



ARCHBISHOP
MCNICHOLAS

THAT YOUTH MAY ATTAIN FULL STATURE IN CHRIST

2019-2020
STUDENT / PARENT
HANDBOOK

STUDENT/PARENT HANDBOOK MCNICHOLAS HIGH SCHOOL

Archbishop McNicholas High School is a Roman Catholic, co-educational high school serving a variety of students with differing socio-economic backgrounds and educational needs. Archbishop McNicholas High School is fully chartered by the Ohio State Department of Education and is accredited by the Ohio Catholic School Accrediting Association.

Archbishop McNicholas High School has existed as a co-educational, inter-parochial institution since 1951 and prior to that as St. Joseph Academy since 1915. The Archdiocese of Cincinnati purchased Archbishop McNicholas High School from the Sisters of St. Joseph of Medaille on July 1, 1998. We are proud of our rich history of educational success.

VISION

This is the impact we hope to have on our world or community.

Our Vision is a world where members of the Archbishop McNicholas High School community are widely recognized as leaders in their chosen vocation and people who strive to live the Gospel through service to others.

MISSION

This is what we do.

To inspire young men and women
Through faith formation and academic excellence
To become compassionate leaders and
Grow toward **Full Stature in Christ**

VALUES

This is how we behave.

- We cultivate Catholic identity through faith development.
- We vigorously pursue academic excellence, at every level of instruction.
- We embrace the highest level of integrity in all areas of our lives-standing for honesty, fairness, and justice.
- We strive to reflect the face of Christ by seeking and welcoming a diverse community and we value each student as a unique child of God.
- We promote the stewardship of God's creation.

CHARISM

Faithful to the spirit of the Sisters of St. Joseph, their patron, St. Joseph, and to the lay women and men who have shaped our community, we embrace the call to humbly serve God and others.

Grounded in Scripture and in our Catholic Christian tradition, we are bonded together as a people united in compassion, action and hope. We respond with confidence to God's call to servant-leadership and we seek to live our faith-filled commitment as witnesses to the Gospel.

We especially dedicate ourselves so that young men and women attain full stature in Christ. For the glory of God, we offer the work of our minds and the work of our hands in the service of a more just world.

NON-DISCRIMINATORY POLICY

Archbishop McNicholas High School admits students of any sex, race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

SCHOOL ADMINISTRATION

- David Mueller, M.B.A., Principal
- Dave Jackson, M.B.A., Special Assistant to the Principal
- Daniel Rosenbaum, M.Ed., Director of Curriculum
- Roberta Veleta, B.S., Director of Finance
- Robert L. Heise, M.S., Athletic Director
- Michael Orlando, M.Ed., Director of Student Life
- Shannon Kapp, B.S., Director of Marketing and Communications
- Christina Mullis, B.A., Director of Admissions and Enrollment
- Shawn Young, M.Ed., Alumni Relations Manager
- Tim Monahan, B.A., Assistant Athletic Director
- Ashley Brothers, M.S., Dean of Women

SCHOOL COUNSELORS

- Alaina Way, M.A (Director).A – F
- Erica Stablum, M.A.G – P
- Matthew Wehrman, M.Ed..... Q – Z

CAMPUS MINISTRY TEAM

- Jeff Hutchinson-Smyth, Director of Campus Ministry
- Mary Beth Sandmann, Coordinator of Kairos Retreats
- David Sandmann, Community Service Director

SCHOOL FACULTY

THEOLOGY

- Teresa Davis, M.A. M. Samuel Roflow, M.A. (Chair)
- Jeffery Hutchinson-Smyth, B.A. Mary Beth Sandmann, B.A.
- John Norman, M.A. David Sandmann, B.A.

ENGLISH

- Jeffrey Mulvey, M.A.
- Julie Dill, M.Ed. Angie Noble, M.Ed. (Chair)
- Anne Jones, M.Ed. Laura Rupp, M.B.A.

SOCIAL STUDIES

- Katherine Hayes, B.A. Randy Royal, M.A.
- Frank Lowden, B.A. Patrick Stricker, B.A. (Chair)

MATH

- Ashley Brothers, M.S. (Chair) William Losekamp, M.Ed
- Steven Dalton, M.A. Daniel Rosenbaum, M.Ed
- Barb Gillming, M.Ed. Christine Sennett, B.A.
- Kendra Lonneman, M.Ed. Katherine Tyler, M.B.A.

SCIENCE

Kristy Brandabur, M.Ed
 Mary Dennemann, M.Ed.
 Regina Goines, B.Phil. (Chair)

Cathryn Lest, B.S.
 Jonathan Spurlock, M.Ed.

BUSINESS and TECHNOLOGY

Jolene Esz, B.A.
 Andrew Ey, B.A.

Barbara Gillming, M.Ed. (Chair)

WORLD LANGUAGES

Tracey Canisalez, B.A.
 Julie Dill, M.Ed. (Chair)

Paul Romolo, M.Ed.
 Carla Wessels, M.Ed.

PHYSICAL EDUCATION & HEALTH

Tim Monahan, B.A.

PERFORMING AND VISUAL ARTS

William Corbett, B.A.
 Teresa DeZarn, B.F.A
 Bea Gardner, M.A.
 Melissa Gaskins, M.F.A. (Chair)

Keith Nance, B.F.A.

LIBRARY

Chelsea Almer, MLIS

Jane Ray, M.I.S.

SAIL PROGRAM

Valerie Combs, B.A.
 Jeanne Daly, M.A.

Renee Herndon, M.Ed. (Chair)
 Hannah Schwab, B.A.

PSYCHOLOGIST

Matthew Musselman M.A.

TECHNOLOGY

Andrew Ey, B.A.
 Emily Materna, M.Ed.

SCHOOL STAFF ADMINISTRATIVE ASSISTANTS

Judy Enda (Business Office)
 Patricia Farwick (Principal)
 Beth Custer (Admissions)
 Annette McHugh (Development)
 Susan Rohlf (Athletics and Student Life)
 Jennifer Tumser (Counseling)

OFFICE STAFF

Mary Anne Christmann, B.S.N., School Nurse
 Jill Cheek, Attendance Officer / Receptionist Main Office
 Kendra Lonneman, Finance Office
 Maggie Rosch, Finance Office
 Megan Uihlein, State Auxiliary Services Clerk

BUILDINGS & GROUNDS - Michael Woodruff, Supervisor

ACADEMICS

Excellence in academic pursuits is a major goal of Archbishop McNicholas High School. In order to meet the challenge of providing an academic environment that is conducive to excellence and to fulfill our mandate as a comprehensive high school, Archbishop McNicholas High School offers a broad range of academic rigor. Each academic department maintains a current graded course of study that lists the specific learning objectives for each of its courses. Teachers use the graded course of study to develop lesson plans, and each professional demonstrates commitment to excellence by understanding and constantly seeking ways to improve our academic programs. In all cases, our goal is to offer courses that challenge students and elevate them to their fullest potential.

ACADEMIC PROGRAMS

ADVANCED PLACEMENT PROGRAM Archbishop McNicholas High School offers AP courses approved by the College Board in English, Physics 1 and Physics 2, American History, European History, U.S. Government, Calculus, Biology, Chemistry, Music Theory, Studio Art, Computer Science, French, Spanish, and Latin. The purpose of the Advanced Placement Program is to enable academically capable and highly motivated students to complete rigorous college level courses during the secondary school years. Enrollment in Advanced Placement courses instills a sense of scholarship in the student and an appreciation of the intrinsic value of devoting oneself to the pursuit of knowledge.

COLLEGE PREPARATORY PROGRAM 99% or more of McNicholas graduates go on to further their education at either a two-year or four-year college. Our college preparatory program has various levels to challenge the students and meet their academic needs.

WRITING PROGRAM

Archbishop McNicholas High School provides all students with writing opportunities in many areas of the curriculum. The school-wide approach to teaching and practicing writing recognizes that writing is an important learning tool necessary for effective communication in every field. The English Department provides instruction in a variety of writing types to all students, and teachers in all departments are challenged to incorporate meaningful writing assignments that are tailored to their courses. All teachers must require at least one writing assignment per quarter from each student.

SAIL PROGRAM (Support and Accommodations for Identified Learners): Archbishop McNicholas High School has established SAIL to address the needs of certain students whose learning styles require tutorial assistance. The program strives to develop skills that enable the students to learn material presented in a mainstream classroom.

PEER TUTORING PROGRAMS Academic tutoring is available to McNicholas students through the National Honor Society (NHS). Students may attend weekly open sessions or may request a private peer tutor in a particular subject for one hour per week. Requests for private peer tutors are made in the counseling office. NHS tutoring begins after the first quarter's interim grades have been determined. Math tutoring by Mu Alpha Theta students is available as well. Students should see their math teacher for arrangements. Some teachers offer group tutoring, and all teachers will meet with individual students before and after school when possible. It is the responsibility of the student to contact a teacher for extra assistance. Families who wish to hire a private tutor may request a list of tutors from the Counseling Office. Archbishop McNicholas High School does not endorse any specific providers. Contracts with private tutors are a private matter between the family and tutor.

SUMMER SCHOOL/TUTORING PROGRAM

Archbishop McNicholas will accept up to five (5) credits gained in any duly accredited summer school program toward the total credit requirement for graduation. The minimum number of hours for tutoring and outside study assignment are set by the state, and a school-administered examination may be required before credit can be given. Archbishop McNicholas' summer school schedule can be obtained by calling the Counseling Office (231-3500 ext. 5128).

FEES FOR SPECIAL COURSES

If there is a fee for a course, that will be explained to the students at the time of registering for the course.

FIELD TRIPS

From time to time teachers schedule enrichment experiences on or off campus.

If a field trip calls for a student to miss time in a class other than the class hosting the field trip, a student may participate only if the teacher of the missed class does not object because of the student's poor performance or excessive absences.

Students on the academic ineligibility list may NOT go on field trips.

Transportation for field trips may be by chartered bus, the school van, parent-driven cars, or student-driven cars. Students may drive their own cars or ride in cars driven by other students only if a parent has signed the appropriate permission form in Final Forms. Students are to be in full school uniform for field trips unless the administration has agreed to an exception.

Students on any field trip are responsible for the content and assignments of all classes missed.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

- 4 Theology
- 4 English
- 3 Science
- 3 Social Studies
- 4 Math
- .5 Health
- .5 Physical Education
- 1 Fine Arts
- 4 Electives
- 24 TOTAL CREDITS
- 40 Service Hours
- Senior Retreat

(1 credit = 1 full year course work)

Pass applicable state testing.

ACADEMIC PROBATION

Students who fail two or more courses (semester or full year) in a given year may be placed on Academic Probation for the following school year. Students who have failed more than one class or who have accumulated several failures over a two year period, or students whose attendance or performance record jeopardizes academic credit, may be placed on Academic Probation. Academic Probation means the

student's grades, effort, and attendance will be carefully monitored. McNicholas High School reserves the right to require students who continue to fail courses or otherwise violate the intent of academic probation to withdraw. Transfer students are automatically placed on academic probation to assist them in fully adapting to McNicholas and succeeding academically.

ELIGIBILITY FOR EXTRA-CURRICULARS

To participate in extra-curricular activities, students must adhere to academic standards set by the school, the Ohio High School Athletic Association, and the Archdiocese of Cincinnati. Any questions concerning eligibility should be directed to the Director of Curriculum.

QUARTERLY ELIGIBILITY

To be eligible, a student must receive passing grades in a minimum of five (5) one credit courses in the immediately preceding grading period. A student must receive passing grades in a minimum of five (5) one-credit courses or the equivalent during the fourth (4th) quarter to be eligible to participate in extra-curricular activities during the first quarter of the following school year. Summer school grades earned may NOT be used to substitute for failing grades from the fourth (4th) quarter of the regular school year. Parents and students will be notified at the end of each academic quarter if the student is ineligible for extra-curricular participation the following quarter. Incoming freshmen must have passed 75% of their core courses in the eighth grade in order to be eligible for the first quarter of high school.

INTRA-QUARTERLY ELIGIBILITY

Archbishop McNicholas High School conducts an academic review every two weeks beginning in September and continuing through May. Students who are failing two or more classes are placed on PROBATION and are notified in writing that they have two weeks to bring up their grades. If the student is still failing two or more classes after the two-week probationary period, the student is placed on the INELIGIBLE list and is not permitted to participate in any extra-curricular activity for two weeks. Parents are notified in writing. Every two weeks coaches/moderators and teachers receive the names of students who are ineligible or on probation. It is possible for a student to be ineligible under the Ohio High School Athletic Association guidelines without having been ineligible through the intra-quarterly process.

