

**2022- 2023**  
**PARENT / STUDENT**  
**HANDBOOK**



**PIUS XI**  
**CATHOLIC HIGH SCHOOL**

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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, 2022***

# PIUS XI CATHOLIC HIGH SCHOOL

135 N. 76<sup>th</sup> Street Milwaukee WI  
53213 414-290-7000 [www.piusxi.org](http://www.piusxi.org)

## **Mission**

Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

## **School Administration**

Jack Herbert, President	<a href="mailto:jherbert@piusxi.org">jherbert@piusxi.org</a>
Ryan Krienke, Principal	<a href="mailto:rkrienke@piusxi.org">rkrienke@piusxi.org</a>
LaKendra Brown, Assistant Principal	<a href="mailto:lbrown@piusxi.org">lbrown@piusxi.org</a>
Jake Nowak, Dean of Students	<a href="mailto:jnowak@piusxi.org">jnowak@piusxi.org</a>
Thomas Holschuh, Campus Minister	<a href="mailto:tholschuh@piusxi.org">tholschuh@piusxi.org</a>
Lynn Roskos, Chief Financial Officer	<a href="mailto:lroskos@piusxi.org">lroskos@piusxi.org</a>
Jeanna Bunke, Admissions Director	<a href="mailto:jbunke@piusxi.org">jbunke@piusxi.org</a>

## **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 2024. Parents and students may be asked to take a survey in regards to this accreditation. If you have further questions contact Principal Ryan Krienke, [rkrienke@piusxi.org](mailto:rkrienke@piusxi.org)

## School Staff

<b>Main School Office</b>			<b>414-290-7000</b>
<b>Attendance Line</b>			<b>414-290-7002</b>
Alumni Relations	Dan Carey	dcarey@piusxi.org	414-290-8124
Ambassadors & Shadow Program	Angela Mullooly	amullooly@piusxi.org	414-290-8146
Athletic Director	Kevin Kehoss	kkehoss@piusxi.org	414-290-8165
Athletics Assistant	Lynn Teetz	lteetz@piusxi.org	414-290-8158
Assistant to Principal	Lorena Arreola	larreola@piusxi.org	414-290-8141
Bilingual Liaison	Lorena Arreola	larreola@piusxi.org	414-290-8141
Data Manager	Audra Magermans	amagermans@piusxi.org	414-290-8210
Registrar\Attendance Officer	Sr. Jane Marie Bradish	jmbradish@piusxi.org	414-290-8195
Counseling Services	Suzanne Lovinus	slovinus@piusxi.org	414-290-8199
Counseling Services	Jasmine Ramirez	jramirez@piusxi.org	414-290-8131
Counseling Services	Ben Fischer	bfischer@piusxi.org	414-290-8163
Lost and Found	Union		414-290-8191
PAC Ticket Office		pacinfo@piusxi.org	414-290-0204
Parental Choice Programs	Grace Hein	piusxichoiceprogram@piusxi.org	414-290-8135
Prayer Requests		prayers@piusxi.org	
Skyward		data@piusxi.org	414-290-8125
Student Parking	Lorena Arreola	larreola@piusxi.org	414-290-8141
Technology Office	Logan Leranthe and Lani Farris	support@piusxi.org	414-290-8198
Tuition & Financial Aid	Grace Hein	ghein@piusxi.org	414-290-8135
Union Supervisor	Jonathan Sain	jsain@piusxi.org	414-290-8191
Work Permits	Main Office		414-290-7000



## Pius XI Catholic High School Values

**Pius XI Catholic High School shares the five core Gospel values of Service, Excellence, Integrity, Inclusion and Community. These Catholic values are central to everything that we do at Pius XI Catholic High School.**

**SERVICE** Our Catholic values are lived by treating others as we would want to be treated. We see the needs of others and reach out with compassionate hearts and hands.

**EXCELLENCE** We hold ourselves and each other to the highest standard of performance and strive to do a little better every day so that we can each reach our unique and highest potential.

**INTEGRITY** We speak the truth in love and take responsibility for our actions and words. We have the moral courage to do what is right and just, even when no one is watching.

**INCLUSION** We celebrate diversity and the inherent goodness in each person we encounter, seeking opportunities to be welcoming, kind, and respectful to one another.

**COMMUNITY** We are one body in Christ and each possess unique gifts and talents which contribute to a greater good. We use these gifts to bring about positive change in our school and in our world.

### 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. Students who do not act in accordance with our Personal Integrity philosophy will be subject to disciplinary action, up to and including expulsion from Pius XI Catholic High 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/technology 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. Pius XI reserves the right to dismiss the offender/s from Pius XI Catholic High School.

**Violation #1** - parents/guardians are made aware of the violation, the student serves a detention and will work with the teacher on a path to make up points lost up to 70% of the original value of the assignment.

**Violation #2** - parents/guardians are made aware of the violation, the student serves a detention and will work with the teacher on a path to make up points lost up to 70% of the original value of the assignment.

**Violation #3** - parents/guardians are made aware of the violation and a disciplinary hearing is arranged to determine the student's future at Pius XI.



## 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, parents and staff 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.

### 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 and values 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.

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 with 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, cyber 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 or via the Speak Up Speak Out link embedded in their chromebook (or via SUSO app on a smartphone). The person who has been notified of the incident must immediately report this information to the Principal, Dean of Students and/or the Counseling Center. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken against the harasser.

*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 of All 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:

<b>Substance Abuse Policy</b>
<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 (possibility of expulsion), 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 Manual 5144.12)

Students will be required to provide urine samples 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 be 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 their student's counselor 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 cyber) 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 violent behavior **in or out of school**, 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 time 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 **in or out of school** 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 Dean of Students 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 in the Learning Commons	3:15 – 4:15 pm

**Expectations for Detention:** If students are not asked to write a reflection regarding the cause for their detention, students are expected to sit silently and work on school work and read when they are finished. Students are not allowed to wear earbuds/headphones or use cell phones in any way. If a student needs to communicate with a parent or anyone else about a ride, they must ask permission to do so from the detention moderator. If a student needs to watch videos related to academic work, they must first ask permission from the detention moderator. Students are not permitted to sleep during detention. Any student who consistently violates these expectations will need to repeat their detention and will be referred to the Dean of Students.

**NOTE:** Missing a regular detention, without notification to the Dean of Students, will result in further disciplinary action. Missing multiple detentions may result in a range of disciplinary actions by the Dean of Students.

