

McAuley High School
Handbook and Calendar
For
Parents and Students

McAuley's Mission

McAuley High School, a comprehensive Catholic school for young women, sponsored by the Sisters of Mercy of the Americas is committed to quality education and growth within a caring, Christ-centered community. Faithful to the Gospel and the charism, core values and tradition of Mercy, McAuley's essential activity is to create an environment designed to help each young woman develop her intellect, gifts and talents.

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Cincinnati, Ohio 45224
Phone 681-1800
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Office Hours 8:00 a.m. - 4:00 p.m.

SCHOOL CALENDAR 2008-2009

Friday	August 15	Freshman Orientation 9:00 - 3:00
Monday	August 18	Employee In-Service
Tuesday	August 19	First Full Day - All Students
Thursday	August 21	Freshman-New Parents' Picnic/ Orientation 6:00 - 8:30 p.m.
Thursday	August 28	Follow Your Daughter's Schedule – 7:00 p.m.
Monday	September 1	Labor Day – No School
Sunday	October 5	Open House 11:30 a.m.
Friday	October 17	End of First Quarter
Tuesday	November 6	Parent-Teacher Conferences 3:20 – 8:30 p.m.
Saturday	November 22	High School Entrance Test
Wednesday	November 26	Thanksgiving Recess
Thursday	November 27	Thanksgiving
Friday	November 28	Thanksgiving Recess
Wednesday	December 17	Semester Examinations Begin
Friday	December 19	End of Second Quarter/ First Semester
Monday	December 22	Christmas Recess Begins
Monday	January 5	Classes Resume
Monday	January 19	Martin Luther King Day – No School
Friday	February 13	No School
Monday	February 16	President's Day – No School
Monday	March 2	Faculty In-Service – No Students
Friday	March 13	End of Third Quarter
Friday	April 3	Faculty In-Service – No Students
Friday	April 10	Easter Recess Begins
Monday	April 20	Classes Resume
Wednesday	April 29	Academic and Service Awards Banquet
Monday	May 25	Memorial Day – No School
Tuesday	May 26	Baccalaureate (required)
Wednesday	May 27	Graduation (required)
Thursday	May 28	Final Examinations Begin
Monday	June 1	End of Fourth Quarter/Second Semester
Tuesday	June 2	Employee In-Service

McAuley Handbook and Calendar

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GENERAL INFORMATION

PHILOSOPHY

McAuley High School is an Archdiocesan Catholic School for young women, sponsored by the Religious Sisters of Mercy. McAuley exists to create a Christian educational community where knowledge, enlightened and enlivened by faith, is shared by teachers, staff, students, and parents in a spirit of freedom and love. McAuley provides an environment in which students can develop into confident and assertive young women prepared for the diverse opportunities available in today's society.

McAuley has a comprehensive educational program providing for each student the experiences best suited for growth at all levels. The faculty endeavors to cultivate an enthusiasm for learning and self-direction in each individual and to provide situations which lead to the development of integrity, morality, creativity, critical thinking, practical skills, and sensitivity toward others.

Since the experience of Christian community leads naturally to service, McAuley is committed to finding ways of translating Christian values and to the formation of young women who are aware of their roles as Christians in a changing world and who are willing to accept the responsibility for correcting the injustices in their environment and society.

McAULEY HIGH SCHOOL'S BELIEF STATEMENTS

1. We believe in the Mercy core values of compassion and service, educational excellence, concern for women and women's issues, global vision and responsibility, spiritual growth and development and collaboration with others.
2. We believe in fostering a Catholic and Christian community where all may embrace their spirituality and deepen their relationship with God and Church.
3. We believe in the God-given dignity of each individual and the responsibility to respect the uniqueness of each person.
4. We believe in the acceptance, appreciation and value of diversity.
5. We believe that an enriched curriculum challenges each student to realize her academic potential.
6. We believe that participation in extra-curricular activities enhances the educational process.
7. We believe in nurturing ethical responsibility, service to others and active participation in community.
8. We believe that school pride should be promoted and celebrated.

9. We believe that the McAuley graduate leaves as a woman, well prepared to lead, to serve and to love.

HISTORY

McAuley High School was opened in September 1960 with freshmen only. Established as an interparochial high school of the Archdiocese of Cincinnati, the school, under the direction of the Sisters of Mercy, educates any young woman of the Greater Cincinnati area who chooses to enroll and for whom there is a program. McAuley High School is accredited by the State of Ohio and by the North Central Association of Colleges and Secondary Schools. In May 2000, McAuley was recognized for years of excellence in education when it was awarded the prestigious National Blue Ribbon School of Excellence Award by the United States Department of Education.

McAuley High School was named after Catherine McAuley the foundress of the Sisters of Mercy. The order was established in Ireland in 1831, and 177 years later the Sisters still carry on the works of teaching, nursing the sick, caring for the aged and orphans, social service works, and, in fact, engaging in all the works of Mercy. The Sisters of Mercy have been serving in the Archdiocese of Cincinnati since 1858.

The seal pictured on the cover symbolizes mercy and love in its red; richness of mind and heart in gold; and fruitfulness, fullness of life in brown. The lion was a part of the armorial design of the McAuley family. The Celtic cross represents mercy; the torch, the light of education; the wheat is a symbol of College Hill where a farmers' college was originally located. The motto, "With Mary, the Mother of Learning," surmounts all, and is taken from Vespers of the Little Office of the Blessed Virgin Mary. The school colors, burnt sienna and gold, signifying as they do the development of the mind and spirit leading to the richness of life, together with the school's motto, form an integral part of the McAuley High School spirit.

PORTRAIT OF THE McAULEY GRADUATE

The McAuley woman is ~

~ a woman of faith

~ a woman of excellence

~ a woman of respect for herself and others

~ a woman of compassionate service

~ a woman empowered to influence the world

Deeply rooted in the teachings of the Catholic Church, in Catherine McAuley's unique vision, and in the charism of the Sisters of Mercy, the graduate becomes a **woman of faith**, exploring, deepening and cultivating her relationship with God.

"A strong lively faith is the foundation of all virtue."

– Catherine McAuley

Having been nurtured in a student-centered environment which challenges students' intellects and talents, the graduate is a **woman of excellence**. She has become a well-rounded individual. She has been successful in critical thinking and problem solving and appreciates that learning is a life-long process.

"Our ordinary duties should be performed with all possible care and attention, none of which should be deemed trivial or unimportant."

– Catherine McAuley

Modeling Jesus Christ and Catherine McAuley, the graduate is a **woman of respect for herself and others**. She strives to show self-respect by giving her best efforts in everything she does. Extending generous hospitality to all, she acknowledges and values the dignity of life in all its forms, shares in the joys and sorrows of her classmates, and celebrates the beauty and diversity of God's creation.

"We must have a warm, cordial affection for all and manifest it by words, actions, and manner." – Catherine McAuley

Keenly aware of the many injustices in the world and through the many opportunities offered at McAuley, the graduate is a **woman of compassionate service**, endeavoring to show mercy to those less fortunate. She is a person of moral integrity who appreciates the fact that the Catholic Christian faith involves not just individual conscience, but demands that she work actively within and beyond her community for social justice.

"God does not look at the action, but the spirit motivating it."

- Catherine McAuley

Reaping the benefits of an all-girls educational environment, the graduate is a **woman empowered to influence the world**, comfortable with her own identity as a woman and a leader. She is confident in her ability to make a positive contribution toward the betterment and seeks opportunities to stretch her mind and imagination to make a lasting impact on the world.

"Speak as your mind directs, and always act with courage."

– Catherine McAuley

ACADEMIC INFORMATION

ADMISSION

McAuley High School admits students of any race, color, sexual orientation, and national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, sexual orientation, or national and ethnic origin in administration of our educational policies, admissions, policies, scholarships or assistance programs, or athletic and other school administered programs. Admission for students with disabilities, ESL students and students with other special needs will be determined on a case by case basis. Students may be accepted if McAuley can reasonably provide required and appropriate support services and the students satisfy other admission requirements.