YEARLY ELIGIBILITY

Archbishop McNicholas High School requires that students stay on track for graduation to participate in extra-curricular activities from year to year. If appropriate and sufficient credits are NOT earned, the student may NOT participate in any extra-curricular activity for the entire academic year. Summer school credits will be considered on an individual basis.

GRADING AND TESTING INFORMATION

GRADING SCALE

Numerical grades are assigned each quarter and for each semester examination. The averages for first and second quarters and the first semester exam grade determine the first semester average, with quarter averages counting twice as much as the exam grade. The same procedure is used to determine the second semester average. For a full year course, all four quarters and both semester exams determine the final average. Credit for each course is awarded according to state standards. The grade equivalencies are as follows: 93%-100% = A; 85%-92% = B; 75%-84% = C; 70%-74% = D; below 70% = F.

WEIGHTED GRADING

Advanced Placement courses, Honors courses, and several higher level college prep courses are weighted for difficulty. Weighted values for individual grades are not printed on report cards or transcripts. Weighted GPAs are used for honor roll determination, National Honor Society membership eligibility, Valedictorian/Salutatorian selection, and on college applications where the weighted numbers are to the individual student's advantage. Weighted grades for individual courses are not printed on report cards. Cumulative weighted averages are reported on report cards and transcripts.

HONOR ROLL

The honor roll recognizes academic achievement for those students who attain specified marks. To be eligible, a student

- 1) must earn unweighted grade no lower than 75% in each class and
- 2) be enrolled in a minimum of 6 classes in the quarter (a minimum of 5 classes if enrolled in the SAIL Program).

There are three levels of honor roll status. Each requires the above criteria as well as the specified marks below.

Dean's List is reserved for students who are enrolled in a minimum of three weighted courses (freshmen must have at least two weighted courses), and achieve a weighted average of 95%.

First Honors is achieved by earning a weighted average of 93%.

Second Honors is achieved by earning a weighted average of 85%.

Any student who earns honor roll status in three of the four quarters of a year is eligible for a scholastic letter award presented during the awards program in May. A Four Year Scholar Award is presented to seniors who have achieved this each year.

CLASS RANK

Class rank based on unweighted cumulative averages will be reported to students and parents and will be included on the school report that accompanies students' applications for post-secondary education for the classes of 2020 and 2021. Beginning with the Class of 2022, class rank will not be reported to students and parents and will not be included in the school report that accompanies applications for post-secondary education except when a particular institution or scholarship program requires class rank. This change comes about because in our student population, small differences in academic averages can result in disproportionately large and therefore misleading differences in rank.

VALEDICTORIAN/SALUTATORIAN CRITERIA

The formula for determining valedictorian/salutatorian is as follows:

1. Grades earned over 7 semesters and the third quarter of senior year are used.
2. Student must have attended McNicholas for a minimum of 6 semesters.
3. A student must have completed a minimum of three Advanced Placement courses.
4. The principal reserves the right to make the final decision based on weighted grade point average (GPA), the number of and level of classes taken, or any other circumstances. Completion of and success in Advanced Placement and honors courses will be given priority.
5. In the event of an exact tie in all aspects, more than one valedictorian and/or salutatorian will be named

HONOR SOCIETIES

The Archbishop McNicholas chapter of National Honor Society follows the selection guidelines of the constitution of the N.H.S. Junior and senior students achieving a weighted GPA of at least 90% are notified that they are eligible to apply in September. Selection for membership is an honor bestowed by a committee of faculty members. The membership application requires proof of character, scholarship, leadership, and service within our school and the broader community. Continued membership requires ongoing service to the school and the upholding of academic excellence.

In addition to the National Honor Society, McNicholas has local chapters of the following subject-specific honor societies:

- French National Honor Society
- International Thespian Society
- Latin National Honor Society
- Mu Alpha Theta (Mathematics)
- National Art Honor Society
- Science National Honor Society
- Spanish National Honor Society
- Tri-M Music Honor Society

Criteria for entrance into these Honor Societies are set by individual departments in compliance with

national guidelines.

ADVANCED PLACEMENT PROGRAM ENTRANCE AND EXIT PROCEDURE

Ordinarily, students enrolled in AP courses are committed to a full year membership in the class. However, should a question about whether circumstances warrant withdrawal from an AP course, the student or teacher may submit a written request for withdrawal to the student's school counselor. The student, parents, teacher, and school counselor meet to discuss the decision. If a neutral party is needed to participate in the meeting, the AP Coordinator may be invited. In cases where a consensus cannot be reached, the Director of Curriculum or Principal will intervene.

EXAMINATIONS

The administration establishes the schedule for 1st and 3rd quarter test weeks and end of semester examinations. Semester examinations may not be taken early unless the student presents written permission to the teacher from the administration. If a student has not been able to take a semester exam by the end of the examination schedule due to illness, the student must make scheduling arrangements with the counseling office. Students may not miss an exam because of a vacation. Students who have a 92.5 unweighted average or better in any academic course and whose attendance is in good standing may be exempt from taking the second semester exam. Students with excessive absences may be required to take exams even though they have met the requirement for class average. With good cause, a teacher may request that a student's name be removed from the exemption list prior to senior exam days.

Private outside tutors are not permitted to serve as proctors supervising students taking tests. Requests for special accommodations for testing, such as requests for extended time, are made through the classroom teacher or the counseling office. (This policy does not affect students in the SAIL Program. They will take tests supervised by the SAIL tutor in cases where this provision is part of their formal Service Plan.)

TEXTBOOKS

Students are responsible for all books issued to them, and the replacement cost for any books lost or severely damaged will be charged to the student. Students' names must be clearly marked inside the front cover of the book. At the end of the year, students are responsible for ALL books issued to them at the beginning of the year. No report cards/transcripts will be released to the student until textbooks are properly returned to the school or fines have been paid. Diplomas will be held for missing textbooks or related fines.

REPORT CARDS

Report cards will be issued approximately one week after the end of each quarter. The report cards for the 1st, 2nd, and 3rd quarters of the academic year will be distributed to the students during the school day. Fourth quarter report cards will be mailed to parents. It is not necessary for parents sign report cards and return them to the school.

INCOMPLETES (I)

It is the student's responsibility to resolve an "I" or INCOMPLETE grade on a report card by completing the remaining requirements in a timely way. For the first three quarters of the school year, the student must resolve the incomplete within one week after report cards are issued; at the end of the fourth quarter, the "I" must be resolved no more than two weeks after the last official day of exams. Failure to comply will result in the "I" being automatically changed to a "60%" for quarter grades and to a "50%" for exams.

YEARLY PROMOTION

Each year a student must be on track for graduation by having enough credits to be promoted to the

next year according to the following scale:

Promoted to Grade 9 = graduation from 8th grade

Promoted to Grade 10 = 6 credits

Promoted to Grade 11 = 12 credits

Promoted to Grade 12 = 18 credits

No student will be enrolled for a new school year who does not meet the above criteria.

PARENT/TEACHER CONFERENCES

We encourage continuous communication between teachers and parents. In order to give parents the opportunity to meet privately with their child's teachers, we have scheduled conference evenings once in the fall and once in the spring. Please see the school calendar for the exact dates and times.

All conferences are by appointment only. Appointments need to be made through email contact with the teacher.

Parents are encouraged to talk with the student's teachers during the school year as soon as a concern arises rather than to wait for a Parent/Teacher Conference day. Please contact the teacher directly, preferably through email.

OHIO'S STATE TESTS

All students take the IOWA test in lieu of the Ohio end of course tests in the spring of their freshmen year. Scores on the IOWA convert to a 1-5 scale used on the Ohio end of course tests. To receive a diploma in Ohio, students must earn at least 18 points on these tests in addition to completing all required academic credits. Students continue taking the IOWA test throughout high school until they earn all necessary points.

STUDENT BEHAVIOR

Archbishop McNicholas High School adopts behavior standards designed to provide an orderly operation. Violation of a rule may result in disciplinary action. Disciplinary measures are aimed toward the student's development of a positive attitude towards self, others, and society. Archbishop McNicholas High School's primary concern is to promote a Christ-centered, Catholic community that embraces each student spiritually, intellectually, morally, and physically. We provide a safe, nurturing, creative, and challenging campus where individuals will grow in knowledge and faith. We equip our students with opportunities and experiences that will enable them to achieve excellence, live out gospel values, and grow towards Full Stature in Christ.

Students are responsible for the good name of the school. Students who bring discredit to themselves and to the school through any unlawful activity, either a civil or criminal violation, which occurs either on or off school property, will not only be subject to penalties which the courts may impose, but may also be subject to serious disciplinary action, including suspension or expulsion from school. The school administration need not wait for the results of court proceedings to take independent action. In addition, students who engage in activities contrary to the teachings of the Catholic Church or that reflect poorly upon the good name and reputation of Archbishop McNicholas High School are subject to disciplinary action, up to and including expulsion.

We expect our students to be responsible, honest, and respectful, and to uphold high standards of personal conduct. The following regulations address many student guidelines and responsibilities but are not meant to cover every foreseeable circumstance that may occur. Please read the following regulations carefully and observe them faithfully.

The Administration reserves the right to handle any disciplinary and eligibility matters in a reasonable manner which is in the mutual best interest of the student and the school, even if it should fall outside the parameters specified here. The decision of the Principal in these matters is final.

ACADEMIC INTEGRITY

Academic integrity is necessary for true learning and academic success. Students who blatantly show a disregard for academic integrity sabotage their own acquisition of knowledge and will also face academic and disciplinary consequences. Students who have academic integrity are students who

- * Do their own work and do their own work without using aids that cut short the learning process.
- * Use legitimate academic resources and carefully cite work that is not their own, such as lines, passages, or quotes from legitimate reference material.

ACADEMIC DISHONESTY

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. Teachers have the right to confiscate unapproved aids.

Examples of academic dishonesty are (but not limited to)

1. Plagiarism is claiming as one's own the work of another person, whether single line of text, an entire passage, a paraphrased sequence of ideas, a recording, a visual representation, or any other form of expression. Any form of expression by another person that is not properly cited is considered plagiarism.
2. Copying another student's work.
3. Using previously submitted work from another class.
4. Cheating on an assessment.
5. Providing an unfair advantage to students taking an assessment at a later time, such as discussing test questions with students who will take the same test later.
6. Any violation of assessment rules established by the teacher.

Teachers are required to document cases of cheating and plagiarism.

CONSEQUENCES OF ACADEMIC DISHONESTY

First Academic Dishonesty Offense:

1. The student is given "no credit" on that piece of work. This grade is included with all the other grades when determining an "average." (If another student has willingly cooperated in the cheating incident, s/he is equally guilty.)
2. The teacher contacts the parents to notify them of the incident and the "no credit" grade for the assignment.
3. The teacher sends a referral to the Director of Curriculum in order to document the incident in the student's disciplinary file.
4. The student is issued a detention.
5. A first academic dishonesty offense is grounds for removal from National Honor Society and other honor societies.

Second Academic Dishonesty Offense during a Student's Years at McNicholas:

In addition to the consequences for a first offense, these consequences apply:

1. The student is issued a Saturday School Detention.
2. The student is removed from Mardi Gras nominating, voting, and court lists.
3. For offenses after the second offense, the above procedure will be followed and the student will be subject to additional disciplinary action which may include suspension or expulsion.

ATTENDANCE

Students have a responsibility to attend school regularly, to be punctual, and to follow attendance

procedures. Attendance is taken during each class period and is recorded in the permanent record by the number of times each class is missed. Parents are expected to be cooperative and honest in dealing with situations that interfere with regular school attendance.

When a student is absent from school for any reason, his/her parent must call the school (231-3500 ext. 5120) before 9:00 a.m. on each day the child is absent. The parent must provide the following information to the Attendance Officer or leave on voice mail: student's name, grade, reason for absence, and a phone number where the parent may be contacted.

Absences lasting longer than one day should be reported each day unless a circumstance such as hospitalization has been reported.

EXCUSED ABSENCE

McNicholas recognizes these categories of excused absences:

1. Personal illness or unavoidable medical appointment
2. Illness in the family
3. Death of a relative
4. Legal court appointments
5. A transportation emergency
6. College showcase tournaments

Prior notice is required for some absences (i.e. College Visits and College Athletic Camps/Showcases) to be considered excused. If prior notice is not received, these absences will be considered unexcused. The school may require students to provide documentation of excused absences, such as a doctor's note.