Detentions are expected to be served the day they are issued or the day after. Students must communicate with the Dean of Students or Main Office secretary if they need to serve their detention the following day. Students may not attend Pius functions after school until their detention has been served.

Teachers may request that the student serve that detention in their classroom after school by designating that on the referral form sent to the Dean of Students. Standard detentions are served in the LC.

Detentionable behaviors include but are not limited to...

- Skipping Class
- Dress Code violations beyond the 2nd warning offense
- Disrespectful behavior
- More than 5 tardies to school per semester

- More than 3 tardies to class per semester
- Disruption of the learning environment
- Leaving school grounds without permission
- Profanity/Vulgarity
- Violation of the cell phone policy
- Having earbuds/headphones in or smart watches on in areas they are not permitted

By 2:30pm a list of detentions issued that day and any not served from the previous day will be compiled. Students who have been issued a new detention should be emailed as a reminder and their parents will be copied on that email.

Attendance for detention sent to the main office at 4:15 for cross checking the following morning.

**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 Dean of Students, 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.*

**Dress Code Probationary Status:** A student may be placed on dress code probation if they accumulate 5 or more dress code referrals during a semester. During the probation time, if the student comes to school out of dress code they will be sent home. Probation will last for the remainder of the semester unless the 5th offense occurs within 4 weeks of the end of that semester, in which case the probation will extend to the following quarter. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may have a disciplinary hearing to determine next steps.

First Violation of Probation - Student sent home unless clothes can be brought to school within 1 hour.

Second Violation of Probation - Student is sent home and a disciplinary hearing is scheduled to determine the student's status at Pius XI.

**Attendance Probationary Status:** Consistent attendance and punctuality is the expectation for Pius students. We believe it not only maximizes learning time, but also builds strong self discipline that will serve our students well beyond our walls. A student may be placed on attendance probation for several reasons including but not limited to.

- 10 or more tardies to school per semester. If a parent believes there to be extenuating circumstances that prevent consistent on-time arrival to school, they must contact the Dean of Students to discuss accommodations that can help avoid disciplinary action.
- 10 or more tardies to class per semester
- More than 3 skipped classes per semester
- More than 3 skipped assigned resources per semester
- A student goes beyond the 10 state-allowed days absent without a physician's excuse.

Should a student violate the terms of their attendance probation the consequences can include restricted schedule, suspension and/or a disciplinary hearing to determine their status as a student at Pius XI Catholic High School.

**Behavior Probationary Status:** A student may be placed on probation if in the judgment 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 any version of probation (Warning, Dress Code, Attendance or Behavioral), the Dean will communicate with the family 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
- **Plan for Reevaluation:** Conditions under which the probationary status may be terminated, renewed or extended
- **Understanding:** Principal's decisions are final

\*Note that regardless of whether or not a parent/guardian signs a probationary form, the probationary status is active beginning on

the date of its creation and delivery to the student..

\*\* Final approval to be removed from a probationary status must come from the Principal.

**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 President of Pius XI Catholic High School. The appeal must be filed within five days of the notification, and must outline their objections. The President 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 8:15 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. Voicemail 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. 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 7:50 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. 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 for 3 or more consecutive days, 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 Dean of Students.**

**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 Dean of Students writing at least one week in advance when the absence will last three or more days. Students 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 absences.

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 Dean of Students.

- Students who, without sufficient reason, are absent from school, will be considered truant and will be recorded as unexcused.
- They may be readmitted only after the parents/guardians have contacted the Main Office or Dean of Students.
- 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 Probation.

## **Unreported Absences**

Any absence not reported by a parent/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 or parent should submit 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 first classroom by 7:50 a.m. bell, they are considered tardy and will be recorded as such by their first hour teacher or supervisor.

When a student passes 5 tardies in a semester - they will receive a detention on the 6th offense. Once the 10th offense is reached in a 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.

If a parent believes there to be extenuating circumstances that prevent consistent on-time arrival to school, they must contact the Dean of Students to discuss accommodations that can help avoid disciplinary action.

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.

### Attendance Kiosks and Student IDs

Pius XI High School uses attendance kiosks in nearly every room in the building to track student whereabouts. Each student is issued a student ID at the beginning of the school year and is expected to carry it with them at all times. At the start of each period, students are to scan the barcode on their ID at the kiosk as they enter the room. This will check them in as "present" and makes the student accountable for their attendance throughout the school day.

The attendance kiosks allow Pius students who are in good standing to choose which available resource rooms to attend each day based on their academic needs. The student simply scans into the room of their choosing as they would their scheduled classes.

Students who intentionally check into incorrect rooms, have other students scan their IDs for them or attempt to abuse the kiosk system in any way will be in violation of the honor code and will face disciplinary consequences.

### Class and Resource Skips

Regular attendance will help the student develop habits that will transfer to higher education and the workplace. Skipping a class, a scheduled resource 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 Dean of Students and may include:

- **Skip #1** -- after-school detention, parent/guardian notification via Skyward Email recorded as a Z.
- **Skip #2** -- after-school detention, parent/guardian notification via Skyward Email recorded as a Z.
- **Skip #3** -- after-school detention, parent/guardian notification via Skyward Email recorded as a Z. Parents called by the Dean of Students.
- **Skip #4** -- after-school detention, student is placed on Attendance Probation.

### **Morning Routine**

- 1) The Student Union opens at 6:30 AM. The Student Union Supervisor is present.
- 2) Students may work on homework, read, and socialize at tables, using voice level that allows other students to study (office voice level).
- 3) The Student Union Supervisor checks in students and circulates the Union to engage with students.
- 4) Learning Commons will open between 7:15-7:30 as another option for students to select while they wait for release into the rest of the building.
- 5) 7:40, the bell rings and students transition into the hallway to make their way directly to their first class (teachers in hallway at 7:40 bell).
- 6) Any student arriving at 7:50 or after receives a tardy slip after checking in with the main office.

## **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 for the total cost of the trip.
- Money deposits will be forfeited if a student participant withdraws after payment deadlines.
- 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 and Dean of Students.

## **Illness/Accident at School**

If a student becomes ill or is injured during the day, **the student must report to the Health Room or Main 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. If a parent deems their student able to leave on their own and provide their own transportation, that will be allowed.