A new student is required to present a copy of her birth certificate and to have the school's health form signed by the family physician as a proof of immunization. Two completed emergency medical authorization forms and all signed handbook forms are required of each student each year.

GUIDANCE PROGRAM

The Guidance program comprises both individual and group counseling in the educational, vocational, personal, spiritual, and social life. Guidance counselors and administrators are available for individual counseling. Appointments with the guidance counselors are made in the Guidance Office.

If students are in need of outside counseling and/or testing or assessment, McAuley can provide parents a list of licensed professionals and agencies. McAuley does not endorse or guarantee the effectiveness of these services.

The Guidance Department provides information on testing, scholarships, and other educational and vocational matters.

FINANCIAL AID / SCHOLARSHIPS

For any student to be considered eligible for financial aid, a Private School Aid Service (PSAS) form must be completed and submitted by the appropriate date. Financial aid may not exceed the

amount of need determined by PSAS.

Academic scholarships are awarded each year to a select group of incoming ninth-grade students based upon scores attained on the High School Placement Test (HSPT). To be eligible for an academic scholarship, students must complete the HSPT and have scores submitted to McAuley High School.

RESIDENCY

Students are required and expected to live with their legal parent/guardian while attending McAuley High School.

RETREATS

The retreat program at McAuley High School is designed to enhance the religious education of all McAuley students. McAuley retreat experiences are designed in a progressive format encompassing all four years. During four years at McAuley students will experience:

- 1) **Freshman Awareness Day** – This one day, mandatory experience for freshmen takes place on campus and is led by trained members of the junior class.
- 2) **Sophomore Awareness Day** – This one day, mandatory experience for sophomores takes place off campus and is led by trained senior retreat leaders.
- 3) **Junior Retreat** – This mandatory, overnight retreat takes place at Bergamo Retreat Center in Dayton, Ohio and is led by staff members at Bergamo.
- 4) **Senior Retreat** – This optional, two-night retreat takes place at St. Anne’s in Melbourne, KY and is led by trained senior retreat leaders.

Selection of Retreat Leaders

Freshman Awareness Day – Juniors interested in working as retreat leaders for the Freshman Awareness Day are invited to apply and are selected by a group of faculty and administration.

Senior Emmaus Retreat and Sophomore Awareness Day – Seniors chosen to lead these retreat experiences begin by applying during their junior year. Following a submission of an application, select students are interviewed by a committee during the month of March and final selections are made by April.

Academic eligibility rules apply to all retreat leaders (for school or for parishes). Please refer to the Academic Eligibility section of the

Student Handbook for complete guidelines.

TESTING

Incoming freshmen are recommended for curricular programs on the basis of the high school placement test and their cumulative records including reports of classroom achievement and scores on standardized tests received by the high school from the elementary school. The guidance personnel of McAuley High School rely heavily, in the placement of incoming freshmen, upon information supplied by the elementary school.

The Tenth Grade Ohio Graduation Test is required for all students. The State of Ohio requires this test and all segments of the test must be passed before a student may receive a diploma.

A vocational interest survey is administered to sophomores to help them plan for their futures. This survey takes into consideration interests as well as their aptitudes. Juniors are encouraged to take the Preliminary Scholastic Aptitude/National Merit Qualifying Test (PSAT) which is administered in the fall of the year. This test is especially recommended for those planning to attend college.

Students with special needs (physical, emotional, or learning) must provide appropriate documentation which is less than three years old in order to receive reasonable accommodations.

CURRICULUM

The curricular program at McAuley High School meets the requirements of the State of Ohio and of the Archdiocese of Cincinnati. **Students must take a minimum of six credits per year and be scheduled for at least six courses per semester.**

Freshmen are required to schedule courses in theology, English, mathematics, science, and social studies. Additional credits in art, business, consumer science, foreign language, physical education and music, are scheduled so that each student has a minimum of six credits.

Sophomores are required to schedule theology, English, mathematics, science, physical education, and world history. Students may then choose art, science, business, mathematics, language, physical education or consumer science courses according to the number of credits needed and the ability and interests of the student. A half-credit course in health must be completed by the end of the sophomore year.

Juniors are required to schedule theology, English, and social studies courses. Seniors are required to schedule theology, English and social studies courses. One credit in fine arts must be completed by the

end of the senior year. The physical education credits must be completed by the end of the junior year. It is in these two years that students pursue more specialized programs. In the junior and senior years many partial and full credit electives are available to increase background and preparation in keeping with the student's interests and ability. Students are encouraged to schedule as many courses as is reasonable and possible.

Freshmen, sophomores, juniors and seniors each have a service hour requirement to fulfill in order to graduate or receive their schedule for the following school year. Please see the section on the Service and Justice Program for details.

A course description booklet, which contains more detailed information about requirements and scheduling, is published each year.

CREDITS

In compliance with the State of Ohio Minimum Standards, 24 credits are required for graduation. The requirements for graduation include the following:

- Theology - 4 credits (one for each year at McAuley)
- English - 4 credits
- Social Studies – 3.5 credits
- Science - 3 credits – (Biology and a physical science plus one other science)
- Physical Education - 1/2 credit
- Health - 1/2 credit
- Fine Arts – 1 credit
- Mathematics - 3 credits
- Reading Skills - 1/2 credit (College Prep Track)
- Computer Literacy - 1/2 credit
- Foreign Language – 2 credits

Students must have completed the following number of credits in order to be promoted to the next grade:

- To become a sophomore - 6.0 credits;
- To become a junior - 12.0 credits;
- To become a senior - 18.0 credits

All required classes must be taken initially at McAuley and each student is required to carry a full schedule of classes regardless of independent study or summer courses. If a student receives a failing

grade in a required subject or if she does not have the necessary credits for promotion to the next class, the subject must be made up in an accredited summer school. If this is not done, the student will not be permitted to return to McAuley. Before registering for any summer classes, the student must receive approval from the Guidance Office.

Any student who fails three or more courses in a school year will not be permitted to return to McAuley regardless of credits made up in summer school.

COLLEGE REQUIREMENTS

Juniors and seniors are advised to study catalogues and websites of schools they are interested in attending. The number and kind of college preparatory courses in science, foreign language, math, and social studies required for admission to each college, technical, and nursing school vary. Check with the counselors for specific requirements and recommendations so that proper preparations are made.

Most colleges and nursing schools require the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

SERVICE AND JUSTICE PROGRAM

Living Catherine McAuley's mission is central to the philosophy of McAuley High School. Every student is required to do service each year they attend McAuley High School. Senior service hours must be completed and turned in by the last day of the third quarter. Freshmen, sophomores and juniors must complete and turn in their hours by the first Friday in May of the current school year.

Our service program is designed to be as student-led as possible, to offer school and community service opportunities, to require students to perform a certain minimum number of service hours, and to educate students about the needs of our community and world. The Service and Justice Program is led by a Service Coordinator with the help of a Service and Justice Team, made up of a member of M.E.R.F. Council, the Key Club President and a CSTAT board member.

M.E.R.F Council promotes charity collections throughout the year providing opportunities for all to give. Key Club provides many school-sponsored service projects to help students fulfill their service requirement and to offer group service work opportunities. CSTAT offers awareness raising events and activities about different social justice issues.

The required service hours for students are as follows:

BROWN PROJECTS are done for your school, parish, and communities. They are some sort of organized and planned project. These must be completed outside of school hours. Students should contact the Service Coordinator for examples of brown hour projects.

GOLD PROJECTS are done by volunteering directly with the personnel or clients of a social service agency. A social service agency is a non-profit organization that works for and with the disadvantaged of our society. These agencies must be on the approved list of social service agencies or must be pre-approved by the Service Coordinator. A GOLD HOUR PROJECT SHOULD BE COORDINATED THROUGH THE AGENCY ITSELF. Students should contact the Service Coordinator for examples of gold hour projects.