McNicholas High School recognizes college days as excused absences in accordance with our College Visitation Policy. Parents must call in at least one week in advance and report a student's absence for college days and/or special events such as athletic showcases and tournaments. Teachers will work with students to make up work resulting from an excused absence. In the case of a foreseeable excused absence, arrangements for make-up work should be made ahead of time. Students are expected to make up all work that is missed during an absence. Teachers will not be required to issue the work prior to the absences.

Test and quizzes that are missed during an absence are to be made up within the number of days absent (i.e. 2 days absent = 2 days to make-up). If a test is missed, it will be made upon the day on which the student returns to school. Parents of students who are absent for an extended period of time because of illness should notify the main office and the counseling office so that arrangements can be made to get assignments from the student's teachers.

School-sponsored activities such as retreats and field trips do not count as absences.

UNEXCUSED ABSENCES

Unexcused absences are those that do not fall into any of the above categories

Teachers are required to provide make-up work only for those students who will miss class due to illness or extreme family circumstances. We ask that a parent be as specific as possible when making a request/giving an explanation for a student's absence from school.

Absence due to vacation or non-school-related activity is discouraged and may be considered unexcused if prior notification is not given to the school. For unexcused absences, students must accept the responsibility for such an absence and obtain makeup work. Teachers are not expected to provide make-up work in advance of a vacation or non-school-related activity. Likewise, teachers are not expected to assist a student with learning material missed because of a vacation or non-school-related activity. Please note that the student's academic and attendance standing will be taken into consideration and may influence the decision to deem the requested days as excused or unexcused, even

with prior notification. Please contact the Director of Student Life in these situations at least two weeks prior to the planned absence.

EXCESSIVE ABSENCES

Absences are considered excessive when they exceed 4 per quarter or 10 per school year. It is the responsibility of the student and parent(s) to monitor the number of absences

Class absences due to tardiness or early dismissal **do** count toward the total. Students with chronic absences or tardies may be placed on Academic Probation

Because participation in classes affects learning, excessive absences may result in a reduction in the grade for a course.

If a student is absent from school for more than half a day, s/he may not participate in any extracurricular activities on the day of the absence unless s/he has permission from the Director of Student Life. This applies to rehearsals, practices, games, meetings, etc.

The administration reserves the right to determine/review any special situation that may arise regarding attendance.

SCHOOL ARRIVAL AND TARDY POLICY

The school day begins promptly at 7:40 a.m. Students who are not in class by 7:40 are tardy and will need to report to the Main Office for an admit slip. A tardy will result in 1 demerit.

Students coming to school prior to 7:30 a.m. should report directly to the Café, lobby, or library. Once a student arrives at school, either by bus, private car, or on foot, s/he becomes the responsibility of the school and must go directly inside the building and remain there.

Lockers may be used before school, between classes, and after school. Students are not permitted at their lockers during the lunch periods. Loitering in the halls, restrooms, parking lots, etc., is strictly prohibited. The school library is normally open at 7:00 a.m. each morning and closes at 5:00 pm. Quiet study, quiet group study, and tutoring are appropriate activities in the library. Students should not loiter in the lobby and hallways after 3:00 p.m. Students staying on campus after 3p.m. and not under the supervision of a moderator, director, or coach must report to the library

TRUANCY

Truancy is defined as absence from school without school and/or parental knowledge and consent. Sanctions for truancy include the following:

1. Written notification to parents
2. Student must make up all class time missed
3. Saturday Work Detail; loss of lunch time privileges; and/or detentions
4. Failing grade for quizzes, tests, and/or class assignments missed as a result of the truancy

EARLY DISMISSALS

If a student must leave school before the normal dismissal time because of an appointment or other family emergency, the following procedure must be followed:

1. Submit a note from the parent (including parental signature) to the attendance officer the morning of the early dismissal and receive an early dismissal slip.
2. Sign out in the main office before leaving school and present the early dismissal slip to the attendance officer.
3. If the student returns to school that same day, s/he must sign back in at the main office and present medical verification to receive a return to class slip.

4. Any periods missed due to an early dismissal are counted against a student's four (4) absences per quarter.

Every effort should be made to schedule routine medical and dental appointments after school hours. No student will be permitted to leave school early unless these steps have been followed. The school reserves the right to deny early dismissals. **STUDENT GUESTS:** Students may not bring guests to school during ordinary school hours.

STUDENT DRESS CODE POLICIES

It is expected that students will be appropriately dressed and well-groomed at all times during the school day to present the best version of themselves and the school. A general expectation is that clothing should fit in "Goldilocks" ways – not too short, too long, too loose, or too tight. Final determination of the appropriateness of any student's dress will be made by the administration. Students who fail to comply with the dress code will receive the appropriate demerits for each violation according to our Progressive Discipline System.

WOMEN

SKORT: Specified Educational Outfitters styles available in khaki, navy or grey worn no higher than 2 inches above the knee. Rolling the waistband is not permitted. Skorts must be buttoned and zipped at all times.

PANTS: Dress pants in khaki, navy, or grey. No denim-style, corduroy, cargo-style or capris. No pockets on the outside of the pants. Pants are to be worn at the waist. Belts are recommended. Style and fit should be suitable for employment in a conservative office –neither too tight nor too loose.

*Shorts and plaid uniform skirt are no longer permitted.

LEGGINGS: Navy, black, or grey leggings mid-calf or longer are permitted. Flesh-tone, black, navy, or grey hose and tights are permitted. Sweat pants under the skort are prohibited.

SHIRT/TOP: Uniform polo shirt in white, grey, or hunter green with Archbishop McNicholas logo -- short or long sleeved. Students will be asked to tuck in any untucked shirt deemed sloppy in appearance. Shirts worn under the uniform polo must be plain green, white, grey, gold, black or navy without letters or images and should be tucked in at all times.

MEN

SHORTS: Khaki, navy or grey shorts no higher than 2 inches above the knee

PANTS: Dress pants in khaki, navy, or grey. No denim-style, corduroy, or cargo-style. No pockets on the outside of the pants. Pants are to be worn at the waist. Belts are recommended. Style and fit should be suitable for employment in a conservative office – neither too tight nor too loose.

SHIRT/TOP: Uniform polo shirt in white, grey, or hunter green with Archbishop McNicholas logo -- short or long sleeved. Students will be asked to tuck in any untucked shirt deemed sloppy in appearance. Shirts worn under your uniform polo must be green, white, grey, gold, black or navy without letters or images and should be tucked in at all times.

ALL STUDENTS

SWEATSHIRT: Students may continue to wear any McNicholas spirit wear sweatshirts for 2019-2020. A uniform polo shirt must be worn under a sweatshirt. Sweat pants are not permitted. Fleece pullovers with quarter zipper or hoodies with the school logo purchased through the Rocket Shop and/or through McNicholas athletics, clubs or programs are permitted.

* **Please note:** Hoodies (even if issued by clubs, teams, or Rocket Shop) will not be permitted starting in the 2020-2021 school year except on Spirit Days.

SOCKS: Socks must be worn above the ankle. Socks must match the uniform.

SHOES: Dress shoes or gym shoes may be worn. Shoes must have a back. High heels may not be worn.

COATS/HATS: Outside jackets/coats/vests are not to be worn inside the building during school hours. Hats, bandanas, hoods, or any other headwear are not permitted.

PERSONAL GROOMING: All students must be neat and clean in appearance. Eccentric hair styles/ colors, visible tattoos and body-piercing are not permitted. Women may wear modest earrings. Men are to be clean shaven every day and are not permitted to wear earrings during school hours. The administration reserves the right to decide if any hair style, hair color, jewelry, accessories, or other appearance is inappropriate for the school atmosphere.

SPIRIT DAYS: Most Fridays (or the last day of the week) are Spirit Days. Students are permitted to wear an Archbishop McNicholas Spirit Top with the normal school bottom. A Spirit Top is a shirt that is purchased in the Rocket Shop or approved by a McNicholas team or club. If a student chooses not to wear a Spirit Top, then the uniform polo shirt must be worn. Students will be asked to tuck in any untucked shirt deemed sloppy in appearance.

JEANS/SWEATS DAYS: Periodically we will have Jeans/Sweats Days for various reasons on designated days. Jeans/Sweats with a McNick Spirit Top will be permitted. Jeans/Sweatpants must be in good condition (i.e. no holes). Sweatpants purchased in the Rocket Shop or approved by a McNicholas team or club are preferred; however, solid green, white, grey, gold, black and navy are permitted. Leggings and shorts (including athletic shorts) other than the school uniform shorts will NOT be permitted. Those choosing not to participate should wear the normal school uniform.

OUT OF UNIFORM DAYS: Periodically, students will be permitted to be out of uniform on designated days. On those days, students can wear a shirt with the theme of that particular day (i.e. Homecoming Week) with the school uniform bottom. For men, shorts other than the school uniform will NOT be permitted. Those choosing not to participate should wear the normal school uniform.

PROGRESSIVE DISCIPLINE SYSTEM

Archbishop McNicholas uses a cumulative progressive discipline system for minor infractions. These infractions are separated into categories based on the type of infraction. The three categories are Attendance, Dress Code and General Behavior. Major infractions (see below) will be handled separately on a case-by-case basis. Disciplinary measures are taken as students accumulate demerits in the same category or a combination of the categories. They are summarized as follows:

On the sixth demerit, students will receive a detention. A detention will be issued for the eighth and tenth infractions. On the eleventh infraction students will be issued a Saturday School and the Director of Student Life will review the student's record in order to consider disciplinary probation. Consequences for infractions beyond eleven are at the discretion of the Director of Student Life. Consequences can include detentions, Saturday Schools, In-School Suspensions, Out of School Suspensions, and Expulsion.

Regardless of credits earned (see below), students who have accumulated eleven (11) or more demerits could be subject to a conference with the Administration, who will recommend appropriate consequences, ranging from detentions to withdrawal from Archbishop McNicholas High School.

Except for students who end an academic year on disciplinary probation, students begin each academic year with a clean slate of zero demerits. The Director of Student Life will conduct a year-end review of students on disciplinary probation and decide whether to end the probation or to continue it in the following year. A student removed from disciplinary probation may be placed on probation at the discretion of the Director of Student Life.

TYPES OF INFRACTIONS

Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to detentions, Saturday work detail, suspension, expulsion, or emergency removal from curricular or extra-curricular activities

The administration reserves the right to impose disciplinary measures for any behaviors deemed inappropriate, disrespectful, or dangerous to the members of the school community in addition to the types of conduct specifically prohibited by this code.

CATEGORIES FOR MINOR INFRACTIONS

ATTENDANCE

1. Tardy to school or to class
2. Leaving class without permission (could be deemed a Major infraction)
3. Failure to report to a teacher (could be deemed a Major infraction)

DRESS CODE

1. Any violation of the dress standard
2. Lanyard not present and/or visible

GENERAL BEHAVIOR (includes but limited to the following)

1. Food, drinks, and gum outside of the cafeteria at any time during the school day.
2. Disregard of reasonable directions or commands by school authorities
3. Any disruption of or interference with school activities.
4. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or teacher (out-of-bounds). This includes student parking lots.
5. Chronic misbehavior which disrupts or interferes with any school activity.

6. Use of indecent, obscene and/or profane language in oral or written form, including electronic devices.
7. Violation of Acceptable Use Policy.
8. Misconduct during Liturgy.
9. Misconduct in Café.
10. Overdue library book/fine.

CELL PHONE

From time to time, teachers will direct students to use cell phones during class for educational purposes.

Except when a student in class is directed to use a cell phone by a teacher, cell phones are to be turned off and out of sight from 7:40 a.m. until 2:40 p.m. with one exception: Cell phones may be used in the Cafe/Student Union and library during lunch only. Cell phones are not permitted in the hallways at any time (including lunch bells).

A cell phone violation can result in a demerit. If a student continues to violate the cell phone rules, a teacher may take the phone and send it to the office of the Director of Student Life. In this case, the student will be issued a detention and may pick up the phone at the end of the day.

If a student's cell phone is sent to the office multiple times, the student will receive additional discipline and the student's parent/guardian will need to pick the phone up at school at their convenience. The Director of Life has discretion to restrict a student from having a cell phone at school.

Parents with an urgent need to contact their daughter or son during school hours should please do so through the main office.