- 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

### Dismissal Procedures

#### **3:10pm is the end of the school day.**

A Days - floors 1/3/5 exit immediately with the 3:10pm bell and floors 2/4/6 exit at 3:12 after the second bell sounds.

B Days - floors 2/4/6 exit immediately with the 3:10pm bell and floors 1/3/5 exit at 3:12 after the second bell sounds.

Students must exit using the main lobby doors or report to Union/LC for supervision. If going to an athletic function in the field house, they still need to exit out of the main lobby and into the main doors of the field house for check-in there. Exiting out of any other doors is not permitted so that Pius XI can maintain a secure building throughout the day.

#### **3:30 p.m.**

**Students are to clear the school grounds** unless they are waiting for a ride, meeting with a teacher or coach or have an Adult-supervised club meeting.

Supervision will be provided until 5pm in the Learning Commons on Monday, Tuesday, Thursday and Friday (silent study only will be enforced) for those who need to wait for parent pick up. Wednesday the Union will be used for after school supervision and will be open until 5pm as well.

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.

## 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, via Skylert text message, on the Pius XI Facebook page, Instagram, on the Pius XI Catholic High School website and on the school answering machine at 414-290-7000.

## Dress and Appearance

### Dress Code for the 2022-2023 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 intend 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:

- Presentable shirts (both collared and T-shirts) are expected.
- Pius XI Catholic High School Spirit Wear (This does not include sweatpants).
- Sweater, sweatshirt, or hoodie (hoods must never be worn).
- Pants (non-athletic/jogger/sweat), jeans NO RIPS OR FRAYS OF ANY KIND.
- Skirts or dresses no shorter than mid-thigh length.
- Shoes or sandals (slippers or house shoes are not allowed).
- Shorts: khaki, jean or athletic material (not biker shorts), all must be at mid-thigh length.
- Leggings.
- Necklines that are no lower than the "line" across the underarms.

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.
- Campaign slogans or political messaging.
- 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 or frayed clothing or clothing with holes.
- Accessories or any spiked garments that could be considered dangerous or could be used as a weapon.
- Sweatpants, joggers or pajama pants.
- Crop tops or any top that exposes a student's midriff.
- Dark sunglasses

CASUAL FRIDAYS - Pius XI will have "casual Fridays" each week. On that day students will be allowed to wear sweatpants, joggers or pajama pants. The dress code expectations for skirt/shorts length and ripped clothing are still in place on these days, however. Any week where Mass is scheduled on a Friday will result in the casual day for the week landing on Thursday.

DRESS UP DAYS - Pius XI expects students to dress appropriately for Mass. "Business casual" is a standard we aim for and guidelines are as follows...

For Boys -

- Dress slacks, chinos, khakis
  - Collared shirts - polo or button down
  - Cardigans or pullover sweaters in neutral or solid colors
- Dress shoes, blazers and ties are encouraged but not required.

For Girls -

- Blouses, blazers
  - Sheath dresses
  - Dress pants, pencil skirts
  - Cardigans or pullover sweaters in neutral or solid colors
- Dress shoes, heels, flats are encouraged but not required.

Students not dressed appropriately on Mass days will receive dress code referrals

**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. Students will receive a pink dress code referral slip by the issuing staff member that notifies them of the offense.

Students receive 2 "warning referrals" for dress code each school year. The third referral is an after school detention and after the 5th total offense a meeting will be requested with the guardians and the student will be placed on probation. 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, 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 blocks
- 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
- R** -- Resource
- U** -- Union
- T** -- TAC

### **Restricted Schedules**

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 the Administration. 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 Dean of Students

### **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 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 the school day, they will be allowed to leave during the last 2 mods of the day if they do not have a scheduled class at that time.

- 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 and scan or sign out before doing so.
- Leave the premises within five minutes after the end of a block.
- 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.

### **STUDENT RESOURCES**

1. Two main resource spaces available at all times - the LC and Student Union. Teachers' classrooms will be available when they post openings on the resource schedule at the beginning of each semester.
2. Students receive a list of available Resource Rooms during the first week of school and use a form to select the Resource Room(s) of their choice.
3. Attendance list is created for each Resource Room based on student choices/assignments. It is important to note that not all choices can be honored as there is limited seating available in these areas. Students who do not receive their preferred resource rooms must report to the room they are assigned in Skyward.
4. A Master Resource list is created and if possible the assigned Resource Rooms are added to student schedules.
5. Teachers
  - Must be available during one of their open blocks every 2 days.
  - Must engage with students - asking to see their work and giving them feedback. .
6. Students
  - Must do classwork only
  - Read when finished
  - No videos, games or sleeping
  - Students who are scheduled into resources for any reason are to remain in the same Resource Room for the semester unless given permission by the Principal, Assistant Principal or Dean of Students.
  - Students may request to see a teacher in another Resource Room for help. The student must get a pass from the teacher they'd like to work with, bring it to the teacher they are assigned to for that mod so that correct attendance can be taken.
  - Teachers may request that a specific student come to work with them in their Resource Room. The pass system must be used once the student has checked into their assigned Resource Room.

## 2022-23 Bell Schedule

TAC	DAILY	SPLITS	
		FIRST HALF	SECOND HALF
1	7:50 - 8:19 (29 min)	Mod 1 - 8:23 - 8:53	Mod 2 - 8:57 - 9:27
2	8:23 - 9:27 (64 min)	Mod 3 - 9:31 - 10:01	Mod 4 - 10:05 - 10:35
3	9:31 - 10:35 (64 min)	Mod 5 - 10:39 - 11:09	Mod 6 - 11:13 - 11:43
4	10:39 - 11:43 (64 min)	Mod 7 - 11:47 - 12:17	Mod 8 - 12:21 - 12:51
5	11:47 - 12:51 (64 min)	Mod 9 - 12:55 - 1:25	Mod 10 - 1:29 - 1:59*
Examen	12:55 - 1:59 (64 min)		
6	1:59- 2:02 (3 min)		
6	2:06 - 3:10 (64 min)	Mod 11:2:06 - 2:36	Mod 12-2:40 - 3:10
2nd Dismissal Bell	3:12		

TAC	EARLY RELEASE	SPLITS	
		FIRST HALF	SECOND HALF
1	7:50 - 8:10	8:14 - 8:36	8:40 - 9:02
2	8:14 - 9:02	9:06 - 9:28	9:32 - 9:54
3	9:06 - 9:54	9:58 - 10:20	10:24 - 10:46
4	9:58 - 10:46	10:50 - 11:12	11:16 - 11:38
5	10:50 - 11:38	11:42 - 12:04	12:08 - 12:30*
EXAMEN	11:42 - 12:30		
6	12:30 - 12:33		
6	12:37 - 1:25	12:37 - 12:59	1:03 - 1:25
2nd Dismissal Bell	1:27		

### 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.

Students who are scheduled into a specific resource that need to meet with another teacher need to take the following steps.