For the 2008-2009 school year, by **May 1, 2009**,

- ***Freshmen*** will be required to complete and record **at least 5 hours** of either gold or brown projects.
- ***Sophomores*** will be required to complete and record **at least 10 hours of service. At least 3 of the hours must be gold projects.** The other 7 can be either brown or gold.
- ***Juniors*** will be required to complete and record **at least 15 hours of service. At least 10 of the hours must be gold projects.** The other 5 can be either brown or gold.

For the 2008-2009 school year, by **March 13, 2009**,

- ***Seniors*** will be required to complete and record **at least 20 hours of service. At least 15 of those hours must be gold projects.** The other 5 can be either brown or gold.

M.E.R.F.

The McAuley Emergency Relief Fund, M.E.R.F., was created to coordinate and advertise our all school collection for needy organizations and causes. Every Wednesday during homeroom and sometimes during lunch bells, money is collected for a particular organization. The M.E.R.F Council and the homeroom MERFettes help educate the students about these organizations.

TRANSCRIPT OF CREDITS

Upon request, each student will be given one transcript of credits free of charge. After the issuance of the first transcript, there will be a charge of \$1.00 for every transcript issued. Before a transcript is issued, a parent/guardian must sign a release form and tuition must be paid in full to the date of the transcript.

Each transcript carries two class ranks, one based on the quality point average determined by the type of subjects and the grade received and the other is based on the scholastic average. Institutions of higher learning or business firms are able to evaluate the quality of the student's work from these two ranks.

SCHOOL PROCEDURES ACADEMIC ELIGIBILITY

Extended Academic Field Trips During the School Day: An extended academic field trip is defined as a field trip that includes absence from classes on more than one school day and/or overnight lodging. Due to the higher cost for travel, lodging, and other expenses that are incurred with more involved trips, the academic eligibility criterion for extended field trips is different from one-day field trips. In order to participate in extended field trips, students must have a 75% average or above in every class. Academic eligibility will be determined at the time students sign up for the trip. In addition to academic eligibility, students must meet the usual attendance standards. Students may not be absent more than 5 days in any quarter or more than 10 days for the school year at the time they sign up for the trip. (Doctor's and dentist's notes and days of absence due to funerals and court appearances will be accepted for excessive absences.)

Field Trips During the School Day: Any student participating in a school- sponsored field trip during the school day must carry a current average of 70% or above in every class and have been absent no more than 5 days in any quarter or 10 days for the year to be eligible for that field trip. (Doctor's notes will be accepted for extended absences.)

Retreat Leaders: Any student retreat leader (for school or for parishes) must carry a current average of 70% or above in every class at the time

of her assigned retreat and have been absent no more than 5 days in any quarter or 10 days for the year. (Doctor's notes will be accepted for extended absences.)

Extracurricular and Co-curricular Activities: A student participating in any extracurricular or co-curricular activity which requires considerable time after school (including, but not limited to athletic teams, drama groups, Mock Trial teams, Academic Teams, Science Olympiad Teams etc.) will follow these specifications for eligibility:

- 1) A student must be passing (70% or above) all classes in which she is enrolled at the time of the activity. Additionally, she must have no lower than a 2.0 cumulative average.
- 2) If a student is failing, her parents will be notified by the Assistant Principal, Athletic Director, or group's moderator. A failing student will be placed on probation for the activity for one week. If it is impossible for the student to achieve a passing grade due to the nature of the class, the probation may be extended to two weeks. If the student is still failing at the end of the probationary period, she will be ineligible for practice or participation until she is passing.
- 3) A participant may not have been absent more than 5 days in any quarter. (Doctor's notes will be accepted for extended absences.)

In order for a student to participate in an activity, including but not limited to dances, tryouts, rehearsals and games, students must be in school for the full day or session. A student may leave school to attend a doctor or dentist's appointment, a funeral, court or to take a driver's license test but must return to school. A note with the doctor or dentist's name and telephone number or other information that verifies the appointment should be submitted one day prior to the appointment.

ATTENDANCE

Attendance at school is critical for academic success. Consequently, students are required and expected to be in school every day. Parents/guardians are asked to be cooperative in this matter and avoid situations that will interfere with the regular attendance of their daughter. Every effort should be made to schedule appointments and plan vacations after school hours.

Reporting Procedures: If a student is absent from school, the following procedures are to be followed:

- 1) On the day of absence, a parent/guardian calls the school between 7:30 a.m. and 8:45 a.m. to report absence (681-1800). Voice mail is available 24 hours each day.
- 2) On the day the student returns to school, she brings to the attendance secretary a note of explanation signed by a parent/guardian or from the appropriate office, if applicable. This note should include:
 - a) the student's name and homeroom number;
 - b) the date(s) the student was absent;
 - c) the reason for the absence.

If a student forgets her note on the day she returns to school, she must still report to the attendance secretary. The student must bring the note the next day. **It is a state requirement that these notes be kept on file.**

- 3) When a note is presented, the attendance secretary gives the student an admit slip which is to be shown to each teacher, including the homeroom teacher, at the beginning of class.

Early Dismissal: Early dismissal is granted only for doctors' or dentists' appointments, driver's license tests, court appearances and funerals. When an early dismissal is necessary, the student must bring a note from a parent/guardian. This note must include:

- 1) the student's name and homeroom number;
- 2) the reason for the early dismissal;
- 3) the time and place of the appointment;
- 4) a phone number where a parent can be reached; and
- 5) the telephone number of the doctor's office.

Students who are absent from school for an hour and a half or longer receive a half-day absence. Parents are encouraged to schedule appointments after school hours.

Tardiness: STUDENTS WHO ARE NOT IN THEIR HOMEROOMS WHEN THE BELL RINGS AT 8:15 A.M. ARE CONSIDERED TARDY. Tardiness is excused only for doctor and dentist appointments, drivers license test, and a court appearance when an official office note is provided. Tardiness is also excused for funerals. Parent telephone calls or notes regarding tardiness for other reasons do not excuse students for being tardy. If a school bus is late, students are not considered tardy but must sign in at the attendance office. An announcement will be made to admit them.

Regardless of the reason for the tardiness, students must bring a note from a parent/guardian or the appropriate office, if applicable. If a

student does not bring a note on the day of the tardiness, she must bring the note on the next day. Students who are tardy must obtain a tardy slip from the attendance secretary who will give a conduct point if the tardy is not excused (see reasons above). The first conduct point given for tardiness for the year will be removed at the end of the quarter in which it is given. In addition to receiving a conduct point when tardy, on the fourth tardy and for each tardy thereafter, students will be given a detention. These detentions occur on Wednesdays. This detention is in addition to any detention that may be assigned due to an accumulation of conduct points.

If a student is late for a class, before going to the next class she is to obtain a note from the teacher who detained her. Otherwise she will be given a conduct point for tardiness.

Make-up Work: When a student is absent, it is her responsibility to contact individual teachers in order to make-up all tests, quizzes, and assignments. It is strongly recommended that students check Blackboard for assignments and materials that may have been missed. The student must assume total responsibility for all work missed. If a student is absent due to truancy or out-of-school suspension, no credit will be given for any missed work/test. All make-up work as well as any points awarded for make-up work will be given at the discretion of each individual teacher.

Excessive Absences: A student who is absent more than five days in any quarter and /or more than ten days in the school year, may be required to serve a Saturday detention for each day over the quarter/annual limit. Exceptions to this policy will be made only for medical statements from registered doctors or dentists, for funerals, court appearances, or approved tests. Saturday detentions will be scheduled by the Assistant Principal. (See Saturday Detentions under Student Discipline).

Extracurricular Participation: A student must be in school the entire day in order to participate in any extracurricular activity such as dances, practices, games, rehearsals, plays, or tryouts. Only doctor's or dentist's appointment, funeral, court appearance, or driver's license test are exceptions.

Absences Due To School Activities: If a student is participating in a school related or school initiated activity, she is not marked absent. She is responsible for all missed work.