MAJOR INFRACTIONS (include but are not limited to the following)

1. Damage or destruction of school or private property on or off school premises or in areas controlled by the school including property belonging to administrators, teachers, board members, or other school related personnel on or off school property (vandalism).
2. Assault on a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity.
3. Fighting.
4. Leaving school during school hours without permission of the proper school authority.
5. Distribution of pamphlets, leaflets, buttons, insignia, or any material by any means (i.e. electronic) without the permission of the proper school authorities.
6. Any form of disruption to the school program, including demonstrations by individuals or groups
7. Disrespect to a teacher or other school authority.
8. Skipping detention/Saturday work detail.
9. Refusing to take detention or other properly administered discipline.
10. Falsifying of information given to school authorities in the legitimate pursuit of their jobs, and/or forgery of school-related documents.
11. Buying, selling, using, possessing, or showing signs of consumption of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or showing signs of consumption of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance.)
12. Buying, selling, transferring or using any recreational drug, prescription drug, medication, inhalant, or other substance which can be taken internally where the student or students

- involved cannot show a legitimate health or other reason for the use of such substances.
13. Possessing, using, or showing signs of consumption of any alcoholic beverage, tobacco, vaping, or intoxicant of any kind. A student shall not possess, use, transmit, conceal, or show signs of consumption of non-medicinal drugs, narcotics, tobacco, or e-cigarettes on school grounds and/or at school-sponsored activities on or off campus. Smoking, drinking, vaping and the use of drugs are violations of school rules and state law and will not be tolerated. These infractions will result in a minimum three (3) day suspension.
 14. Turning in a false fire, tornado, bomb, or disaster alarm.
 15. Placing of signs and slogans on school property/tablets without the permission of the proper authorities.
 16. Extortion of a student or school personnel.
 17. Truancy from class or school.
 18. Academic dishonesty.
 19. Gambling.
 20. Engaging in sexual acts on school premises.
 21. Publication, distribution, and possession of obscene, pornographic, or libelous material, including electronics.
 22. Indecent exposure.
 23. Arson. Improper use of fire.
 24. Disregard of driving or parking conditions and regulations while on school premises.
 25. Presence on school property with a communicable disease.
 26. Willfully aiding another person to violate school regulations.
 27. Theft or possession of stolen items.
 28. Threats, intimidation, harassment and hazing (verbal, written, or electronic). For clarification, see “Sexual Harassment Policy” and “Harassment, Intimidation and Bullying Policy.”
 29. Any activity which creates an unsafe situation.
 30. Possession of fire ignition devices on school property.
 31. Possession of laser pointers on school property.
 32. Any other activity by a student that the student knows or should know will disrupt the academic process or a curricular or extra-curricular activity while on school premises or while in the control or custody of the school regardless of whether on or off of school premises, or at a school-related activity regardless of location.
 33. Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on school premises or while in the control or custody of the school regardless of whether on or off of school premises, or at a school-related activity regardless of location.
 34. Conveying or possessing dangerous weapons or dangerous ordnance on school property, at school functions, or in a school vehicle. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored event, the principal shall expel that student from school.
 35. Major or Excessive Violations of Acceptable Use Policy.

Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school regardless of whether on or off school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension, removal from school, or other disciplinary action.

COMMON DISCIPLINARY ACTIONS

The most commonly used disciplinary measures are detentions, Saturday School work detail, suspension, probation, and expulsion. Disciplinary measures which may be used by authorized school personnel for a student's violation of the above rules include the following:

1. Reprimand - verbal and/or written
2. Student conference
3. Denial of privileges
4. Detentions
5. Parent conference
6. Discipline report to be placed in permanent record
7. Payment for damages incurred
8. Additional work assignments
9. Emergency removal from class/school
10. Saturday School work detail
11. Suspension (out of school/in school)
12. Suspension until professional assessment indicates return
13. Referral to appropriate social agencies including Juvenile Court
14. Community service
15. Other reasonable and appropriate disciplinary alternatives.
16. Expulsion

The administration of Archbishop McNicholas High School reserves the right to levy disciplinary measures for any misconduct, even though not mentioned specifically in the above rules and regulations.

Parents may request a meeting with the Director of Student Life regarding disciplinary issues any time they consider it beneficial to them or the student.

DETENTION

1. A student may receive a detention for infractions of the rules of good conduct of Archbishop McNicholas High School while at school or at any school-sponsored activity. The teacher or adult in charge will fill out a discipline referral form indicating the nature of the offense. The Director of Student Life will assign the appropriate penalty. All referral forms and detention forms sent home are to be signed by a parent/guardian and returned the next school day.
2. Students must serve their detentions from 2:45-3:30 p.m. (or prior to school from 7:00-7:30 if approved by the Director of Student Life) in the designated room on the day designated by the Director of Student Life.
3. Detention is to be served in silence or the student may study in silence, unless a work detail is assigned. Failure to comply will constitute "misconduct during detention" and may result in the original detention being served again and additional detentions and/or Saturday work detail issued.

SATURDAY SCHOOL WORK DETAIL

Saturday work detail is held from 8:00 a.m. to 12:00 noon. Saturday School work details are assigned by a member of the administrative staff. Parents will be notified by letter of the date their son/daughter is to serve the Saturday work detail. Failure to attend Saturday work detail will lead to a second Saturday work detail and possibly a suspension. The fee is \$25 per student per Saturday School work

detail and should be paid to the Director of Student Life when the student returns the signed referral. A receipt will be issued. Any student who is tardy, does not work, is defiant or confrontational, and/or uncooperative will be dismissed from Saturday School work detail. Any student dismissed from Saturday School work detail will receive no credit for time served. The student will be rescheduled to make up the work detail and an additional work detail and/or suspension will be assigned.

DISCIPLINARY PROBATION

Students may be placed on Disciplinary Probation if their behavior has not improved after intervention and/or other disciplinary action. However, students may be immediately placed on Disciplinary Probation for a more serious, isolated infraction.

Parents/Guardians will be notified by the Director of Student Life if a student is being placed on Disciplinary Probation. The length and details of the probation will be outlined in that communication.

During the probation, students may be prohibited from participating/attending any/all school activities in which Archbishop McNicholas High School is represented. This may include sports, organizations, clubs, activities, and social events (both home and away, wherever McNicholas is participating).

During this probationary period, students are subject to special rules/regulations. Violation of these rules/regulations may lead to more severe discipline, such as detentions, suspension or withdrawal from Archbishop McNicholas.

SUSPENSION PROCEDURES

The following guidelines will be adhered to in all cases involving the suspension of a student from school for a period of ten or fewer school days, and these guidelines will also apply to a student suspended from a co-curricular offering. The emergency removal section of this provision shall not be limited to these guidelines.

The Principal or the Director of Student Life may suspend a student as follows:

1. Provide the student with a written notice of charges on a form entitled, “Notice of Intent to Suspend” to be signed by the student.
2. Provide the student the opportunity to acknowledge or deny the charges at an informal hearing with the Director of Student Life and to sign the “Acknowledgement of Due Process” form.

If the administrator determines as a result of the hearing that the student should be suspended, then within twenty-four (24) hours of the suspension, the parent, guardian, or custodian of the student shall be contacted and sent notice in writing. The notice shall include the reasons for the suspension and the right of the pupil, parent, guardian, or custodian to appeal the action to the principal.

The principal may hold the hearing. The principal may affirm the suspension, or the pupil may be reinstated, the action reversed, vacated, or modified. The student remains suspended for the duration of the suspension until action is taken on the appeal.

ACADEMIC REQUIREMENTS/PENALTIES DUE TO A SUSPENSION

1. Students who are suspended for fewer than three days are required to make up any missing assignments and to make up any tests or quizzes that are missed during the suspension on the day they return from the suspension. Students are responsible for getting missed assignments.
2. Students who are suspended three to ten days will be assisted by their school counselor in attaining the work that will be missed during the time of their suspension. Students will be required to turn in all work missed during the time of their suspension on the day of their return and are required to make up any missed tests or quizzes within three days of their return.

3. Students may not receive a grade higher than a 69% on any work made up during the suspension, i.e., tests taken following a suspension will be graded and scores below 69% will be recorded based on actual score and scores above 69% will be recorded at a 69% which is the highest "F." Students who fail to make-up missed tests when they return from a suspension will be given a "0" and lose the opportunity to salvage a 69% in making up a missed test.

DUE PROCESS

For situations that could possibly lead to expulsion, Archbishop McNicholas High School has a due process procedure involving notice of the charges and evidence, an opportunity for a hearing about the charges and evidence, and the right to appeal an unfavorable decision. At the time of the serious disciplinary problem, the student and his parents are given complete information about due process. Representation of the student or his parents by legal counsel or other advisors is not permitted at any stage of the disciplinary process.

EXPULSION PROCEDURES

Students may be expelled or be permanently withdrawn from Archbishop McNicholas High School in accordance with the following guidelines:

1. The Director of Student Life will write an "Intent to Expel Notice" to the student and his/her parents, guardian, or custodian stating the specific reason(s) for the intended expulsion, i.e., off-campus violation, etc.
2. The "Intent to Expel Notice" will include a date, time, and place for the parent, guardian, custodian, or representative to meet with the Director of Student Life and any advisors invited by the Director of Student Life for a hearing about the charges and evidence. After the hearing, the Director of Student Life will inform the student and his/her parents, guardian, or custodian stating the decision.
3. The student's parents, guardian, or custodian may request a meeting with the principal to appeal the decision.

EMERGENCY REMOVAL

If the student's presence poses a danger to any person or property and creates a threat or actual disruption to the academic process either within a classroom or elsewhere on the school premises, then The principal, Director of Student Life, counselor or teacher may remove the student from a curricular or extra-curricular activity.

A student may be directed to leave the school premises by an administrator. A teacher may not direct a student to leave the premises without consent of an administrator except when the activity is held at night-time, weekend, or over a holiday and an administrator is not present. In this case the teacher shall make a reasonable effort to contact the parent before removing or directing the student to leave the premises. If a teacher makes an emergency removal of a student from the class, the instructor is required to submit reasons for the removal to the Director of Student Life as quickly as possible but within twenty-four (24) hours.

The administration has the right to reinstate a student removed by a faculty member. This action will only be taken after careful deliberation.

If a student is removed from a class and will miss more than one full class period of class, an informal hearing will be held by the appropriate administrative officers of the school as soon as practical but within three (3) school days of the removal. Written notice of the hearing will be given to the student. Parental involvement in the hearing will be encouraged. The faculty member involved in the removal proceeding will be involved in the hearing.

RELEASE OF STUDENT TO LAW ENFORCEMENT PERSONNEL

Should law enforcement officials come to the school seeking a student, the principal (or Director of Student Life in

the principal's absence) follows a specified procedure to protect the rights of the student. The law enforcement personnel must present their credentials. The student will be brought to the main office and his/her parents called.

HARRASSMENT, INTIMIDATION AND BULLYING POLICY

1. General

- a. It is the policy of Archbishop McNicholas High School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- "Harassment, intimidation, or bullying" means either of the following:
 - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
 - Violence within a dating relationship.
- "Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
 - i. Engaging in unsolicited and offensive or insulting behavior;
 - ii. Physical violence and/or attacks;
 - iii. Threats, taunts, and intimidation through words and/or gestures;
 - iv. Extortion, damage, or stealing of money and/or possessions;
 - v. Exclusion from the peer group or spreading rumors; and
 - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
 - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

4. Complaints

a. Formal Complaints

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or Director of Student Life.

b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal

or Director of Student Life.

c. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or the Director of Student Life of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or the Director of Student Life of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or the director of Student Life. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or the Director of Student Life.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above

b. Administrator Responsibilities

i. Investigation

1. The principal or the Director of Student Life shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal

complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or Director of Student Life. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or Director of Student Life.
4. Once harassment, intimidation, or bullying has been verified, the principal or Director of Student Life should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or Director of Student Life may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender

- a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or Director of Student Life shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

2. Report to the Parent or Guardian of the Victim

- a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or Director of Student Life shall notify the victim's parent/guardian of such finding.

3. Police and Child Protective Services

- a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

- a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

SEXUAL HARASSMENT POLICY

Sexual harassment has no place at Archbishop McNicholas High School, whether between the supervisor and the supervised, between co-workers, between employees and students, between students or between any student or employee and a member of the public visiting the school.

For the purpose of this policy, sexual harassment is defined as follows:

“... the solicitation of sexual activity or references to sexual themes in a manner which the offender knows or should know is offensive to the listener or observer.”