1. Obtain a pass from the teacher they desire to see either between classes or at the beginning of the mod they wish to see them.
2. Report to the teacher they are scheduled to be with and deliver the pass. If the receiving teacher approves, the student will be allowed to move resource rooms for that period.

**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 lunch and/or resource 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 (some student schedules will require food to be eaten outside of the Union).
- 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 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. 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 <https://piusxi.flikisdining.com/menu>. A link is provided on the Pius XI School Website.

Students are not to give their account information to anyone else. Any issues that arise because of an account being shared is the responsibility of the student and family. Pius will not be responsible for compromised accounts.

### 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 takes place at the beginning of the day. It is the first touch point of the day for teachers and students. TAC teachers will take attendance and also check dress code before moving on to any other planned activities. The way that time is spent is flexible and can be used for bonding activities, course scheduling for upcoming years, studying, etc.
- Students are to remain in their TAC unless called to the office, summoned over the PA, or given a pass authorizing their presence elsewhere. Students should not be given a pass to see another teacher during TAC, unless that other teacher has written a pass indicating that it is permissible. That pass should be obtained BEFORE the start of TAC that school day.

***Exceptions to the above must be cleared with the Dean of Students.***

### Tuition and Fee Policy

Tuition and fees for each student attending Pius XI Catholic High School for the 2022-23 school year are: Tuition \$13,300, 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 18, 2022
Book/Technology Fee	\$500.00	May 18, 2022
Tuition Payment in Full	\$13,300.00	July 15, 2022
Tuition 1st Installment payment plan		June 1, 2022

***Please note: Registration/Course Selection Fee and Book Fee/Technology Fees are non-refundable.***

### Tuition Payment Options

1. Early Bird Special – Submit your 2022-23 full tuition payment by June 1, 2022 and your name is entered into the early bird drawing. Two lucky winners will receive a 20% tuition rebate on your net tuition balance. Two more winners will have their choice of a \$500 credit towards their Book/Technology Fee or a reserved student school-day parking space in the Pius XI parking lot for the entire 2022-2023 school year.
2. Enrollment in the monthly payment plan administered by **FACTS Tuition upon cours selection**. FACTS is the tuition billing system Pius XI Catholic High School is utilizing for the 2022-23 school year tuition payment process. Pius XI Catholic High School offers three tuition payments options through FACTS billing service which include: one(1) payment, two(2) payments, or an eleven(11) month installment plan starting June 2022 and ending April 2023. An administrative fee of \$75 (per family) is required to utilize the monthly payment plan option. FACTS enrollment information and links are located on the Pius XI website under admissions then tuition and fees. Families with an active FACTs tuition account in the prior school year withll see those accounts automatically re-enrolled for the upcoming school year.
3. Payment in full by July 15, 2022. Acceptable forms of payment are: Cash, Check (payable to Pius XI) or Money Order or Credit Card. Payments can be made online through your FACTs tuition account or mailed directly to Pius XI Catholic High School, Attn: Business Office, 135 N. 76<sup>th</sup> Street, Milwaukee, WI 53213.

**Note:** 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 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 prorated portion of the tuition will be refunded according to the following schedule:

Date(s)	Refund %	Refund \$
Before August 23, 2022		\$13,300.00
August 23 – October 27, 2022	50%	\$6,650.00
October 27 – January 24, 2023	25%	\$3,325.00
After January 24, 2023	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 2022-23 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 balances 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 check in using our Visitor Check-In
- Badges will be provided to all visitors. This badge 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.

### 9<sup>th</sup> Grade Admission Criteria

Submit Admissions Application

Recommendation forms from current grade school administrators, teachers or counselors

- Student receives average or above average ratings on the general recommendation form  
There are no serious behavioral issues.

Pius XI Entrance Exam

- Test score composite is a minimum 25% on the Pius XI Entrance Exam for unconditional acceptance, or performance at or above a 7<sup>th</sup> grade equivalent on other tests
- A passing score for a test other than the Pius XI Entrance Exam 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.

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

Report Cards: 6th grade - most recent 8th grade

- GPA of 2.5 or higher where applicable
- Demonstrated proficiency in standards based report cards
- Reading and Math levels a minimum of 7<sup>th</sup> grade proficiency on first quarter 8th grade report card

Standardized Test Scores

- Scores must indicate a level of proficiency consistent with average 7<sup>th</sup> grade abilities and achievement

Individualized Education Program (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 educational, emotional, and environmental needs of a student.

All Pius XI Catholic High School applicants are subject to the same academic and behavior criteria and expectations. Per Archdiocesan policy, all students are on probation during the first semester of their attendance. All freshman acceptances are conditional on the final confirmation of 8th grade promotion or graduation.

*Parental Choice Students:* Once selected for the Milwaukee Parental Choice Program, students must complete the admissions application process, including the Pius XI entrance exam, unless they have already done so.

### **Admissions Status Review**

The following three decisions result from an admissions review:

- **Accepted** – Students who meet all academic and behavioral standards are accepted outright.
- **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. updated report cards, recommendation forms, re-test, etc.), at which point the Admissions Committee will reassess the application.
- **Declined** – Applicants who do not meet Pius XI Catholic High School admissions standards in either academics 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 XI.

Step 2: The student must meet Pius XI's admission criteria. Space in this program is limited and students who desire entry into this program will be considered until the program is full.

### **Transfer Students Admissions**

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

- 1) Copy of unofficial transcript from current school (GPA of 2.5 or higher)
- 2) Discipline report
- 3) Attendance report
- 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. updated report cards, recommendation forms, etc.).

**Declined** – Applicants who do not meet Pius XI Catholic High School admissions standards in either academics or behavior are informed that they are not accepted.

### **Transfer Interview**

Applicants who are approved will be asked to attend a Transfer Interview with their parents. Interviews will be conducted by the Admissions Director, Dean of Students or Chair of the Counseling Center. Interviews may be conducted in person, via phone or virtually.