College visits: Arrangements for college visits are to be made at least

one week in advance with the counselor. A form is signed by each teacher of the student making the request and final permission is granted by the Assistant Principal. The form is then sent to the attendance secretary. Official verification from the college visited, an admission representative's signature on official stationery, must be turned in to the student's counselor the day following the visit. Juniors are permitted to make college visits during the second semester, but before May 1st. Seniors may visit colleges throughout the year but before May 1st. Only half-day visitations will be granted for all post-secondary schools within the boundaries of I-275 and for Miami University, Northern Kentucky University, and Thomas More College.

College Representatives: In order to attend a meeting at McAuley with a college representative, a student must secure permission from the teacher of the class she will miss at least one day prior to the meeting.

Vacations: McAuley strongly discourages family vacations during the school year especially during final examinations. However, if a vacation during the school year is unavoidable, parents/guardians are to contact the Assistant Principal before the planned vacation. Teachers are not required to allow students to make up missed work or provide work early. Students who exceed the excessive absence policy (see above) because of vacation days will be assigned days of Saturday detention.

Extended Illness: In the case of an extended illness, the parents/guardians are asked to first check the student's Blackboard account for make-up work and missed assignments. Parents may also contact the Guidance Office to make arrangements to obtain work that is missed. (Doctor's notes will be accepted for extended absences.)

"Take Your Daughter To Work Day:" McAuley does not recognize this day. It is the position of the school that students interested in learning about a parent's workplace and career may do this during the summer months or on a day when school is not in session.

BEFORE AND AFTER SCHOOL HOURS

Students are to enter the building by using the doors leading to the student lounge. Once a student arrives at school she is not permitted to leave the building at any time without permission of an administrator.

Before School: Students are to be in the student lounge/cafeteria until

7:45 a.m. **Students may not congregate in halls.** At the 8:10 a.m. bell, each student must go to her own homeroom. Students not in their homerooms at 8:15 a.m. are tardy.

After School: After 4:15 p.m. no student is permitted anywhere in the building except in the student lounge unless the student is accompanied by a teacher, club moderator, or coach.

DEATHS AND FUNERALS

If there is a death in the family of a student, the family is requested to notify the school, even during the summer months. On the death of a member of the immediate family of a McAuley student, other students are permitted to attend the funeral. Each student must have a note from a parent/guardian to attend the funeral. At the latest, this note is to be given to the attendance secretary before homeroom on the day of the funeral. Depending on the time of the funeral, students should report to school at the usual time. Students are encouraged to wear the school uniform and to return to school promptly after the funeral service.

DISPENSING OF MEDICATION

Whenever possible, medication required by a student should be scheduled before or after school hours. However, students at McAuley are permitted to carry and properly administer, to themselves, their own prescriptions and over-the-counter medication. If a parent prefers medication be given by the school nurse, a permission form must be obtained from the school, completed and signed by both the student's parent and physician. McAuley High School assumes no responsibility for any consequences of self-administration or non-administration of any medication or for the dispensing of medication from one student to another.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically and are conducted in silence. When the fire alarm is sounded for a fire drill, students walk quickly and leave the building by the exit designated on the red sign in each classroom. The classroom door and windows should be closed.

When the tornado alarm (a tone sounded over the PA system) is sounded students should walk quickly to the place designated on the blue

laminated sign posted in each classroom. If time permits, students are to assist the teacher in opening the windows and securely fastening the opened door.

For both fire and tornado drills, students are to remain in the designated area until an administrator signals them to return to the classroom.

If a tornado warning is received near the end of the school day, students will remain at school. Parents/guardians are requested not to come for students when such a warning is issued.

FOOD AND DRINKS

Food or drink may be consumed only in the cafeteria. Employee sponsored events would be the only exception. There is to be no chewing of gum in the school at any time.

HOMEROOM PERIOD

Homeroom period is used for homeroom business. No student is to leave the homeroom without a pass. Students may not leave homeroom during announcements.

ILLNESS AT SCHOOL

If a student becomes too ill to remain at school, she is to report to class and get permission to visit the nurse. In the nurse's absence, she may visit the Attendance Secretary or Business Office. Ill students should not contact parents/guardians without a school official. A student will not be dismissed until one of her parents/guardians or a designated contact is notified by a school official and assumes full responsibility. When the student returns to school, she is to bring a note signed by a parent/guardian to account for her absence and give it to the Attendance Secretary.

RESPONSIBLE USE OF TECHNOLOGY POLICY

CATHOLIC SCHOOLS OFFICE, ARCHDIOCESE OF CINCINNATI

Introduction:

Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement and personal growth.

www.valuesforalifetime.com

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..." *Aetatis Novae*, #2, #3; Rome, 1992.

Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives (2004-2007 Technology Plan of the Catholic School Office, Archdiocese of Cincinnati).

General Information for Users of Technology:

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project was funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the school are **strictly limited to educational purposes**.

Agreement Form

In order to assure proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the **Responsible Use of Technology Policy - User Agreement Form** and the Handbook Acknowledgement form on the last page of this book. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology as stated in this policy.

Policy

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes.

Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools in the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy. *The term student applies to any individual enrolled in the school regardless of age.

School Responsibility: The school shall provide access to technological resources, including the Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

User Responsibility: The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another persons' account are strictly forbidden. The user agrees to not bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly forbidden.

Disciplinary Action: The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or Archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

MCAULEY HIGH SCHOOL INTERNET POLICY

Acceptable Use: Internet/computer usage must be in support of education and academic research, and consistent with the educational objectives of McAuley High School and the Archdiocese of Cincinnati. Use of network's or computing resources of other organizations must comply with their rules.

Privileges: The Internet Coordinator, Librarian, and/or course instructors as representatives of McAuley High School are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time.

Monitoring: McAuley High School reserves the right to review any material in a user's file.

Security: No user should ever use another person's account, even with that person's permission. Contact the Coordinator for help in gaining access to resources through your own account. Any user who identifies a security problem must notify the Coordinator, Librarian, or course instructor. The user may not attempt to correct the problem.

No Warranties: On a global network such as the Internet, it is impossible to confine student access only to appropriate materials. Certain Internet sites contain material that is unacceptable. Although the Internet provider has a firewall, a persistent user may discover such material. The student is responsible to inform the Coordinator, Librarian or course instructor so that the problem can be corrected.

If an Internet resource is of a questionable nature, the responsibility rests with the student to check with the Coordinator, Librarian, or course instructor to determine if the student should access the resource.

McAuley High School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

Miscellaneous Internet/Library and Computer Lab Guidelines:

- Sign in with Librarian/assistant for computer assignment.
- Students must remain at assigned computer. If others are waiting, limit use to 15 minutes.
- **Students may not use any form of electronic communication or computer game for non-educational purposes or participate in “chat rooms”**
- Information transmitted over the Internet, including e-mail, is not private. Systems operators have access to all mail and other files. Messages relating to or in support of illegal activities may be reported to the authorities.
- Any type of vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data belonging to another user, the Internet, or any of the agencies or other networks that are connected to the Internet. This includes the creation, uploading or downloading of computer viruses.
- Students may not turn computers on or off.
- Students may not download or upload programs.
- Students are not allowed to save to the hard drive. Students should save to their own home directory on the McAuley server.
- Students are never to reveal personal addresses or telephone numbers over the Internet.

E-mail Accounts: Students may access only their official McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes only.**

Agreement Form: The Internet/Computer User Agreement Form governs the user's access of the Internet resources with a school account, school-sponsored account, or adult personal account accessed with school equipment; and/or on school premises. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet access and computer lab use as stated in this Internet/Computer Acceptable Use Policy and will not hold the McAuley High School, its personnel and/or the Archdiocese of Cincinnati or any personnel liable in the event of a breach of this policy by the user.

Consequences of Inappropriate Use: If a student uses or attempts to use another user's account, uses a McAuley e-mail account for non-educational purposes, or does not follow McAuley High School's Internet/Library and Computer Lab Guidelines, she will receive 5 conduct points for a first-time infraction. For a second infraction, the student will receive an additional 10 conduct points and loss of computer use privileges for 30 days. For a third infraction, the student will receive an additional 10 conduct points and the loss of computer use privileges for 365 days. McAuley High School reserves the right to alter these rights and consequences at any time.