In the event that any employee or student of the school is suspected of sexual harassment occurring on school property or occurring off school property but involving the possibility of coercion due to the non-offender's status as an employee or student, the school administration shall promptly investigate the allegation. Any employee of the school who becomes aware of, or suspects activity constituting sexual harassment, shall immediately report it.

Complaints or information regarding sexual harassment shall be directed to the principal or his designee who shall have a duty and the authority to conduct an independent investigation of the matter. All information or complaints shall be investigated in a manner that preserves confidentiality to the maximum practical extent, recognizing that the thoroughness of the investigation is not to be compromised.

The administration shall then take such preventive, remedial or disciplinary action as the circumstances warrant, up to and including termination or expulsion, following established procedures.

OFF-CAMPUS CONDUCT CODE

Although the school cannot assume responsibility for a student's conduct when s/he is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Archbishop McNicholas High School. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action, including expulsion.

McNicholas High School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and after school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about faculty/staff, offensive communications, safety threats, displaying and/or promoting drug and alcohol use. Disciplinary consequences include detention, probation, suspension and/or dismissal

STUDENT PROPERTY INSPECTION

School administrators may inspect any student's property at any time for any reason without prior notice. This right of inspection includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school's premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his/her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at Archbishop McNicholas High School. Refusal to allow inspection may result in disciplinary action, up to and including expulsion, even for a first refusal.

SEARCH PROCEDURES

A minimum of two staff members must be present in any search of individual students or property. Strip searches are not permitted.

The student is asked if there is anything he/she would like to show the staff members. The student is asked to open a closed desk/locker/car, etc., and remove the items. Any contraband must be put into a separate container. The student is asked to sign a statement that the items were found in his/her possession, stating where. The items must be taken to the Director of Student Life's office where the principal becomes involved and parents are contacted. If nothing illegal is found, the student is thanked for his/her cooperation.

DRUG PREVENTION PROGRAM

In order to promote a drug free environment in our school, drug detecting dogs may be employed inside the building and on school grounds. Also, for the safety of our students, McNicholas reserves the right to use breathalizers / drug detecting devices at school and at all sponsored school events.

Archbishop McNicholas High School has adopted a drug prevention program that includes for students:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.
2. A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol, tobacco, and vapingsis wrong and harmful.
3. Standards of conduct that are applicable to students and that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs, alcohol, and vaping by students on school premises or as part of any of its activities.
4. A clear statement that disciplinary sanctions up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
5. Information about drug, alcohol, tobacco and vaping counseling, rehabilitation and re-entry programs that are available to students.
6. A requirement that parents and students be given a copy of the standards of conduct and a statement of disciplinary sanctions.

DRUG/ALCOHOL VIOLATIONS, PENALTIES AND INTERVENTION

1. Any student who sells or provides any controlled substance (such as drugs, narcotics, marijuana) or sells or provides any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance) to others on or off school premises shall be **EXPELLED**. The authorities may be notified.
2. Any student who comes to school or to a school-sponsored event under the influence of drugs, or is found to be in the possession of real or counterfeit controlled substance, shall be suspended from school for up to ten (10) days plus be required to undergo drug testing, assessment, and counseling, with the school receiving a report of the results and being given permission to speak with representatives of the agency conducting the assessment The authorities may be notified. The student will be placed on disciplinary probation for the remainder of the year.
 - 2a. Any second infraction for use or possession of drugs or counterfeit drugs may result in expulsion from school. Any student who is not expelled will remain on probation for the remainder of the school year.

3. Any student who sells or provides alcohol to others on school premises, at school sponsored events on or off campus, or elsewhere may be expelled. The authorities may be notified.
 - 3a. Any student who comes to school or to a school-sponsored event on or off campus under the influence of alcohol, or is found to be in possession of alcohol/alcoholic beverage, shall be suspended from school for three to ten (3-10) days and may be reviewed for expulsion.
 - 3b. Any second infraction may result in expulsion from school. Any student who is not expelled will remain on probation for the remainder of the school year.
4. Any student who comes to school or to a school-sponsored event on or off campus possessing or using tobacco/tobacco products and/or vaping instruments shall be suspended from school for a minimum of three days and may be reviewed for expulsion. The student will be placed on disciplinary probation for the remainder of the year.
 - 4a. Any second infraction for use of tobacco/tobacco products and/or vaping instruments will result in a three to ten (3-10) day suspension, and expulsion from school may be recommended. Any student who is not expelled will remain on probation for the remainder of the school year.
5. Alcohol and/or drug use and/or possession at prom or any other school-sponsored event during the fourth (4th) quarter of a student's SENIOR year may result in the holding of the student's diploma and transcript until the following intervention procedures are completed. The senior student's participation in the graduation ceremony may also be denied.
6. When information is obtained that raises a reasonable suspicion that a student may be using or is in the possession of drugs, alcohol, tobacco, or vaping either in school or out of school the administration may require that the student schedule an assessment and/or drug test by an approved drug testing facility. The student may not return to school until the results of the test or proof of a scheduled assessment have been received with the school receiving a report of the results and being given permission to speak with representatives of the agency conducting the assessment. Failure to comply with this request for a drug test may result in the student being expelled from Archbishop McNicholas.
7. In cases in which the student is NOT expelled from Archbishop McNicholas High School, the student MUST strictly adhere to the following in order to remain a member of the student body:
 - a. Agree to take a drug screen at a health center approved by Archbishop McNicholas High School
 - b. Complete a professional assessment by a certified drug and alcohol counselor if the school deems necessary
 - c. The results of the professional assessment must be provided to Archbishop McNicholas High School along with any follow-up counseling or rehabilitation activity in which the student/parents will be involved
 - d. Additional drug screens may be required during the school year in order to remain a student at Archbishop McNicholas High School

NOTE: OFF-CAMPUS CONDUCT CODE

Although the school cannot assume responsibility for a student's conduct when s/he is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Archbishop McNicholas High School. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action, including expulsion.

STUDENT PREGNANCY POLICY

Archbishop McNicholas High School stands behind the teachings of the Catholic Church in holding all human life sacred. Archbishop McNicholas also teaches and promotes Christian values regarding sexuality, the sacredness of marriage, and that sexual expression is appropriate only in the context of marriage between a man and a woman. In light of these teachings, Archbishop McNicholas High School uses the following procedure in the event of a student pregnancy:

1. The counseling office must be informed of the pregnancy immediately. The school counselor will inform the administration. A meeting with a counselor, the student, and his/her parents will be scheduled to determine the course of action.
2. The school counselor will assist the student to maintain academic progress and to find appropriate resources as needed. For a student-mother, the counselor will provide these services with the health of the mother and baby in mind.
3. Professional counseling for the student in order to deal with the situation will be required. Limited funds will not be an obstacle to resources, as the school counselor will provide referrals to affordable and appropriate agencies. Documentation that professional counseling has occurred will be required.
4. Students are expected to comply with all school policies during the pregnancy including those regarding absenteeism and dress code. When it is no longer possible for the mother to wear a uniform, the student will wear maternity slacks consistent with the dress code and a maternity blouse with a straight hem consistent with the dress code. All other attire must also conform to the dress code.
5. Student-fathers are expected to provide support, personal and financial, to mother and child.
6. It is the school's expectation that a student-mother remain in school until the baby is born. Unless there are extenuating circumstances, the student will return to school within two weeks after the birth of the child. The needs of a student-father at the time of the birth of his baby will be considered on a case-by-case basis.
7. Following the birth of the baby the counselor will continue to provide supportive counseling for the student whether the baby is placed for adoption or parented by the student.
8. Children of a student may not accompany the student to any Archbishop McNicholas school function on or off campus. It is the expectation of Archbishop McNicholas High School that a student-parent is modest and private about the pregnancy and that her or his behavior is consistent with the new roles and responsibilities that accompany the bearing of children.
9. Since each case is considered individually and evaluated by the administration and counselor, decisions will be made as circumstances warrant. The administration reserves the right to limit a student-parent's involvement in extra-curricular activities and school representation both during and after the pregnancy. Other considerations are also possible at the discretion of the administration.
10. Any student involved in a second pregnancy will be required to withdraw from Archbishop McNicholas High School.

These guidelines set forth for a student who has conceived a child will be considered on an individual basis. In general, however, compliance with the above practices will be expected of all student-parents.

MARRIAGE

In accordance with Catholic teaching, marriage is a sacrament reserved for mature individuals. Since

marrying at a young age could be an impediment to a sacramental union, McNicholas High School students may not be married while enrolled.

GENDER IDENTITY POLICY

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principals of Catholic doctrine. Catholic schools

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 1. What is the specific request of the student and/or parents?
 2. Is the request in keeping with the teaching of the Catholic Church?
 3. Is the school reasonably able to accommodate the request?

LIVING ARRANGEMENTS

Students regardless of age must live with their parents or legal guardian, unless other arrangements are approved by the administration.

FINAL RECOURSE

The Principal is the final recourse in disciplinary situations and reserves the right to interpret and apply any and all disciplinary rules in his or her discretion.

The principal or the Director of Student Life shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or the Director of Student Life, all such complaints shall be investigated promptly.

LIBRARY MEDIA CENTER POLICIES

McNicholas Library Policies

The library is open Monday through Friday 7 a.m. to 5 p.m., unless posted otherwise. Students who come to the library at lunchtime or before or after school are expected to work quietly and maintain an atmosphere conducive to study and productive work. During class time, students must check in with a member of the library staff upon arrival and present a timed note or an email to the librarian from the classroom teacher. After checking in, students may not leave the library without consent. Food and drink are not permitted in the library. Failure to follow library rules may result in disciplinary action and loss of library privileges.

Books and Fines

Our library is home to over 10,000 circulating items! These items include books, eBooks, textbooks, tablet chargers, headphones, magazines, and other AV items. Our school library also subscribes to several databases for student and teacher use. Students must present their school ID to check out library materials. Reminder notices are sent via email 2 days before items are due, and every day after an item is due. Failure to return/renew items on or before due date will result in fines, which accrue daily. Students will receive a detention for books that are a month overdue and equipment (tablet chargers) that are 2 weeks overdue. Students will also receive a detention for unpaid fines.

Circulating Loan Limits & Late Fines:

- Books: 3 weeks; Late fees= \$.10/day
- Textbooks (assigned by teachers): 6 weeks; Late fees= \$.10/day
- Tablet Chargers: 3 days; Late fees= \$.25/day

Online Public Access Catalog (OPAC): To access our OPAC, visit the McNicholas Library found under 'Academics' at www.mcnhs.org. Log on to our OPAC to:

- Search library catalog for books and eBooks
- See what items you have checked out
- See if you have any fines
- Reserve books others have out
- Update your text notification info

Log on by clicking on the "Log On" button in the upper right hand corner of the screen.

Username: Your McNicholas email address

Initial Password: rockets1 (You may change this after initially logging in)

STUDENT ACCEPTABLE USE POLICY

Archbishop McNicholas High School provides students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Archbishop McNicholas High School electronic network.

- The Archbishop McNicholas High School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Archbishop McNicholas High School electronic network has not been established as a public access service or a public forum. Archbishop McNicholas High School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the standards as outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, manners, morals, and common sense guidelines that are used with other daily school activities as well as the law in the use of Archbishop McNicholas High School electronic network.

General Unacceptable Behavior

While utilizing any portion of the Archbishop McNicholas High School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not access the command prompt or Power Shell for any reason.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he or she must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Archbishop McNicholas High School electronic network for commercial purposes.

- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Archbishop McNicholas High School electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems or business systems.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the school equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Students will be assigned an email address at McNicholas. **Students are responsible for checking their email inbox daily for announcements and messages from teachers, coaches, counselors, and administrators.** The school email address is provided to students for the purpose of communicating with teachers, counselors, colleges, obtaining reference materials, and conducting school-related business.
- The student's e-mail address is not private, and it can and will be monitored by school personnel. School administrators may review emails and attachments at any time to maintain system integrity and to ensure that all users are using the system responsibly. Students are responsible for the content of their McNicholas e-mail accounts and may **never** use another student's e-mail account.
- WHILE AT SCHOOL, students are not permitted to download, send/receive email from any other email address other than their McNicholas email address.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Email Rules and Etiquette

- Please remember that an e-mail sent to a teacher, counselor, coach or administrator should be more formal than one sent to a friend. Address the email properly ("Dear Ms. Smith" or "Dear Mr. Brown") and do not use expressions such as "Hey" or "What's Up?" as a greeting.
- Re-read your e-mail for the proper tone. Irony in email can be misinterpreted, so think twice about your wording.
- Always use the subject line to convey the topic of your e-mail.
- Write your e-mails using proper grammar. An e-mail is a written record of what you have said.
- Do not use abbreviations as you might in a text message.
- Do not send mass-emails or large attachments that will overload the system. Doing so will result in serious consequences and loss of computer and e-mail privileges.
- Do not write in all caps—that is equivalent to "shouting" in an e-mail.
- Do not forward e-mails to others without explanation and a good reason.
- Do not "reply to all" unless it is really necessary. Usually it is not!
- Keep your email message concise and use proper punctuation so that your meaning will be clear.
- Take a good look before you send any email. Once an email is sent, it can go anywhere and to anyone. Do not put in writing (and in circulation) something you would

not want anyone or everyone to see.