### **Final Decision**

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

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

**Declined** – Applicants who do not meet Pius XI Catholic High School admissions standards in either academics or behavior are informed

that they are not accepted.

All transfer 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 year in order to maintain enrollment at Pius XI Catholic High School. During a student's first year, 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 freshmen 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 the Parent- Student Handbook (including probation and/or dismissal) may be implemented at any time.

Newly admitted students must successfully complete the previous grade level prior to their start at Pius XI. This applies to students entering as freshmen as well as transfer students.

### **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, met admissions criteria, and has been accepted through the admissions process 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](http://www.piusxi.org)

**Required Credits:** Pius XI Catholic High School requires a total of 27 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
2	Service Requirement
<b>27</b>	<b>Total</b>

#### 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. After Freshman and Sophomore Physical Education are completed, the remaining credits in Physical Education can be taken in the Dance department for Physical Education credit.

#### 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. These learning experiences can be at other schools, at jobs 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 coursework 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:** All students must take a minimum of 7 credits each semester.

**Schedule Changes:** Course changes may be initiated by the student, the teacher, the parent or an administrator. Anyone requesting a course change must follow this procedure.

1. Review the list of acceptable reasons for course changes.
2. Pick up a green **Course Change Card** from the Counseling Office.
3. Whoever is initiating the change must speak to the following people and get their signatures to make the change.
  - TAC teacher
  - Course instructor

- Parent
- Division Chair
- Counselor

4. The Counselor makes the final review to make sure all graduation requirements are being met.
5. Counselor submits the green **Course Change Card** to the Registrar to make the approved course change.
6. The Registrar emails all who have signed the **Course Change Card** that the change has been made.
7. The principal will follow up with cases that have special circumstances.

**In general courses may be changed for the following reasons:**

1. Student has been working closely with the teacher but the course content is not at the correct level for the student to be successful.
2. Students took an overload of courses and cannot manage the load.
3. Students have personal challenges that make it impossible to be successful in the course.\*\*\* Principal must be involved in these situations.
4. Student has been working with the teacher but the course content is too easy and the student needs to move to a higher level class.

**Courses may not be changed for the following reasons:**

1. Student or parent does not like the teacher.
2. Teacher does not like the student.
3. Teacher is “too hard”.
4. Teacher “gives too much work”.
5. Students have many missing assignments.
6. A schedule may not be changed for the purpose of moving a class out of the last block of the day or selecting a preferred teacher.

Should a student’s class schedule change, the student should continue 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.

**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 third cycle of A- through D-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 fourth, A-D cycle.

W until Parent – Teacher Conferences

F if dropped after Parent – Teacher Conferences

**Incomplete Courses:** Students who experience severe illness, injury or some other situation beyond their control (with documentation) which results in the loss of hours, may receive a grade of incomplete if they were passing the course at the time of the qualifying event. 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 the first semester and fails the 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 the first semester and passes second semester in a year-long course, the second semester grade will be changed to a 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 the second semester).

**I** Students who experience severe illness, injury or some other situation beyond their control (with documentation) which results in the loss of hours, may receive a grade of incomplete. Pius XI requires that students submit the "Incomplete Request Form" to the teacher. The teacher should then fill out the form outlining the work that would need to be completed in order for the student to receive a grade. Once this form is completed by the teacher, student and parent it goes to the Assistant Principal for final approval. If a teacher denies the incomplete request, it can be appealed to the Guidance Counselor. The Guidance Counselor will verify if the student meets the criteria for an incomplete and either grant or deny the request. Work for all incompletes must be completed within 6 weeks of the end of the semester. The deadline for completion will appear on the report card. When work is completed, the teacher must give the grade to the Registrar so that the transcript can be updated and a new report card can be issued. See Incomplete Request Form (Appendix A)

**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**

- 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%.
- According to the Archdiocese Policy, the average high school student should have a minimum of 90 minutes of homework per night. This may include studying.

- In some courses homework counts towards a grade and in other classes it is for practice purposes. Students are expected to complete all homework assignments, regardless of whether they count for a grade or not.

**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 <sup>st</sup> Semester Senior						
Class	Grade	QP	x	CR	=	Total QP
20 <sup>th</sup> 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
<b>TOTAL</b>				<b>3.25</b>		<b>10.05</b>
Total QP / CR = GPA 10.05 / 3.25 = <b>3.09</b>						

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

### **Chromebook One-to-One Initiative – Please see attached Addendum at the end of the student parent handbook for all policies and expectations related to our Chromebooks.**

Pius XI allows students access to computers to support educational goals and objectives. Although access to the Internet is controlled by a firewall 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. Additionally, all Chromebooks are filtered by a cloud-based service named GoGuardian. The Chromebooks are filtered by this service regardless of the network they are connected to (home, school, or public).

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. Students must access these resources via their school issued Chromebook. Student personal devices such as laptops, tablets or phones are not allowed to connect to the network, either wired or wirelessly.

**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 by Pius XI Catholic High School 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 their school assigned Chromebook.

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 Dean of Students.

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 Dean of Students.

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

Student personal devices such as laptops, tablets, or cell phones are not permitted to be connected or used during the school day. Additionally, rogue devices such as routers, access points, switches, hotspots, network scanners, laptops used for scanning,

hacking, cracking, broadcasting or any other inappropriate action may be seized and dealt with by the Dean of Students.

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 to tech support at: [support@piusxi.org](mailto:support@piusxi.org).

### **Loaner Chromebook Policy**

If a student does not bring their Chromebook to school they must report to the IT department to secure a loaner for the day. The student must submit their phone or another piece of acceptable collateral that will be exchanged for the loaner at the end of the school day.

If a student requires a loaner more than 3 times in a semester, they will be issued a detention for each instance afterwards. If a student reaches 6 occurrences, a meeting will be scheduled with the Dean of Students to determine appropriate next steps.

### **Pius Account Passwords**

Students create their own personal password in order to access their school Google Workspace account and other school services. 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 Google Workspace Account Password:** Google Workspace Account passwords can be changed at any time, from any device, and from any network. If a student forgets their password, they may contact [support@piusxi.org](mailto:support@piusxi.org).

**Banned Actions:** The following are strictly prohibited:

- Damaging and/or vandalizing 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/connecting devices other than a Chromebook, headphones, mouse, 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 and in some cases face expulsion
- Students will face disciplinary action assigned by the Dean of Students
- 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.