Tablet PC Policies and Procedures (for Class of 2012)

School day is defined as 8:15 am - 3:00 pm

Property of McAuley

- The tablet PC is the property of McAuley High School but each student is responsible for its use and basic care.
- McAuley High School reserves the right to return the tablet to its original software image state whenever we feel it is appropriate.
- If the addition of personal software or files impedes the performance of the tablet, McAuley High School reserves the right to return the tablet to its original software image state.
- Students are responsible for backing up all academic files to the network at McAuley High School. Personal files should be backed up using an alternative method, such as a USB flash drive.
- McAuley High School is not responsible for any alterations, electronic or otherwise, that are made to the tablet.
- McAuley High School is not responsible for maintaining or providing technical assistance for any applications not part of the standard McAuley software image or any hardware other than the tablet itself.

Unauthorized use of school computer systems (Responsible Use)

- Students may not violate copyright laws.
- Unauthorized duplication, installation, alteration, or destruction of data, programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other material, including material protected by copyright, may not be transmitted or disclosed.
- All file sharing software (such as LimeWire) is prohibited.
- **Students may not access inappropriate material on the Internet.** Parent(s)/guardian(s) are responsible for monitoring tablet PC use after school hours.
- Students may not use translation software or copy on-line translations.

Security

- Students are responsible for their tablets at all times.

- Tablets must be in a student's possession or secured in a locked space at all times.
- Tablets may not be left unattended; tablets found unattended will be turned in to an administrator.

Privacy and Safety

- Students must secure and maintain private passwords for network and e-mail use as well as tablet access. Passwords should never be shared with others.
- Students may not give out any personal information regarding themselves or others utilizing this tablet.

Email

- Students may access only their official McAuley e-mail accounts at school. These accounts are intended to provide an additional vehicle through which students and teachers can communicate about classroom concepts and are to be used **for educational purposes only**.
- McAuley email accounts are the property of McAuley High School. The McAuley technology department can read any e-mail sent by a student.
- Students may not access and/or use non-McAuley email providers (hotmail, yahoo, gmail, etc.) on their tablets at McAuley.
- E-mail during class is prohibited unless authorized by faculty or administration.
- E-mail etiquette should always be observed.

Cyberbullying

- **Using electronic means to communicate abusive or harassing messages is strictly prohibited.**

Using electronic means to facilitate cheating

- Students may not use email, the McAuley network, instant messaging, or any other electronic means to communicate during quizzes, tests or exams or to facilitate other cheating.

Loaner tablets

- Loaner tablets will only be available for tablets needing repair.
- Loaner tablets **will not** be available for students that forget to bring their tablet to school. Students are responsible for all class work missed and may receive a zero for all work not completed because of a forgotten tablet.

Loaner batteries for uncharged tablets

- It is the responsibility of the student to bring the tablet to school fully charged each day.
- Loaner batteries **will not** be available for uncharged tablets.
- Students are responsible for bringing their power cords with them to school each day.

- If the tablet is not charged upon arrival to class, students are responsible for all class work missed and may receive a zero for all work not completed due to an uncharged tablet.

Loaning/borrowing another student's tablet

- Students may not loan or borrow another student's tablet or battery.
- Students may not trespass in another person's folders, work or files by using her password and login.

Screensavers/backgrounds/wallpaper

- Only screensavers provided in the display properties of Windows are permitted.
- No inappropriate backgrounds may be displayed on your tablet.

Tablet bag/case

- The tablet must always be carried in the case supplied by McAuley High School.

Markings on tablets or cases

- No permanent markings or stickers may be put on the tablets or cases.
- Any McAuley identification on the tablet or case may not be removed.

Games/ movies/ instant messaging/ Internet shopping

- Students may not play games, watch movies or television shows, instant message, or shop on the internet during the school day.

Care of equipment

- All tablet equipment should be used in a proper manner. If the tablet is in need of repair, the student should notify the technology department immediately.

Printing

- Printers are available for student use in the library.
- Black and white printouts: 5 cents/ color printouts: 10 cents.

Consequences

- A first offense warrants 5 conduct points. Any additional offenses warrant 10 conduct points.
- Situations will be handled individually by the administration. Severe infractions of this agreement could lead to suspension and/or expulsion.

Revision of Rules

- **Policies and procedures may be revised by the administration at any time. The most updated version of the policies and procedures can be found on McAuley's website**

www.mcauleyhs.net/tabletprogram).

Tablet PC Financial Agreement (for Class of 2012)

Cost

- The cost of the tablet PC is \$600 per year and will be added to tuition.
- McAuley High School maintains ownership of the tablet PC until it

is purchased for \$1 upon student's graduation. All fees and tuition must be current.

Warranty & Repair

- Four year ThinkPad Protection/Accidental Damage Protection covers damages incurred through normal usage. Second plus occurrence will result in a fee as listed if negligence is the cause.
 - LCD screen replacement: \$150
 - LCD front casing: \$15
 - LCD rear casing: \$25
 - Palm rest casing: \$25
 - Bottom casing: \$20
 - Keyboard replacement: \$20
- Fees will be charged to student's account.

Lost or Stolen Accessories

- Lost or stolen tablet accessories are the responsibility of the student and will be subject but not limited to the following fees:
 - AC power adapter: \$38
 - Battery: \$121
 - Carrying case: \$37
 - Stylus: \$28
- Fees will be charged to student's account.

Loss or Theft

- Parent(s)/guardian(s) are responsible for reimbursing McAuley High School for the entire replacement cost of a stolen or lost tablet PC.
- It is strongly recommended that parent(s)/guardian(s) obtain a rider on their homeowner's/renter's insurance policy to cover loss or theft of the tablet PC.

Reimaging

- It is required that all tablet PC's be returned to the technology department for software reimaging by McAuley High School during the summer. Specific dates will be announced.
- Student accounts must be current for tablets to be reimaged.

Non-Returning Students

- Students that do not return to McAuley High School, prior to

completion of their senior year, have the option of purchasing their tablet PC or returning it to McAuley High School. A prorated fee will be assessed.

LOCKERS

Each student is assigned to a locker for books, coat, and other personal property. Stopping at your locker is not an excuse for being tardy to class. Students are responsible for the contents of the locker. Lockers are to be kept neat and clean. Any locker decorations are to be in good taste. For special events, the outside of the locker may be decorated for two days. **Decorations are to be put on the locker using only masking tape. No stickers, dry erase markers or other adhesives are to be used. Lockers are to be kept locked at all times.** The only locks which may be used are those distributed by McAuley High School. Replacement locks can be purchased from the Business Office. The school assumes no responsibility for the loss of money or other property. Students are discouraged from bringing valuables with them to school. If this is necessary, students should check the valuables in the Business Office. Since lockers are the property of the school, they may be inspected by the school administration at any time.

PREGNANCY

McAuley High School recognizes the importance of promoting Christian values regarding sexuality and the sacredness of marriage and, in light of Catholic Church teaching, that sexual expression is appropriate only within the context of marriage. The school community further recognizes the sanctity of each human life. The following policy is based on these values.

If a student is known to be pregnant, she will be encouraged to continue her total education and involvement at McAuley High School under the following conditions:

- 1) The student and her parent(s) or guardian will meet with the principal to discuss how McAuley will be supportive during the pregnancy and afterward. A member of the Guidance Department and/or a faculty member may be invited to the meeting at the discretion of the student, the parents, or the principal.
- 2) The student and her parent(s) or guardian will have consultation(s)

- with a pregnancy counselor from Catholic Social Services.
- 3) The student will submit a doctor's statement verifying that she is receiving pre-natal care.
 - 4) No student who is pregnant will be permitted to participate in physical education or any school sponsored athletic activity.

REVISION OF RULES

Policies, practices and procedures whether or not identified in the Handbook may be revised or discontinued by the administration at any time.