- Never send an e-mail when you are upset or angry.
- Use your e-mail address sparingly to avoid getting on spam lists.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to educational institutions for educational purposes, companies or other entities for career development purposes, or without specific administrative approval.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Building Access Control Policy

- Students will be given two cards – a traditional student ID and an access control card.
- Student access to doors will be from 6:30 a.m. – 3:30 p.m. Mon – Fri during regular school days.
 - Students entering the building between 7:40 a.m. and 8:00 a.m. will be required to use the Beechmont Ave. entrance and check in with the main office.
- From 3:30 p.m. – 7:30 p.m., the rear doors to the main gym will be the only doors students will have access to
- Students who lose their access cards must report it immediately to the Help Desk.
 - Replacement cards will be given and have the following consequences:
 - 1st replacement: \$10
 - 2nd replacement: \$10 and a detention
 - Any further replacement: \$10 and a detention or other disciplinary action
 - Detention will be served after school on Tuesday and Thursday from 2:45 – 3:30 p.m.
 - Failure to report will result in a second detention
- Upon completion of their last exam, students will turn in their lanyards with their tablets. Lanyards will be returned when students return from summer vacation.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Archbishop McNicholas High School electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other users' activity.
- Students will not use a personal hotspot to connect to the internet while at school.

Software and Files

- Students will not download **any** software to the tablet. If there is a need for additional software, permission and assistance must be obtained from the Help Desk.
 - Includes extensions to Google Chrome
 - The only exception is if directly instructed by a teacher
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Archbishop McNicholas High School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Tablet Specific

- Students are responsible for bringing a **fully charged tablet** to school each day.
 - Students will be given a new battery after two years.
- The tablet is intended to be used for **educational use only**.
 - No games, no videos, no streaming music, etc. are permitted on your school tablet
 - OneDrive storage is for educational use only – not your personal pictures, music, etc.
- Office 365 picture can be your school picture **only**. Instructions will be sent at a later date.
- Many of the textbooks will be online or electronic copies that can be accessed with the tablet.
- Students may not personalize the outside of their tablet with stickers, writing, etc.
- Included software: Windows 10, Office 2016 Professional, LanSchool, and anti-virus software.
- Accidental damage protection is in place. Any hardware issues must be reported to the Student Help Desk.
- Students are required to carry their tablet in a protective sleeve supplied by McNicholas.
- Students are not permitted to log on to or use another student's tablet.
- If ID sticker is removed or damaged, student is required to get a replacement at the Help Desk.
- Freshmen are limited to 200 pages and all other students are limited to printing 150 pages throughout the entire school year using McNicholas printers. Students who have used their pages may bring in an unopened ream (pack) of plain white printer paper for an additional 50 pages or pay a fee of \$0.25/page.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- With the availability of technology, there are new ways for students to access information. At Archbishop McNicholas High School, we want to empower our students to be responsible digital citizens. Cheating and plagiarism will not be tolerated as they take away from the learning process. We value learning over grades and hold ourselves accountable to the highest level of academic integrity.
- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas

- or writings of others and presenting them as if they were those of the student.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- **For more information, please refer to the Student Handbook on the McNicholas website**

Student Rights

- The Archbishop McNicholas High School electronic network is considered a limited forum, similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. Students and parents should note that any case involving a student suspected of “sexting” (sending sexually explicit messages or photographs) will be turned over to and investigated by the police.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students who violate this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which include but are not limited to:

- Demerits
- Detention

- Saturday School
- Suspension of network privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. It shall be assumed that an offense using the tablet will result in the same punishment as an offense that is the same in nature without the tablet. For example, an “off task” on the tablet (such as emailing, or surfing the web when prohibited.) violation will serve the same punishment as an “off task” in the classroom violation (such as doing math homework instead of science, passing notes, etc.), which will likely be a detention. If a student is bullying or cheating via email or other ways on the tablet, it will be treated as though the student is bullying or cheating in the hallways or classrooms at school, and will likely receive a Saturday school at minimum.

Warranty & Repair: Four-year accidental Damage Protection covers damages that may occur with normal use.

Loss or Theft

- Parent/Guardians are responsible for reimbursing Archbishop McNicholas High School for the entire replacement cost of a lost or stolen Tablet PC
- Parents/Guardians are strongly advised to obtain a rider on their homeowner/renter insurance policy to cover loss or theft of the Tablet PC.

Lost or Stolen Accessories: Lost or stolen accessories are the responsibility of the student and will be subject to but not limited to the following fees:

- Yoga 12: Stylus \$30, power adapter \$45
- Yoga 260: Stylus \$40, power adapter \$45
- Fujitsu: Stylus \$60, power adapter \$60

Re-imaging:

- Students are responsible for creating a back-up of files and notes before turning in their tablet for re-imaging, if necessary. Specific directions will be provided to students.
- Student files are to be backed up to OneDrive. Archbishop McNicholas is not responsible for backing up music, pictures, or any files that are not already backed up to OneDrive.

Ownership of the Tablet: The tablet is the property of Archbishop McNicholas High School. Once all fees are paid upon graduation, the tablet will become property of the student.

Non-Returning Students: Students who do not return to Archbishop McNicholas High School prior to the completion of their senior year must pay any remaining balance on the tablet. The tablet becomes property of the student upon withdrawal as long as the student has paid in full for the tablet.

* **DISCLAIMER:** Archbishop McNicholas High School reserves the right to revise these rules at any time

COUNSELING SERVICES

The mission of the Counseling and College Readiness department at Archbishop McNicholas High School is to nurture the holistic development of each student in their academic, personal, and spiritual growth. School Counselors believe each individual is unique, support students to strive for personal excellence, and facilitate the building of skills needed for future college and career success.

STRUCTURE

Each student is assigned a counselor based on the first letter of his or her last name and has the same counselor throughout all four years.

A-F Mrs. Alaina Way (Director)

G-P Mrs. Erica Stablum

Q-Z Mr. Matt Wehrman

Mrs. Jennifer Tumser, Administrative Assistant

COURSE SELECTION and STUDENT SCHEDULES

It is primarily the responsibility of the Counseling Department to interpret placement and curricular offerings to students and parents. Students are recommended for courses based on classroom performance, teacher recommendations, and, for incoming freshmen, High School Placement Test scores. Proper placement is critical to student achievement and academic growth. Students choosing to take a course above their recommended level are responsible for finding the resources they need to be successful.

SCHEDULE CHANGES

Schedule changes are permitted after careful discussion among the parent, student, and counselor. Counselors should be contacted in August if an initial schedule contains an error and needs to be corrected. Since specific course selections are made with much effort and consideration on the part of students, teachers, parents, and school counselors, schedule changes requested after June 1 require a fee of \$50 and parent approval. After September 1, schedules will be changed only if necessary for academic placement and require a teacher recommendation. Semester courses that begin in January may be adjusted in the first week of classes.

TRANSCRIPT OF CREDITS

Freshmen, sophomores, and juniors request a transcript directly through their school counselor.

Seniors' transcript requests are made electronically via Naviance Family Connection. There is a \$10 transcript fee senior year, which includes unlimited transcripts sent to institutions of higher learning and scholarship applications.

Alumni request transcripts via the Alumni Transcript Request form on the school website. There is a \$5 fee per alumni transcript sent.

INDIVIDUAL COUNSELING

Academic, college, and personal counseling services are available for all students. Students, counselors, parents, or teachers may refer students for individual counseling. Counselors provide parents with referrals to other mental health professionals as needed.

SMALL GROUP AND COMMUNITY COUNSELING

Small counseling groups are formed throughout the year as needed. Counselors facilitate these groups. A signed parental permission form is required before a student may participate. Students, counselors, parents, and teachers may refer students to counseling groups. In the event of a school-wide tragedy, the Counseling Department is prepared to include counseling professionals from the county mental health departments, surrounding schools, and Catholic Ministry staff in order to provide a superior ratio of support for the students and school community.

CONFIDENTIALITY

As professional school counselors, we adhere to the legal and ethical guidelines of the American School Counseling Association (ASCA) regarding confidentiality. We "recognize our primary obligation for confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives" (ASCA Code of Ethics, 2010, A.2.d). Counselors are mandated to break confidentiality when a student poses a danger to self or others, a student discloses instances of abuse, when a court orders disclosure of confidential information, and/or when the student waives confidentiality. Instances of frequent, ongoing counseling services with a student may result in disclosure of information, with the student's knowledge, to the guardian for the well-being of the student.

JOB SHADOWING

Juniors are permitted one excused absence for a job shadowing opportunity. School days for which attendance of the whole student body is critical, such as the Walk Day, testing days, or special assemblies, will not be approved as an excused job shadow day. Students must complete the job shadow day form (found in the counseling office) and return it to the Counseling Office at least two days in advance of the proposed date. Written verification of the shadow must also be completed and turned in to the main office.

COLLEGE VISITS

Seniors and second-semester juniors are permitted excused absences for college campus visits. Students are permitted to take one college visit day their junior year and two college visit days their senior year. School days for which attendance of the whole student body is critical, such as the Walk Day, testing days, or special assemblies will not be approved as an excused college visit day. Students must complete the College Visitation form (found in the Counseling office) and return it to the Counseling Office at least two days in advance of the proposed date. Written verification of the visit must also be completed and turned in to the main office.

COLLEGE APPLICATION POLICIES AND PROCEDURES

The Counseling Department produces a "Success Street" guide to assist students and families navigate the college exploration and application process. This guide is given to each family during a student's junior year. Replacement copies are available for \$5 each.

It is very important for students and families to pay close attention to deadlines when applying for college admission and scholarships. It is ultimately the responsibility of the student to ensure all necessary application materials are submitted on time.

It is the responsibility of the student and his or her family to communicate with the counseling department about NCAA eligibility and registration.

STUDENT RECORDS

A cumulative pupil personnel record for all students is maintained by the Counseling Department. In accordance with Public Law 142 (Family Educational Rights and Privacy Act of 1974), parents have the right to inspect and review any and all official records, files, and data related to their children. This includes identifying data, achievement test scores, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, verified reports of serious or recurrent behavior patterns, et cetera. Teachers with legitimate professional need also have access to student files. Archbishop McNicholas High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other

school-related information of his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. We adhere to all laws protecting student records, health information, and special services (i.e. HIPAA, FERPA, IDEA).

WITHDRAWAL

When a student withdraws from Archbishop McNicholas, the parent or guardian must notify the Director of Admissions and Enrollment to begin the process. A transcript of grades will not be issued until all financial obligations have been met as per the Enrollment Contract.

CAMPUS MINISTRY SERVICES

The Campus Ministry Office provides students with opportunities to grow in their commitment to God and the teachings of the Catholic Church. These opportunities are present through the three main areas of Campus Ministry: faith-building experiences, community service experiences, and liturgical and sacramental experiences.

Faith Building - Faith-building activities gives students opportunities to experience the love of God through prayerful experiences that allow them to feel God’s love through prayer and the love of others. During their four years, students participate in Days of Renewal during freshman, sophomore, and junior year. As seniors they choose from among the Kairos retreat, the Journey to Justice retreat, and the Appalachia retreat. Participation in a senior retreat experience is *required* for graduation. Seniors also have the opportunity to lead as peer ministers on freshman and sophomore retreats and Kairos.

Christian Service – The program at Archbishop McNicholas High School is designed to challenge students to “grow towards Full Stature in Christ,” by living the Gospel values. It is required that all students complete at least 40 hours of service for graduation. Twenty (20) hours are to be completed by the end of the sophomore year and an additional twenty (20) are to be completed prior to giving a report in their senior theology class on the service rendered during their four years. The 20 hours completed in the final two years must all be working with people experiencing poverty. This is to push students beyond their comfort zone and to practice works of mercy as stated in Matthew 25. Of course, students are encouraged to do more than the minimum requirement. A more detailed explanation of our Christian Service program can be viewed on the school webpage.