### **Cell Phone Policy**

Pius XI Catholic High School is committed to creating an atmosphere that is conducive to academic and emotional well-being. We believe that taking a strict approach toward the use of cell phones and wearable communication devices (Apple/smart watches, bluetooth earbuds) will be a positive step to support the learning environment we want for our students.

As a school we have been committed to providing the necessary technology for our classroom teachers in the form of Chromebooks. Cell phones and other wearable technology are not a part of our educational day. Headphones/earbuds are only allowed during lunchtime or in a classroom where a teacher expressly allows it. Any emergency situations that arise where a parent or guardian needs to communicate or pick up their child immediately can call our office at any time and we will assist.

Pius XI Catholic High School expects that all student cell phones will be out of sight from 7:50 AM to 3:10 PM, unless the student is in a TAC where they are allowed or are in the Union during lunch. Students may not turn on the hotspot function of their cell phone while on premise.

- Any emergency communication should be run through the main office.
- If a student is found with their phone during the school day and a staff member asks for it, the student must submit their phone to that staff member or directly to the Dean of Students. Failure to do so will be seen as a demonstration of disrespect to our school community and a disciplinary hearing will be called for.

If a student is caught with a cell phone or wearable device the following disciplinary action will be taken.

1<sup>st</sup> Offense – The phone or device will be confiscated and turned into the main office. The student may pick up the device at the end of the school day. Parents will be notified that the student has violated the first offense. The student will serve an after school detention the day of or after the offense.

2<sup>nd</sup> Offense – The phone or device will be confiscated and turned into the main office and the student's parents must pick up the phone at the end of the school day. The student will be placed on Warning Status and serve another detention the day of or after the offense

3<sup>rd</sup> Offense – The phone or device will be confiscated and turned into the main office and parents must pick it up at the end of the day. There will be a disciplinary hearing scheduled with the student and their parents and the phone will be turned into the office each morning for a period of time to be determined in the hearing.

- If a student is dishonest about having their phone or device in the building the student will be subject to further discipline by the Office of the Dean of Students.

4<sup>th</sup> Offense – The phone or device will be confiscated and turned into the main office and parents must pick it up at the end of the day. A disciplinary hearing will be scheduled and the outcome of that hearing could result in probation or possible expulsion from the Pius XI community.

## **Earning College Credit While Attending Pius XI**

### **Project Lead the Way (PLTW)**

The PLTW program 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, biomedical science, and computer 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.

Colleges and universities across the U.S. recognize and reward PLTW students for their great work. These post secondary institutions recognize PLTW students with scholarships, admissions preference, course credit, and more.

Students will take the new End of Course Assessment at the end of the school year and will receive a detailed score report that highlights their subject-matter knowledge and mastery of in-demand, transportable skills. Students can use their test results to bolster college applications or resumes or can send their score report directly to higher education institutions and employers, who may use it for admissions, scholarships, dual credit opportunities, campus experiences, internships, apprenticeships, industry certifications, and more.

For the most up to date information on how each PLTW course will be beneficial at various colleges and universities, see the following website: <https://www.pltw.org/experience-pltw/student-opportunities>

## Concurrent Enrollment Program

Pius XI Catholic High School and other local Universities may partner to create a Concurrent Enrollment Program (CEP). This program allows qualified high school students to learn a college curriculum and qualified high school instructors to teach a college 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 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 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
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.

## 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. Teachers will update grades a minimum of twice per month.

**Progress Reports:** a progress report with comments is prepared by teachers at the end of the 1<sup>st</sup> and 3<sup>rd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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

posted on Skyward.

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

## Academic Standards

To maintain “good” academic standing, a student must:

- Maintain a 2.0 or higher GPA every semester (January/June)
  - Earn passing grades each midterm (November/April) and semester (January/June)
  - Complete a minimum of 6 credits per school year
- \*please see graduation requirements according to completion year

### Midterm Progress Reports & Report Cards

Families receive official notification regarding their children’s progress four times per year (approximately every 9 weeks). Midterm Progress grades are submitted in November and April, and Report Card grades are submitted at the end of each semester in January and in June. Student progress will be reviewed by the Assistant Principal during all grading periods.

### Academic Intervention

Students who do not meet the above standards at the completion of each midterm and semester will receive Academic Intervention. The first review of Academic Standards and determination of Academic Intervention occurs in November with the first Midterm Progress Report.

The process for **Academic Intervention** is as follows:

- **Notification** - Letters are sent to students and parents/guardians via Skyward detailing why academic intervention is required.
- **Academic Support Team** - The team consists of the student, parent/guardian, designated teachers/staff, Assistant Principal, & Guidance Counselor.
  - The team participates in a **mandatory meeting** to discuss and address barriers to achievement (resources will be provided as needed) and an intervention plan is presented and discussed.
- **Academic Intervention Plan** - The plan is implemented during a designated resource period(s). The student receives academic intervention from a designated teacher(s) in specific skill areas (i.e., analyzing text, writing expressions, etc.). Additionally, the teacher and student address work completion/submission, note taking, study habits, organizational skills, etc.
- **Monitoring** - In 4.5 weeks, the student meets with their support teacher(s) and the Assistant Principal to review progress in Skyward and discuss implementation of the plan.
- **Evaluation** - At the end of 9 weeks, the student meets with the support teacher and the Assistant Principal to review progress in Skyward and to evaluate the plan. The following happens as a result of the intervention:
  - *Progress* - The student’s academic performance improves (passing grades/GPA 2.0 or higher). The academic intervention plan is closed; however, if scheduling requires completion of a failed course at a later date, academic intervention continues until the course is passed. Parents/guardians are notified via Skyward.
  - *Progressing* - The student’s academic performance is improving; however, continued support is needed (grades improving/GPA improving but still below 2.0). Academic interventions continue as planned or revised as needed, and parents/guardians are notified via Skyward.
  - *No Progress* - This only occurs if the student does not attend class, does not attend intervention, and does not complete and submit assignments, quizzes, and exams. Parents/guardians are notified via Skyward and via telephone conversation with the Assistant Principal, a mandatory meeting is scheduled, and the student is placed on academic probation.

### Academic Probation

Academic Probation is the next step after an Academic Intervention. With Academic Probation, the student continues to receive

academic intervention with additional layers of time, support, and monitoring. Placement on Academic Probation needs to be taken seriously. A student's enrollment at Pius XI Catholic High School becomes in jeopardy if the student is not making concerted efforts to improve their academic performance.