SCHOOL PARKING

Limited student parking places are available for a fee of \$100 per permit per year. An annual drawing is held to assign student parking places. To be entered into the drawing for available spaces for the next school year, a student must submit a Parking Permit Application during the fourth quarter. Deadlines for applying will be announced. Only current juniors may enter in the first drawing. (A second drawing for current sophomores will be held if parking places are available.) Spaces will be assigned numerically in the order in which they are drawn. Students whose names are drawn will be notified and they will have one week to pay the fee or another ticket will be drawn. Permits will be issued at the beginning of the school year. Requests for particular spaces cannot be honored and students may not trade or transfer parking places. Students may carpool and share a permit, however, **resale of parking permits is strictly prohibited**. A parking permit is valid only on school days during regular school hours.

A student parked in a space not assigned to her will be issued a warning citation. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students may not park in the circle in the front of the building. If a student is discovered to have parked in the circle, a warning citation will be issued. Subsequent violations will result in the vehicle being towed at the owner's expense and other disciplinary consequences. Students are encouraged to car pool in order to make the best possible use of the limited parking. Off-campus parking is available in front and behind the school on public streets.

Any vehicle driven to school may be searched by the school

administrators at any time, including during extra-curricular activities.

SCHOOL PROPERTY

Students are to respect all school property. Any student who deliberately destroys or defaces school property is expected to make restitution for the damage and is subject to disciplinary action.

SCHOOL PROPERTY - OTHER INSTITUTIONS

Students are to respect all school property, including that of other area schools. Students are not welcome at other schools when they otherwise do not have a legitimate reason for being there. Any student who deliberately destroys or defaces another school's property, or any private property located on that school's grounds, specifically cars, is expected to make restitution for the damage and is subject to disciplinary action.

SENIOR PRIVILEGES

Senior privileges are earned as a result of developing responsibility and maturity. During the month of May a list of possible senior privileges will be compiled by the junior class for their senior year and submitted for faculty input and committee approval. This approved list of senior privileges will be voted on by the junior class for the senior year. A final list of **no more than 10 privileges** will be awarded to this class based on the results of the vote. Privileges, by definition, require maintenance by the members of the senior class and the McAuley Administration reserves the right to revoke them as circumstances warrant.

SNOW EMERGENCY

Announcements concerning cancellations of classes because of weather conditions will be made on the radio. Students are to listen for these announcements and NOT call the school. McAuley follows the NORTHWEST SCHOOL DISTRICT announcements. Northwest's Plan A means there will be a sixty-minute delay with limited transportation. Northwest's Plan B means a sixty-minute delay with full transportation. Northwest's Plan C means limited transportation with regular starting

time. The Northwest School District frequently calls a two-hour delay.

STUDY HALLS

Study halls afford students an opportunity to complete assignments or prepare for classes. Students are expected to be in their seats at the beginning of the period and have materials ready for work. In general, talking and studying together are not permitted. Exceptions may be granted by study hall proctors for good reasons.

SENIOR STUDY HALLS

Seniors are granted the privilege of open study halls during their study hall periods. While these are not quiet study halls, courtesy for nearby classrooms and those wishing to study must be maintained. Appropriate behavior is expected at all times. Card playing is prohibited at all times during the school day.

A failing grade for the quarter in any course will result in the loss of open study hall for the following quarter. Any one of the following violations of school rules will result in the loss of open study halls for the following quarter:

- 1) More than 10 absences during the school year (Notes from physicians and dentists will be accepted for extended absences.)
- 2) More than 14 conduct points during the school year
- 3) More than 5 incidents of tardiness to school during the school year.

Students with these violations will be placed on probation for the remainder of the school year. If they are able to avoid fewer than two absences, conduct points, or tardies, they will regain the privilege of open study hall. Upon the receipt of the second absence, conduct point, or tardy while on probation, these students will return to closed study hall for the remainder of the school year.

Note: In addition to the loss of open study halls for the above violations, seniors will be assigned detention as usual.

TELEPHONES

When necessary, students may ask for permission to use the telephone in the Guidance Office. Phone calls are limited to before school, after school and during the lunch periods. Emergency calls are to be made from the Office of the Assistant Principal.

Cellular Phones and Pagers: Students may not use cellular phones or pagers in the building between the hours of 7:30 am and 3:00 pm. **All cellular phones and pagers must be in the off position while school is in session.** Conduct points will be given for violations. Cellular phones/pagers will be taken away and returned only to a parent by an administrator.

TEXTBOOKS

Each student is responsible for her own textbooks. Books are to be properly covered at all times. A student must pay for a lost textbook before it is replaced. Fines will be assessed for damaged books at the end of the school year.

UNIFORMS/DRESS CODE

McAuley's uniform/dress code is intended to stress safety, neatness, self-respect and professionalism. The regulation uniform is to be worn every day school is in session unless an out-of-uniform day is announced. On **Fridays** each school week T-shirts and/or sweatshirts that have McAuley written on them and were purchased from McAuley may be worn with the uniform skirt and shoes. On announced spirit days (8/28, 9/26, 10/31, 11/21, 12/19, 1/30, 2/27, 3/27, 4/24, 5/29) T-shirts and/or sweatshirts that have McAuley written on them and were purchased from McAuley may be worn with khakis, blue jeans, or warm-up pants.

The uniform consists of:

- 1) the uniform skirt - no shorter than fingertip length to be worn buttoned and zipped at all times;
- 2) For the classes of 2009 and 2010 a white uniform blouse or white oxford cloth blouse with a buttoned down pointed collar, a white crested uniform polo, or a **plain** white polo with no logo - uniform blouses or polo shirts **must be tucked in** at all times.
- 3) **For the classes of 2011 and 2012, a white or banana polo shirt or**

a white banded bottom uniform shirt (both purchased from Schoolbelles) must be worn and may be worn untucked. While required for the Classes of 2011 and 2012, these uniform shirts are optional for the Classes of 2009 and 2010;

- 4) Any flat, rubber-soled shoe with an enclosed toe and back – sandals, flip flops, and clogs are not permitted;
- 5) **plain** navy, black, gray or white socks or footed leotards

Optional uniform items include:

- 1) **plain** white turtleneck or **plain** white T-shirt under the blouse or polo;
- 2) green uniform sweater, class sweater, gray McAuley crest sweatshirt or school "M" sweatshirt;
- 3) uniform navy walking shorts, purchased from Schoolbelles;
- 4) Plain navy blue, black, white, or gray leggings

Additional uniform regulations include:

- 1) hair color must be a naturally occurring color; length and style must be non-disruptive to the educational process.
- 2) rings, studs, fillers etc., may only be worn in the ears. Band-aids may not be worn to cover piercings.
- 3) tattoos may not be visible. Band-aids may not be used to cover tattoos.
- 4) hats, ties and other accessories are not permitted at any time.
- 5) shorts worn under the uniform skirt must not be visible.

Out of uniform attire:

On out of uniform days students must wear clothing which is appropriate, modest and in good taste. Clothing that refers to drugs, alcohol, sex or profanity in written or visual form is never acceptable. Shorts and non-spiritwear pajama pants may not be worn unless special permission is given by the school administration. **Sandals and flip flops are not permitted.**

VISITORS

All visitors to McAuley must report to the Business Office. No student visitors from other schools are to be invited to school as guests unless arrangements have been made in advance with the Development Director or the Assistant Principal. Arrangements for visits by grade school students are made with the Development Director and

arrangements for visits by high school age students are made with the Assistant Principal. Student visitors must have a note from the principal of their school and from their parent/guardian giving them permission to visit McAuley. The deadline for student visits is April 1.

WHOM TO CONSULT

Following is a list of who to consult first when confronted with a question or problem:

Absentee notes	Attendance Secretary
Adult guest pass	Principal
Auditorium use	Business Manager
(public use or use outside class time)	
Cafeteria use (after school)	Business Manager
Change in address or phone	Guidance Secretary
Class ring adjustments	Assistant Principal
Conduct	Assistant Principal
Dance plans	Class Moderator(s)
Driver education forms	Business Office
Grade school student guest pass	Development Director
High school student guest pass	Assistant Principal
Lockers	Assistant Principal
Lost and found	Attendance Secretary
Microphone use	Media Aide
Prolonged illness or absence	Counselor
Registration or withdrawal	Counselor
Scheduling	Counselor or Assistant Principal
Student lobby display board use	Assistant Principal
Student workers	Business Manager
Tardy slips	Attendance Secretary
Tuition payments	Business Office
Work permits	Attendance Secretary

WITHDRAWAL FROM SCHOOL

Notification of withdrawal from McAuley should be made by the parents/guardian to the principal or counselor. A release form is to be obtained from the guidance counselor and signed by the parent/guardian. The student withdrawing returns her textbooks to the office and pays

tuition and other fees. A transcript of credits is not released until these procedures have been completed. Withdrawal of a student will not relieve parents of the obligation to pay tuition.