Liturgical and Sacramental - Liturgical and sacramental celebrations enable students to experience the love of God through Catholic sacramental services, such as penance services and school-wide liturgies. The Campus Ministry Department coordinates these experiences and trains selected students as Eucharistic ministers, lectors, servers, and musicians. Students are invited to help plan Archbishop McNicholas High School’s liturgies.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are an important part of a student’s total education. Students who choose to participate are afforded the opportunity to develop their skills and interests beyond the scope of the academic day. The primary purpose of extra-curricular activities is the personal benefit to the student and those they affect through their efforts.

The administration approves all extra-curricular organizations and events. Social events must be held in school facilities unless otherwise approved by the Director of Student Life, and they must be adequately supervised and chaperoned by parents and/or professional personnel on staff.

EXTRACURRICULAR ACTIVITIES

Academic Team
Architecture Club
Art Club
Ecology Club

RECREATIONAL ACTIVITIES

Anime Club
Ceramics club
Cooking Club
Improv Club

Faith in Action Team
 International Club
 Mock Trial
 Photo Club
 Rockets for Life
 Robotics Club
 Service Club
 Student Council

Rocket Report
 Intramurals
 Senior Video
 Ski Club
 Spirit Club

PARENT ORGANIZATIONS

Archbishop McNicholas High School is fortunate to have several active parent organizations that enable our students to enjoy many opportunities, events, and activities. Parent groups also assist the school’s administration, providing support when needed.

PTSA (Parent/Teacher/Student Association) - Parents of all Archbishop McNicholas High School students are automatically members, joining with the teachers and students in this organization which is a vital part of the school community. PTSA runs the Rocket Shop. This active group meets monthly at 7:00 p.m. during the school year.

ATHLETIC BOOSTERS - Any adult interested in giving additional support to the athletic program is welcome to join the Athletic Boosters Association. This group actively supports all of the athletic programs offered at Archbishop McNicholas High School. The group meets on the third Monday of each month at 7:00 p.m.

MUSIC/BAND BOOSTERS - Band, Concert Choir, and Flag Corp are all supported by this organization of involved parents. All parents are encouraged to join the Music Boosters and become active participants in the fund-raising activities that make the program successful. This group meets regularly throughout the school year. For information contact the music director, Mr. Keith Nance (231-3500 ext 5156).

THEATRE BOOSTERS - Parents and Archbishop McNicholas alumni are invited to join the Theatre Boosters. This group actively supports the theatre department and thespian troupe through fundraising and staffing productions in the areas of ticket sales, ushering, and concessions. In addition, the boosters provide transportation to competitions and assist with chaperoning the annual thespian conference. The Theatre Boosters meet the first Wednesday of every month at 7:00 p.m. in the library.

ATHLETICS

Athletics play an important part in the extracurricular activities of any school. Archbishop McNicholas High School is a member of the Greater Catholic League (GCL) Co-ed Division. Archbishop McNicholas is also a member in good standing of the Ohio High School Athletic Association. We offer an array of teams on the varsity, junior varsity and freshman levels. We encourage active participation in the sports programs by all students. The Athletic Director may be reached by calling (513) 619-5807. A daily sports schedule is available by calling (513) 231-3500, press 1, press 3. Sports schedules are also on the website under each team and also on the school calendar.

ATHLETIC STAFF

Athletic Director Robert Heise
 Assistant Athletic Director..... Tim Monahan
 Athletic Dept. Assistant..... Susan Rohlf

SPORTS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheerleading	Basketball-Men	Baseball
Cross Country-Men & Women	Basketball-Women	Lacrosse-Men
Football	Bowling-Men	Lacrosse - Women
Golf-Men	Bowling-Women	Softball
Golf-Women	Cheerleading	Tennis-Men

Adults will have to provide a photo ID along with their pass. Passes may be purchased through Final Forms or in the Athletic Office.

TRAVEL TO ATHLETIC EVENTS

Buses will not be provided to most athletic events. Parents are responsible for transporting their students to away contests. Students may drive to away contests, but only if a bus is not provided and parents are not available. Parents will be provided a consent form indicating their wishes regarding student driving. McNicholas coaches may not drive students in personal cars.

UNIFORMS

Athletes are responsible for proper care and return of uniforms and equipment issued to them by McNicholas High School. Uniforms and equipment that are not returned or are damaged will be charged to the student and the report card will be held. Report cards, transcripts and/or diplomas will be held for any student who does not return uniforms and/or equipment or pay the cost of the lost item

LOCKER ROOM USE

The Athletic Department is not responsible for any lost or stolen items from the locker rooms. This applies to any time the locker rooms are in use either during physical education classes, after-school practices, or during game events.

STUDENT DANCES

All of McNicholas' dances are non-smoking, alcohol and drug-free events for McNicholas students and their guests. If students choose to leave a dance, they may do so at the designated time for each dance, but they may not return to the function. For the safety of our students, Archbishop McNicholas reserves the right to use Breathalyzers at school and at all school-sponsored events.

HOMECOMING: Homecoming is scheduled in the fall of each each year, usually with the game on Friday evening, and the dance on Saturday evening. The homecoming court consists of senior men and women, with one of each crowned king and queen. Special alumni events are planned by the Manager of Alumni Relations and Special Events.

MARDI GRAS: Archbishop McNicholas High School is proud of its annual tradition of Mardi Gras, a highlight of the school year. This semi-formal evening honors 40 senior men and women who are chosen by their classmates. The Mardi Gras court is comprised of students who have shown dedication, interest, and participation in the school over their high school careers. During the Mardi Gras ceremonies, the queen and king are crowned. A dance open to all McNicholas students follows the ceremonies, which run from 6:30 until 12 midnight.

Nominating & Voting Procedures In December, students are asked to nominate two young men and two young women from their class. The Mardi Gras Committee tallies the nominations and the names of all students receiving two or more valid nominations from their peers are presented to the teaching faculty/staff. A valid nomination is one for which a minimum of three criteria have been met on the nomination form. There will be a review of a student's disciplinary record. A student will be removed from the ballot or court for academic dishonesty, drug/alcohol infraction, or suspensions. Behavior is examined from Mardi Gras one year to Mardi Gras the next year. Should a student who has been removed from the ballot have sufficient votes from previous years to be elected to the court or honor guard, that honor may be denied him/her if the incidents were of sufficient severity. Two rules exist beyond the above: 1) no student can be on the honor guard more than one year. 2) the young woman and young man crowned as Homecoming Queen and King may not reign as Mardi Gras Queen or King.

PROM: This annual spring dance is sponsored by the senior class and is attended by seniors and juniors. The night centers around a chosen theme and is held at a location off campus. A king and

queen plus prom court are honored during the prom festivities; these seniors are selected by the faculty and administration. The dinner and dance run from 7 p.m. until 11:00 p.m. After Prom is run by the PTSA and held at the school in an effort to keep students safe throughout the rest of the evening. It runs from 11:30 p.m. until 3:00 a.m. Senior and Junior students are allowed to attend either or both events of the evening. Sophomores may attend if invited by a McNicholas junior or senior. Freshmen are not permitted to attend Prom or After Prom.

COMMUNICATIONS AND CORRESPONDENCE POLICIES

Open and timely communication between parents, students, and the professional staff is essential to the development of the school community. Parents and students who have concerns are urged to communicate them as soon as possible to the staff member closest to the issue who has the ability to address it. Students or parents who have concerns about the actions of a teacher or coach should first speak with the teacher or coach. If the concern remains unresolved after the conversation, the next step is to speak with the immediate supervisor, usually the department head. The next step is the appropriate administrator.

When students or parents express concerns about faculty members or coaches to administrators, administrators ordinarily will abide by this protocol:

1. The first conversation will be between the student and teacher or coach. If the student is reluctant to speak with the teacher or coach, the student will meet with her or his counselor for advice about how to meet with the teacher or coach.
2. If the problem remains unresolved, the parent will communicate with the teacher or coach (with or without the student as decided by the teacher or coach and parent).
3. If the problem remains unresolved, the parent and/or student will communicate with the appropriate administrator:
 - Director of Curriculum or Principal regarding academic matters
 - Director of Student Life regarding disciplinary or extra-curricular matters
 - Athletic Director regarding athletic matters

A student may proceed directly from step 1 to step 3 if the administrator approves.

From time to time busy people lose track of messages. If an administrator, teacher, or staff member does not respond to an inquiry from a student or parent within two class days, the student or parent is encouraged to contact the Principal. If a coach does not respond within two class days, the student or parent is encouraged to contact the Athletic Director. Students or parents should not hesitate to bring up a question or concern to an administrator, faculty member, staff member, or coach in a constructive and civil way.

TELEPHONES

Students who need to use the phone outside of lunch period may do so in the main office. Cell phone use is prohibited during school hours except during lunch in the Cafe/Student Union. Parents who need to contact a student should call the main office, which will relay the message to student.

MONTHLY CALENDARS

An updated calendar appears on <https://www.mcnhs.org/>. We encourage families to refer to the posted calendar often. This calendar includes important dates and information concerning the school community.

WEEKLY NEWSLETTER

Archbishop McNicholas emails a newsletter every Wednesday while classes are in session to the parents of all current students. This newsletter is the primary means of communication between the

school and the parents. Parents, please be sure that the school has your current e-mail addresses.

DAILY ANNOUNCEMENTS

Official announcements are made over the public address system at the beginning and end of most school days. All student-written announcements must be approved by a moderator or administrator before they will be read to the student body. All other notices are given by means of email communication, bulletin boards, and lunch announcements. It is the student's responsibility to listen closely to all pertinent announcements and to check email several times daily.

PARENT DIRECTORY

A directory of McNicholas families is available on PlusPortals. Plus Portals can be accessed through the school website (top right of front page). The directory is on the front page of your family's page. Parents can edit information and opt out of the directory at any time.

AUTOMATED NOTIFICATION SYSTEM

McNicholas High School uses One Call, a notification system of phone calls, texts, and emails to keep you informed and up-to-date about closings, early dismissals, delays and emergency situations. Make sure your family's main phone, mobile phones, and email addresses are current. Please notify the school promptly of any changes.

WEATHER EMERGENCIES

Notice of school closings due to weather emergencies will be announced by the automated notification system, TV stations, and social media after approximately 6:00 a.m. Archbishop McNicholas operates on a delayed schedule or closes based on availability of transportation for students. During weather emergencies when Archbishop McNicholas High School is in session and public school transportation is not available from your home district, state law requires that the school account for all students either present or absent. Student absences caused by emergency transportation difficulties are excused absences and do not affect awards for attendance. Parent phone calls reporting this absence due to cancellation of your public school district's transportation are NOT REQUIRED on these days. If a student depends on public school bus transportation and his/her public district is closed, the will be excused. If the student drives to school or if the parent drives, it is always the parents' decision whether a student should come to school if the road conditions in their particular area are not good. Road conditions vary greatly in the extensive area served by Archbishop McNicholas. If a parent determines that their son/daughter should not drive on a particular day, their absence will be excused for that day.

SCHOOL LOGO AND BRANDING

The names "Archbishop McNicholas," "McNicholas High School," and "McNicholas"; the academic and athletic logos; and other related logos are the exclusive property of McNicholas High School. No one is authorized to use, sell, or distribute materials or items of any kind which uses the names "Archbishop McNicholas," "McNicholas High School" or "McNicholas" without the expressed written permission of the school Director of Communications and Marketing .

SOCIAL MEDIA

No social media accounts, including but not limited to Facebook, Twitter, and Instagram, may be created using the "Archbishop McNicholas," "McNicholas High School," and "McNicholas" name or any school or sports logos without the expressed written permission of the Director of Communications

Marketing . This includes but is not limited to individual sports team accounts and school clubs or groups.

GENERAL INFORMATION

CAFE/STUDENT UNION (LUNCH)

The Cafe/Student Union is operated by Derringer Company and is open each school day for breakfast and lunch. Students can purchase items using the kiosks with funds loaded by the parents electronically. Students will also be able to add money to their card balance at the kiosks. Checks may be sent in for advance payment payable to Derringer to load accounts.