The process for **Academic Probation** is as follows:

- **Notification** - Letters are sent to students and parents/guardians via Skyward detailing why academic probation is required.
- **Academic Support Team** - The team consists of the student, parent/guardian, designated teacher(s)/staff, Assistant Principal, & Guidance Counselor.
  - The team participates in a **mandatory meeting** to discuss and address barriers to achievement (referrals will be provided to community-based services/resources) and an academic probation plan is presented and discussed.
- **Academic Probation Plan** - The plan is implemented during **multiple** resource blocks. The student receives academic intervention from a designated teacher(s) in specific skill areas (i.e., analyzing text, writing expressions, etc.). Additionally, the teacher and student address work completion/submission, note taking, study habits, organizational skills, etc.
- **Monitoring** - The student meets **weekly** with the Assistant Principal to review progress and plan implementation.
- **Evaluation** - At the end of 9 weeks, the Academic Support Team meets again (**this is a mandatory meeting**) to evaluate the probationary period. The following happens as a result of the academic probation:
  - *Progress* - The student's academic performance improves (passing grades/GPA 2.0 or higher). The academic probation plan is closed; however, if scheduling requires completion of a failed course at a later date, academic probation continues until the course is passed.
  - *Progressing* - The student's academic performance is improving; however, continued support is needed (grades improving/GPA improving but still below 2.0). Academic probation continues as planned or revised as needed.
  - *No Progress* - This only occurs if the student does not attend class, does not attend intervention, and does not complete and submit assignments, quizzes, and exams. The plan is revised and academic probation is extended for one more semester.
- **Additional terms of Academic Probation:**
  - Students may not participate in athletics and co-curricular activities.
  - Students may not receive financial aid or scholarships.

### **Academic Dismissal**

Academic Dismissal will be a final resort. Pius XI Catholic High School will have provided every available support and opportunity for students on Academic Probation to progress in their studies. Additionally, we will have made every attempt to support students and families by connecting them with community-based resources and services to address non-academic barriers which impact student achievement. After all efforts have been exhausted, if the individual terms of academic probation have not been met, a student may be dismissed from Pius XI Catholic High School. Final decisions are made by the Principal.

### **Learning Commons**

The Learning Commons is a welcoming environment that caters to students' intellectual growth through collaboration. 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 the Moderator in the Learning Commons.

### **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 27 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.

## Campus Ministry

### Service to our Community

*'Lord, when did we see you hungry and feed you, or thirsty and give you drink? When did we see you a stranger and welcome you, or naked and clothe you? When did we see you ill or in prison, and visit you?' And the king will say to them in reply, 'Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me.'* Matthew 25:37-40

Providing service to those in need in our community is an important component of the student experience at Pius XI. Students will need to complete 2 credits of service to graduate from Pius XI Catholic High School\*. These are earned by completing the service requirement corresponding to the student's current grade level, which is recorded as a .5 credit pass/fail class. Going forward, we will be tracking total service experiences, rather than hours. The yearly requirements are as follows:

Freshman: 5 service experiences

Sophomore: 5 service experiences

Juniors: 7 service experiences

Seniors: 7 service experiences

***\*Important note: Transfer students and rising sophomores-seniors are grandfathered in, and will only be expected to meet the requirement that corresponds to their remaining academic years at Pius XI.***

### ***What counts as a service experience?***

Any substantive act done for the good of another for which one receives no compensation or benefit, and which is outside the scope of your normal state in life. Although we will not require a certain number of hours, we do expect that a service experience will take at least 45 minutes to complete.

### ***Service Categories***

In addition to the number of service experiences, students will be expected to complete service from four different categories: family, community, environmental, and vulnerable populations. Over their four years, students must complete at least four experiences in each category. Please reach out with any questions about what category a particular experience fits into.

Family: Completed for a person or group of people who are family by blood, law, or relationship. Must be outside of the student's regularly expected contribution to family life.

Community: Completed for any person, group of people, organization which is outside of the family circle (i.e. neighborhood, city, church, social group, community organization)

Vulnerable populations: Completed for a person, group of people, or organization which serves those who have a disability, are disadvantaged, or who struggle to have their basic needs met. If these service experiences overlap with the family or community category, any experiences beyond the four required may count towards those categories.

Environmental: Completed for the direct benefit of our common home, or to benefit a person, group of people, or organization who will be able to directly benefit the environment as a result of the service experience.

### ***How do I record service experiences?***

Students should turn in a completed service record form by placing it in the basket next to the receptionist's office in the lobby. The forms can be found on the service page of the Pius XI website or in the student Google drive. Forms must be signed by either the beneficiary of the service or someone who supervised the service experience.

Questions? Email [tholschuh@piusxi.org](mailto:tholschuh@piusxi.org) or call/text 414-253-2418

## Retreats

**Freshman Retreat:** All freshmen students are required to attend the Freshman retreat, which will be held August 19 from 1-9 PM. Led by a mix of students and staff, the retreat is meant to build bonds between students, provide insight into the high school experience, give the students the opportunity to encounter Christ, and welcome the freshmen into the Pius community.

**Sophomore retreat:** All sophomore students are required to attend one of the Sophomore retreats on September 29, October 27, March 3, or April 27. Students will be assigned to a retreat at the beginning of the year. All retreats are held during the school day. The sophomore retreats are designed to give the students the opportunity to explore deeply questions about faith, virtue, and what it means to be fully human. They will hear the witness of peer and adult leaders who have wrestled with these questions in their own lives.

**Junior retreat:** The junior retreat is a new offering at Pius XI, and will be held on Thursday, November 10. Led by staff and other adult leaders from the community, this retreat will give juniors who want to deepen their relationship with Christ an opportunity to step away from the stress of daily life and encounter Him.

**Seniors:** The Pius XI Kairos retreat, is a student-led retreat where retreatants will build deep relationships, receive profound insights about life and faith in Christ, and take time away from the constant stress and stimulation of daily life. This retreat is a three day-two night retreat, and seniors have two dates to choose from: November 30-December 2 and March 15-17.