WITHHOLDING OF TRANSCRIPTS OR STUDENT SCHEDULES

Transcripts or student schedules for the following school year will be withheld for the following reasons:

- outstanding tuition or fees
- outstanding library fines
- outstanding book fees / textbooks not returned
- outstanding retreat fees
- service requirement not met
- failure to complete academic requirements
- junior job shadowing requirements not met
- detention hours not completed
- athletic uniform not returned

The administration reserves the right to withhold any student transcript or schedule for reasons not listed above as circumstances may warrant.

STUDENT PROGRESS

If at any time there are concerns about a student's progress, parents/guardians are encouraged to contact the school. Messages will be forwarded to the teacher who will return the call. Voice mail is available 24 hours each day. Parents/guardians may also e-mail teachers. E-mail is available 24 hours each day and e-mail addresses are available on the McAuley website.

ADDING OR DROPPING A CLASS

A student may add a class to her schedule only where there is a study hall in her schedule. This cannot necessitate a major schedule change and must be done within the first week of classes.

If a student wishes to drop a class, she must discuss this with her counselor and have written permission from a parent. Each student must take a minimum of six courses each semester of each year. The fee for dropping a class is \$100.00 and must accompany the parent permission. The counselor will not process the schedule change (dropping a class) without the \$100.00 fee and parent permission in writing. A student may

not change her schedule after the fifth day of class.

Students who have been granted withdrawal from a class will be given a “W” (Withdrawal) for the quarter. This “W” will appear on the report card and the transcript. Students are limited to one schedule change per semester.

CLASS RANKING

Two class ranking methods are carried on the transcripts. One is based on a weighting system in which points are computed on the basis of the level of the subject and the grade received. The other is based strictly on the scholastic average.

CONFERENCES

Parent-teacher conferences are held in November. In addition to regularly scheduled conferences, parents/guardians may request a conference with a teacher at any time throughout the year.

EXAMINATIONS

Examinations are held at the end of the first and second semesters. A first semester after-school make-up examination schedule will be published for students who miss due to illness or an emergency. End of the year make-up examinations will be scheduled through the Guidance Department. **Make-up examinations must be taken after the scheduled exam date.**

Students who have maintained a 90% average in a course may, with the consent of the subject teacher, be exempt from the second semester examination. There are no exemptions from one semester or ½ credit courses.

GRADING SCALE

The following grading scale is used at McAuley:

A - 93 to 100

B - 85 to 92

C - 78 to 84

D - 70 to 77

F - below 70

HONOR ROLL

McAuley has two honor rolls -- first honors and second honors. To earn first honors, a student must have a 93% average with no grade below 80%. To earn second honors, a student must have an 88% average with no grade below 80%. Averages for the honor roll are based on quarter grades only. The Honor Roll will be printed two weeks after the quarter ends. Students must also be in compliance with the following standards:

- 1) A conduct grade of 90% or above;
- 2) No more than 5 absences per quarter or 10 absences per year;
- 3) All missing work should be made up within two weeks after the quarter ends. (A student who has an incomplete cannot be on the Honor Roll.)

STRONG EFFORT HONOR ROLL

Students are placed on the Strong Effort Honor Roll in recognition of their willingness to take on significant academic challenges, and who, through exemplary effort, demonstrate a high level of success relative to their ability. The following criteria will be used:

- 1) A comment of "Great Effort" is given in two different courses;
- 2) A conduct grade of 90% or above;
- 3) No more than 5 absences per quarter or 10 absences per year;
- 4) All missing work should be made up within two weeks after the quarter ends. (A student who has an incomplete cannot be on the Strong Effort Honor Roll.)

Note: Students may only be on one honor roll for any one quarter.

MAKE-UP TESTS AND ASSIGNMENTS

When a student is absent, she is expected to make-up all the work missed including tests, quizzes, and assignments within a time designated by the teacher. It is the student's responsibility to contact the teacher. The student assumes total responsibility for the work missed. It is at the discretion of the teacher, however, to decide if make-up work is to be given and how it will be scored. An incomplete on the report card should be made up within two weeks of the beginning of the next quarter.

ONLINE STUDENT GRADES

Current quarter averages can be checked online. Averages will be updated each week on Tuesdays **after 4 pm** and will be available from the 3rd week of the quarter through the second to last week of the quarter. Once grades are posted for the week on Tuesday, they **will not be updated again until the following Tuesday**. Official end of the quarter grades will be printed on report cards only and **will not** be available online. If you have any questions or concerns regarding a particular average, please do not hesitate to contact the teacher with those questions. If you have any technical questions, contact Kevin Stachowski at 681-1800 ext. 2258 or StachowskiK@mcauleyhs.net.

PROGRESS REPORTS

McAuley High School no longer issues printed progress reports to students. Since parents can access student grades online, these reports have become obsolete. Parents are encouraged to contact teachers at any time with questions concerning their daughter's academic progress.

DEFICIENCY REPORTS

If a student is failing or close to failing during the last three weeks of each quarter a deficiency report will be mailed home. A conference with the teacher is advisable whenever a teacher, student or parent feels there is a need. Deficiency reports may also be sent for unsatisfactory work.

REPORT CARDS

Report cards are issued quarterly and are distributed to the students during the lunch periods at school except for the fourth quarter report card which is mailed. Report Cards will be issued on the following dates:

- First Quarter – October 24
- Second Quarter – January 13
- Third Quarter – March 17
- Fourth Quarter – Mailed Home

A student will not receive a report card for the following reasons:

- 1) overdue library books or outstanding library fines;
- 2) semester books not returned or book fees not paid;

3) any other outstanding fee or unpaid tuition to date.

STUDENT DISCIPLINE

Students of McAuley High School are expected to conduct themselves in a manner that is in compliance with the mission of the school at all times. This includes when they are in the community as well as when they are at school. McAuley High School has developed a discipline system which has the dual purpose of maintaining an exemplary academic atmosphere and insuring that the rights of others are respected.

CONDUCT POINTS

Conduct points are used as part of McAuley's discipline system. The conduct grade for each quarter is calculated by multiplying the number of conduct points by two and subtracting that product from 100. Conduct points are given in relation to the offense. Following are guidelines for issuing conduct points, however, teachers have discretion to assign more/fewer points depending on circumstances:

10 Points

Truancy	(Points will be given for all or part of the day. Point deductions are in addition to making up the time on Saturdays. A second violation will result in suspension.)
Cheating	(Teachers may also deal with this problem academically.)
Forgery	(Forgery includes falsifying either a parent/guardian's or teacher's signature.)
Abusive Behavior	(Physical or verbal abuse toward another student or teacher.)
Damage to Property	(Willful damaging of property will result in point deductions plus making restitution. Incidents of vandalism will be cause for suspension or expulsion.)
Smoking	(Smoking or possession of tobacco is included.)
Misuse of Computers	(Any inappropriate use of school computers is included.) A first offense warrants 5 conduct points. Any additional offenses warrant 10 conduct points and loss of privileges.

