Main School Office. For a full copy of the amended law, please see <http://www.legis.state.wi.us/statutes/stat0118.pdf>.

Parking

Pius XI Catholic High School does not provide student-parking during school hours unless the student purchases a parking space. Student Parking forms with prices indicated are downloadable from our school website. Cars parked illegally will be reported to the Milwaukee Police Department and your car may be ticketed or towed through the City of Milwaukee at the expense of the owner of the car.

Posters

Poster communications must be approved. Students wishing to display posters/signage in the school must:

- Obtain prior approval from Administration.
- Ensure the posters are neatly done and spelled correctly.
- Post them in the student union or approved bulletin boards.
- Remove the posters on the first school day after the event has taken place.

Student ID Cards

An ID card is issued to each student at the beginning of every school year. It must be carried at all times during school day. In addition, it is required to gain access to the student union, dances and other school-sponsored events, and to take advantage of other services provided by the school. Because of the importance and far-reaching impact of this card, **replacement fees are as follows: 1st - \$5, 2nd - \$10, 3rd - \$15.**

Transportation

Public and private bus service (on a limited basis) is available to students as follows:

- **Milwaukee County Transit System:** Bus routes to and from school are available from most city of Milwaukee areas. For more information, contact the transit system directly at 414-344-6711 or www.ridemcts.com.
- **Pius XI Gold Flyer Bus:** Pius XI Catholic High School offers limited school bus service for Milwaukee County zip codes 53224 and 53225. One-way and two-way options are available. Call 414-290-8182.

While riding the City or Pius XI bus, students are expected to follow the Honor Code of Pius XI Catholic High School.

Work Permits

Applications for student work permits should be made in the Main School Office. **As of June 30, 2017, work permits are only required for 14 & 15 year olds.** The following information must be presented:

- A letter from the employer confirming employment and giving the approximate hours to be worked
- A letter from parent/guardian giving permission
- Ten dollars to be returned by the employer with the first paycheck

- Birth certificate or Baptismal certificate or Driver's License
- **Student's social security card**

Hazardous Materials Policy

Continuous efforts are made to minimize hazardous materials within the school. Science chemical waste is neutralized and disposed of in-house by trained personnel. Where hazardous waste is generated, appropriate disposal is contracted and waste manifested to insure safe and compliant disposal. Manifesting and program records are on file at the school.

Asbestos Hazard Emergency Response Act (AHERA)

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials.