## 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 counselor's 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, employees, or volunteers 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**

- 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, audiologistPhysician, 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 23 sports: 10 girls, 9 boys and 4 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</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	Powerlifting	Boys Tennis	
Boys Soccer	Hockey	Girls Soccer	
Girls Golf		Boys Baseball	
Girls Tennis			
Girls Swim			

The *Pius XI Popes* and *Lady 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.
- Winter & Spring Sport athletes are granted continued eligibility based on quarterly progress reports and are monitored weekly until the end of the semester for eligibility status. Should a student have more than 1 F during this period, they will be deemed ineligible. The student may be reinstated if teacher reports indicate that the student's classroom performance or behavior has improved.
- Fall Sports - Academic Eligibility is when the earliest allowed WIAA game/meet takes place before the first day of classes, "the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest competition in a sport; or b) one third of the maximum number of games/meets allowed in a sport.

### 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:

- Complete the Pius XI Catholic High School athletics activity online registration form annually
  - 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 3.75 or better GPA will be invited to apply during the 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.
- 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.
- Appeals of the decisions of the committee go to the Principal, whose decision is final.

- 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-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.

If, at the discretion of the chaperone, a student is in violation of the dress code set forth on the permission slip, 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 students 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 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 Ms. Kosmatka in the main office 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 Dean of Students 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 phones, 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 are 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 the 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.
- 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 the 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 the Dean of Students or Director of Student Life.
- 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 the school day. In addition, it may be required to gain access to 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, **there is a \$5.00 replacement fee for lost cards.**

### **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 <http://www.ridemcts.com>
- **Pius XI Gold Flyer Bus:** Pius XI Catholic High School offers limited school bus service for certain Milwaukee County zip codes. One-way and two-way options are available. Call 414-290-7000.

*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.
- **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 ensure 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.



# Chromebook 1:1 Handbook 22-23

Chromebooks issued to students are the property of the Pius XI Catholic High School. The Chromebook will allow students' access to G Suite for Education, Schoology, Skyward, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking, or high-end computing.

## Distribution of Chromebooks

- Chromebooks will be distributed to Pius XI students at book pick up.
- **Parents/Guardians and students MUST read and sign the parent/student agreement form in Skyward before the Chromebook can be issued.**

## Collection

- Students withdrawing from Pius XI must return school owned Chromebooks and chargers to the IT department. A fee will be added to your Skyward account for any Chromebooks and chargers not returned and transcripts will be held.
- Chromebooks are due the last day of assessments, semester 2. All returns will be handled in the bookstore at the end of the school year.
- **Students/parents will be charged a \$65.00 late fee if the Chromebook is not returned on the given date.**
- **Students MUST return the exact Chromebook that was issued to them.**

## CARE AND USE OF CHROMEBOOKS

- Students are responsible for the general care of the Chromebook they have been issued by the school.
- Chromebooks that are broken or fail to work properly must be taken to the IT department (room 218) as soon as possible so that they can be taken care of properly.
- **Do not take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.**

## General Care

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- **Students may not embellish their assigned Chromebook with writing, drawing, paint, engravings or stickers.**
- Students should never carry their Chromebooks while the screen is open.
- Vents cannot be covered.
- Chromebooks must have a Pius XI Asset tag on them at all times and this tag must not be removed or altered in any way.
- Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
- **Do not loan your assigned Chromebook or charger to other students.**

## Screen Care

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on

the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, hands/fingers, or disks).
- Clean the screen with a soft, microfiber cloth or anti-static cloth.
- 

### **Charging your Chromebook**

- Charging stations are available in the LC and room 218 (IT department).
- Students can charge their Chromebooks during Morning TAC or any other time they do not need their chromebooks for class.
- Loaner chargers are not available for active charging and loaner Chromebooks will not be available while a student is charging their Chromebook.
- **It is imperative that students charge their chromebook each night. Consistent failure to bring a charged Chromebook to class will result in disciplinary action.**

### **Loaner Chromebooks**

- **Loaner Chromebooks are primarily for students who have their Chromebooks in for repair.**
- Students should not assume that a "day loaner" Chromebook will be available if they forget their Chromebook at home.
- If day loaners Chromebooks are available on a given day, they will only be available during morning TAC and the student must leave their cell phone as collateral. Exceptions will only be made for students who arrive to school after TAC.
- Each student can borrow 1 chromebook per semester without consequence (If and when available).

### **Chromebooks left in unsupervised areas**

- **To avoid theft, never leave the Chromebook in a car.**
- **Under no circumstances should Chromebooks be left in an unsupervised area.**
- Unsupervised areas (in school) include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, LC, unlocked classrooms, hallways.
- If a Chromebook is found in an unsupervised area, notify a staff member immediately.
- Staff will confiscate unoccupied Chromebooks.

### **Managing and saving work**

- G Suite for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. G Suite lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files, in the cloud.
- With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
- Students will only be able to login and use their school G Suite (Google) account on their Chromebooks.

### Chromebook technical support

For all technical support, students can go to the IT department in room 218.

The IT department can help with:

- Hardware maintenance and repairs
- Password resets
- User account support
- **All damage must be promptly reported to the IT department to ensure timely repair and return of the damaged device.**

### Damaged Chromebooks

- Chromebooks that are in need of repair should immediately be brought to the IT department (room 218).
- **Each Chromebook is allowed one accidental damage claim per year (June through June). Accidental damage includes screen damage, chassis/hinge damage, drops and spills.**
- If a second accidental damage occurs within a year, the student could be charged up to the full cost of the Chromebook, depending on the damage.
- All other hardware and software issues can be serviced throughout the year.
- If a Chromebook is severely damaged or has obvious intentional damage, Dell / HP may not repair it under an accidental damage claim. The cost of replacement is up to \$479.00 depending on the model of Chromebook.

### Lost/Stolen Chromebook

The Chromebooks are the property of Pius XI High School, but the responsibility falls on the student to maintain, safeguard, comply with policies, and **report the Chromebook lost/stolen to the IT department.**

- If a Chromebook has been lost or stolen, Pius will make every attempt to assist with locating the lost/stolen Chromebook.
- If the Chromebook is not found, it is the responsibility of the parent/guardian to pay for the Chromebook.. Payment arrangements can be made while a student enrolled at Pius. Once a student graduates or withdrawals, the remainder will be due.
- If the Chromebook is found after payments have been made, the parents/guardians will be reimbursed.

### Lost Chargers

If a student loses their Chromebook charger, one can be purchased from the IT dept for \$30.00.

### IT contacts

- Students can email the IT department at [support@piusxi.org](mailto:support@piusxi.org).
- Parents with IT questions or concerns should contact Lani Farris at [lfarris@piusxi.org](mailto:lfarris@piusxi.org).