Each student is responsible for disposing of his/her garbage. Eating/drinking outside the Cafe/Student Union and chewing gum is not permitted. No student is permitted to leave the Cafe/Student Union during his or her designated lunch period until his/her table and area has been cleaned. The Cafe/Student Union supervisor enforces proper conduct during the lunch periods. With permission, students may travel to the restrooms in the halls or those in the gym lobby or to the library during their lunch period. Students may also go to the Counseling Department, the school offices, or the athletic office if they have business to complete in those areas. Students may not be in any other part of building without permission during their lunch bell. In good weather, **seniors** have permission to eat in the courtyard or on the convent porch and are responsible for keeping the areas completely cleaned and picked up. Cell phone use is permitted during lunch in the Café/Student Union only. Seniors may use their cell phones in the courtyard during lunch.

GUIDELINES FOR STUDENTS ON CAMPUS AFTER DISMISSAL

Archbishop McNicholas High School strives to be a vibrant, engaging community for our students. In fact, that sense of community is frequently mentioned as one of our strengths. But like every community, we need to have rules and guidelines so that it continues to be a healthy, productive place for its members.

When school is dismissed at Archbishop McNicholas, students generally do one of three things.

- Leave the campus immediately whether in their own cars or by bus or parent transportation.
- Stay for extracurricular activity, rehearsal, or athletic game or conditioning under the guidance and supervision of moderators, directors, or coaches.
- Stay on campus waiting for a ride, working on homework, or hanging out with friends.

In order to ensure their safety and well-being, students staying on campus after dismissal and not under the supervision of a moderator, director, or coach need to report to the library. By 3 p.m. each day, the hallways, lobby, and foyers should be clear of all students. Students in the library are supervised until 5 p.m. when the library closes.

PARKING

All students who drive to school must park in school lots. Students must apply for a parking permit each school year. Limited space for student parking is provided in designated areas for those students who have a student parking permit. Permits are issued by the Assistant to the Director of Student Life. The student parking permit fee is \$75.00 per year. Parking permits issued after the 2nd semester begins are \$40.00 regardless of when the student purchases the spot if there are any spots available at the time of the request. Seniors receive priority, then juniors and sophomores. Any car on school property is subject to search. Students who purchase a parking permit and use school parking facilities agree to abide by school regulations regarding use of the parking lots. Reckless driving or unauthorized student parking on school property may result in Saturday work detail and/or loss of parking privileges. Students may not park in faculty or visitor designated parking spots. NOTE: There is no off-street

parking near Archbishop McNicholas High School.

SCHOOL BUSES

Some public schools' Boards of Education provide transportation to students attending Archbishop McNicholas High School. Good student behavior on the buses is mandatory. All bus schedules come from your local school district's transportation office. Please contact them if problems occur with scheduling/routes.

FOREST HILLS	(513) 231-3335
MILFORD	(513) 575-1563
NEW RICHMOND	(513) 553-0266

HEALTH SERVICES AND MEDICATION POLICY

The health room is located in the main office. If a student is taken ill, s/he is to report immediately to the main office. The student should sign the health room register and will be seen by the school nurse or receptionist. Parents will be notified if the student needs to be sent home. No student will be permitted to leave school grounds for any reason unless the school has obtained parent/guardian permission.

All students must have required immunization records on file with the school. Students who need to take medications at school must bring the medications in the original containers, clearly marked for dispensation. Medications cannot be kept for an extended period of time and in no case beyond one academic year. The school will keep a record of all medications given. No medication, prescription or over-the-counter, may be taken unless a completed form is on file signed by the family physician and the parent. All medications are to be kept in the nurse's office and are to be administered there. If you have any questions, please call the school nurse.

FOOD ALLERGY GUIDELINES

The following guidelines will assist in recognizing and treating allergic reactions while ensuring that students with food allergies are safely included in school activities.

Staff Responsibilities:

- Review each allergic student's Emergency Care Plan as needed and at the beginning of the school year.
- Place notification in sub folder.
- When food is being used in a curriculum (cultural-related activity) teachers will notify parents of students with food/health related conditions at least 3 days in advance. Peanuts/nut products may not be used in classroom activities.

Student Responsibilities:

- Know the signs and symptoms of their allergic reactions.
- Follow the allergic child's motto: "When in doubt, do without!"
- Carry emergency medication responsibly.
- Be able to demonstrate proper administration of the epinephrine auto injector.
- Notify an adult immediately if experiencing symptoms of an allergic reaction.

Parent Responsibilities:

1. Parents Must:

- Inform the school nurse, classroom teacher, food service department, and transportation department of their child's allergy prior to the beginning of each school year.
- Obtain from the school a "Food Allergy Emergency Action Plan and Medication Form" to be completed by a physician.
- Provide a written medication order from the child's physician to be kept on file at the school.

- Provide to the school emergency medication with doctor's signature.
- Inform other school activity coordinators (athletic departments, after school programs) of their child's allergy and provide emergency medication.

2. It is suggested that Parents:

- Provide a picture of their child for the Emergency Care Plan.
- Consider purchasing an identification bracelet for their child.

School Nurse/School Health Assistant Responsibilities:

- Include the student's name on the Alert List.
- Write an Individualized Health Plan (IHP) and or Emergency Action Plan for the student, and distribute it to appropriate staff.
- Train other staff members to administer emergency medication.
- If possible, attach a picture of each student with allergies to appropriate forms.
- Orient students with allergies to the Health Room if necessary.
- Review the use of epinephrine auto-injectors with staff.
- Notify parent of expiration dates on auto-injectors, Benadryl, and any other medication the student has on file.
- Reinforce allergy education with the student on as needed basis.
- Review the IHP, annually and as needed, with appropriate staff.

Food allergies may constitute a disability under the law. This is important because schools cannot exclude children with food allergies from classroom activities. The emotional toll of exclusion, bullying stigma and fear can cause significant emotional distress. It is important to consider the physical and emotional toll on children with food allergies.

These guidelines are for classrooms, not the Café/Student Union, or concessions.

CHILD ABUSE

If there is a suspicion of child abuse, the school is bound by law to notify the proper authorities.

LOCKERS

Each student is assigned a locker on the first day of school. Each student may use only a school-issued lock for his or her locker. It is the student's responsibility to keep his/her locker locked at all times. A school lock is required and will be given to all new students on their first day. If a student has lost his/her lock, a new lock may be purchased from the Director of Student Life for \$5.00. Students must use the locker assigned at the beginning of the school year for the remainder of the year. Lockers are the property of Archbishop McNicholas and may be inspected by any authorized school official at any time. Periodic canine searches of lockers or the school parking lot may take place. Students should keep their locker securely locked. Archbishop McNicholas is not responsible for the contents of the student's locker. The student is responsible for any and all of the contents in his/her locker.

LOST AND FOUND

A lost and found service is maintained in the school main office and students are asked to check the lost and found before reporting any missing items to the Director of Student Life. The school secretary supervises the lost and found, and if names are marked on items, she will try to return the items to the proper owner.

WALK DAY

Archbishop McNicholas High School students take to the streets for this annual fall event. Students walk through the streets of Mt. Washington and Anderson Township on a designated route with checkpoints manned by McNicholas faculty and staff.

USE OF SCHOOL FACILITIES OUTSIDE SCHOOL HOURS

School facilities are available for most school-related activities. Organizations wishing to use these facilities must schedule the time and location site at least one week prior to the event in the main office. The Athletic Director schedules all activities for the gym and coordinates all other use-of-building scheduling. Any organization wishing to use the facilities must fill out a “Use of Building Form” acquired from the Athletic Director.

WORK PERMITS

Application forms for work permits are obtained from the main office. At least 24 hours’ notice is required. This application for a work permit is processed through the student’s individual school district office.

TUITION INFORMATION-2019-2020

	FRESHMEN SOPHOMORES <u>JUNIORS</u>	<u>SENIORS</u>
Tuition	\$10,990.00	\$10,990.00
Retreat Fee	+ 55.00	+ 300.00
Facilities fee / Technology fee	+ 150.00	+ 150.00
Registration Fee	+ 250.00	+250.00
PTSA Dues (per family)	<u>+35.00</u>	<u>+ 35.00</u>
Totals	\$11,480.00	\$11,725.00
Deposit	- 600.00	- 600.00
Registration Fee (non-refundable)	<u>- 250.00</u>	<u>-250.00</u>
Due at Registration	<u>- 850.00</u>	<u>- 850.00</u>
Balance due in total or financed	\$10,630.00	\$10,875.00
Tablet PC Installment Payment (per year (if not paid in full))	+ 475.00	+475.00
MULTIPLE STUDENTS TUITION	First Student: \$10,990.00	
	Second Student: \$9,990.00	
	Third Student: \$9,990.00	

THE REGISTRATION FEE of \$250 and the SCHEDULING FEE of \$600.00 are **non-refundable**, but the scheduling fee is part of the total tuition. Due dates for registration/scheduling fee (\$850) are as follows:

Incoming freshmen: Registration & Scheduling Fee Deposit Night – **Tuesday, January 28, 2020**

(Freshman Course Selection) **Wednesday, February 12, 2020**

Returning students: On or before Friday, **February 21, 2020.**

A FULL PAYMENT DISCOUNT of \$200.00 is deducted if payment is made by May 15, 2020. *This discount does not apply for students receiving a scholarship or other award valued at 50% of tuition or higher.*

THE **S.A.I.L. FEE** of \$5,375 is in addition to the tuition charges listed above for those students accepted into the five-day/week program.

International Students

Tuition	\$15,000.00
Tablet	\$ 1,900.00
Administrative Fee	\$ 500.00
I-20 Processing	\$ 100.00

Financing will once again be administered by FACTS Management Company. New families must create a McNicholas FACTS account and Payment Plan before the registration deadline. Current families' accounts will rollover to the new school year. FACTS administers all payments and financing payment plans except the registration fee and deposit. All major credit cards are accepted.

Students will be considered registered after all forms are completed and the registration fee/deposit is paid in full.

Returning students with unpaid registration fees and missing forms by the deadline will not receive their schedules, and a \$350 late fee will be charged.

All accounts must be up-to-date. Records and transcripts will not be sent if there is an account balance. **Seniors will not be permitted to take part in graduation ceremonies, and diplomas will not be granted if accounts are not paid in full by May 1, 2020.**

***Class of 2020 final tablet payment will be determined based on whether full or partial amount was paid freshman year.*

ROCKET PRIDE INFORMATION

SCHOOL NICKNAME

Rockets

SCHOOL COLORS

Hunter green and white; gold accent

SCHOOL MOTTO

That Youth May Attain Full Stature in Christ

SCHOOL FLAG

The flag of Archbishop McNicholas High School was a special gift from the Class of 1989 and flies under the flag of our country on special school occasions.

SCHOOL ALMA MATER

O Lord, You call us all to be your people, joined as one,
And so fulfill our destiny to shine forth like the sun.
Here in this place we come to learn and strive for heaven above.
We pray that we may always burn with faith and hope and love.
And so, we of McNicholas will forever pledge to be
A city shining on a hill, a strong community.
And in our lives, O Lord, may we fulfill what we now sing:
Our motto is "that we may be like Christ in everything."

SCHOOL FIGHT SONG

Cheer, cheer for McNicholas High
Bonded together, that is our cry
Never leave it just for one
Bonded together we get things done
Green and white are our colors true
We have no time to be sad or blue
For our days at MHS
Are numbered among the best.
FIGHT! FIGHT! FIGHT!

SCHOOL RING

The school ring bears the Archbishop McNicholas shield and emblem and the student's year of graduation. Rings may be purchased by students during the first semester of their sophomore year. Sophomores meet with the Herff Jones representative and receive brochures/ordering information during the fall. The rings are distributed in the spring. All inquiries should be made to Graduate Service (our Herff Jones local representative) at 272-5890.



SCHOOL SHIELD

The school shield is taken from the coat of arms of Archbishop John T. McNicholas, who was the ordinary in Cincinnati from 1925 to 1950. The plow refers to Cincinnatus, a Roman farmer who became a hero, and the three crosses symbolize the Blessed Trinity and are called “fitchy gules” since they would be thrust into the ground after plowing. The black and white cross is the symbol of the Dominican order of which Archbishop McNicholas was a member. The eagle and the three globes are part of the Archbishop's personal crest. The legend below the shield translates: “In confidence of divine help.”

Archbishop McNicholas High School has the right to amend the policies and the rules established in this handbook at any time. Any such changes will be promulgated in the weekly newsletter and on the school web-site. Please be sure that the school has all necessary current e-mail addresses.