4 Points

Body Piercings other than the ears
Tattoos
Possession of cellular phones and/or pagers
Not using the assigned locker
Unexcused absence from any class or study period
Disrespect
Food fights
Leaving the building without permission
Use of profane or obscene language

3 Points

Boisterousness
Deception
Disobedience
Disruption of class - any disturbance which interrupts the educational process and distracts the teacher or other students.
Inappropriate behavior
Misusing a pass

2 Points

Being in the halls during classes without a pass
Going to lockers during class time without a pass
Using the telephone without permission
Chewing gum
Eating or drinking anywhere in the building except in the cafeteria
Leaving lockers unlocked or lock combination set
Possession of any electrical entertainment device in the school building
Rolling the uniform skirt
Removing threads from the uniform skirt
Writing and/or painting on the uniform skirt and/or blouse or body parts
Riding the elevator without permission

1 Point

No homework
Not bringing books to class
Not in assigned seats in any classroom or study hall

- Unexcused tardiness for any class
- Disorder in the cafeteria
- Infractions of the uniform code (1 point each)
- Untidy uniform
- Sweaters and/or sweatshirts tied around the waist
- Not bringing an absence note by the second day after returning to school (1 point per day)
- Personal grooming during class or study period
- Talking in class or study period
- Uncovered textbooks (paperbacks and workbooks included)
- Writing personal notes during class or study period

DISCIPLINARY CONSEQUENCES

Students who violate school rules are subject to disciplinary consequences including detention, suspension, and dismissal from McAuley High School. Conduct points accumulate on a quarterly basis and result in the following consequences:

Points	Consequences
5 points	Student reports to detention on the following Thursday
9 points	Student reports to detention on each of the remaining Thursdays in the quarter.
14 points	Student has a conference with the Assistant Principal.
19 points	Student is suspended until the parent/guardian has a conference with the Assistant Principal.

DETENTION

When a student receives a detention, the parents of the student will be notified by mail. If a student accumulates 9 or more points and is assigned quarterly detention, one notice will be sent to the parents notifying them of the detentions for the remainder of the quarter.

If a student fails to report to detention for any reason other than absence from school, the student must serve detention on the following Monday and Tuesday. Parents/guardian will be notified. Failure to make up detention on the two specified dates will result in a Saturday detention. Saturday detentions will be scheduled as needed and at the convenience of the school. Failure to report to Saturday detention is cause for suspension.

POLICY AGAINST HARASSMENT, INTIMIDATION & BULLYING

McAuley High School is committed to maintaining an environment in which every individual can work, study, and coexist without being harassed, intimidated or bullied.

Harassment, intimidation or bullying means any offense or unsolicited gesture or written, verbal or physical act that is reasonably perceived as being motivated by:

1. any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or gender identity and expression;
2. a mental, physical or sensory handicap; or
3. any other distinguishing characteristic.

Harassment, intimidation or bullying may include, but is not limited to: verbal jokes, innuendo, propositions, threats, non-verbal gestures, touching, assault, or the display of pictures or other visual material.

It is everyone's responsibility to maintain a harassment-free educational atmosphere. This includes freedom from intimidation and bullying, not only by fellow students, but also by other persons whom students encounter at McAuley High School. This policy applies equally to students whether they are on or off campus. Students who have experienced, witnessed or been made aware of any harassment, intimidation and/or bullying must report such conduct to a member of the Administration.

If an investigation confirms the allegations, prompt and appropriate disciplinary action will be taken at the discretion of McAuley High School, and may include, but is not limited to, suspension, expulsion and/or involvement of law enforcement authorities.

PROBATION SUSPENSION DISMISSAL

Any student who must report to detention for five weeks in each of three quarters in a year will be notified of being on probation. Though conduct slips/points are the ordinary system of discipline, a student may be placed on probation at the discretion of the administration.

A serious infraction of the rules or conduct endangering the rights and welfare of any member of the school community will result in suspension or dismissal from McAuley High School. Behavior that is

subject to immediate suspension or dismissal includes, but is not limited to the following items:

- 1) Possession or use of alcoholic beverages, drugs (including counterfeit and/or look alike substances) will not be tolerated. Students will be immediately suspended or expelled for possession, use or dissemination of illegal drugs or substances or alcoholic beverages on school property or during school sponsored activities.
- 2) Stealing will not be tolerated. Students will be suspended or expelled as the result of any theft that occurs on school property or during a school sponsored activity.
- 3) Possession or use of weapons will not be tolerated. Students will be immediately suspended or expelled for possession or use of weapons while on school property or during school sponsored activities. Possession of weapons on school property is a felony and to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by or to any actively held under the auspices of McAuley will not be tolerated. The federal Gun-Free Schools Act states that a student should be expelled for bringing a weapon to school. The act defines weapon as guns, bombs, grenades, rockets and missiles. Knives can also be included in this category.
- 4) Threats, intimidation, harassment, and hazing of school personnel or other students will not be tolerated. Students will be subject to suspension or expulsion.
- 5) Fighting will not be tolerated. Students will be suspended or expelled at the discretion of the administration.
Any student who is suspended for the third time during her four years at McAuley is subject to dismissal.

DUE PROCESS

A student is entitled to procedural due process in discipline proceedings involving suspension or expulsion from McAuley High School. The two essential requirements of due process are:

- 1) Notice of Intent - Prior to being suspended or expelled, a student will receive a reason for the intended suspension or expulsion
- 2) Hearing - A student will be given an opportunity to meet with the principal or designee to state her reason(s) why she should not be suspended or expelled from school.

SATURDAY DETENTION

Saturday detentions are scheduled, as needed, from 8:00 a.m. to 12:00 noon. Students assigned to Saturday detention are supervised by a McAuley employee. Students in attendance perform various types of service for the school. Students are notified by the Assistant Principal. Parents are notified of Saturday detentions by letter. Failure to report to Saturday detention is cause for suspension.

POLICY REGARDING SUBSTANCE USE

Students at McAuley High School are required to comply with civil laws governing the use of alcohol and/or drugs while on campus or during school sponsored activities at McAuley High School and at other schools as well. Students may not possess, use, sell, provide or otherwise transfer, show signs of consumption, and/or be under the influence of any drug which is prohibited by law. This includes, but is not limited to, alcohol and other intoxicants, intoxicating inhalants, medication not properly used as prescribed, illegal drugs, controlled substances or any substance which is represented as such (counterfeit substances), as well as drug paraphernalia.

The following consequences will be imposed for violation of this policy:

Suspension

School suspension with parent consultation, possible recommendation for a professional alcohol/drug assessment*, and possible notification of local law, enforcement authorities will be imposed for:

- 1) Students who use or are under the influence of alcohol or other substances on school property or at school sponsored activities.
- 2) Students found to be in possession of alcohol or other substances at school or school sponsored activities.

** If a professional alcohol/drug assessment is advised, the student must follow through with the assessment and any treatment/therapy that is recommended as a result of the assessment before she can be readmitted.*

Expulsion

Expulsion from McAuley High School and possible notification of civil authorities will be imposed for:

- 1) Students who provide, sell, or otherwise transfer alcohol or controlled substances (real or counterfeit) on school property or

- during school sponsored activities;
- 2) Students who have previously been suspended for alcohol/drug violations and are again found to be in violation of the school alcohol/drug policy.

Other Disciplinary Actions

- 1) Students who are in the presence of others who are in violation of the McAuley High School policy regarding substance use will also incur disciplinary consequences as determined by the principal in consultation with the McAuley Intervention Team with due consideration for the student and other relevant factors.
- 2) Guests of McAuley High School must comply with the school substance use policy. McAuley students are responsible for informing their guests of the policy and consequences.
 - a) Guests of McAuley High School, who attend another area high school, and who violate drug or alcohol policies will be dismissed to a parent or guardian. The guest's school administrator will be notified.
 - b) Guests of McAuley High School, who do not attend an area high school, and who violate drug or alcohol policies will be asked to leave the premises. The McAuley High School student's parents/guardians will be notified.
 - c) Civil authorities may be notified and legal action taken.
- 3) Students should remember that at all times they are responsible for the good name of McAuley High School. Off campus behavior detrimental to the reputation of the school is subject to disciplinary action as determined by the Intervention Team.

**The Intervention Team is comprised of administrators, the student's guidance counselor, a teacher, and a member of Core Team.*

CO-CURRICULAR/EXTRACURRICULAR POLICY

Students of McAuley High School, who represent the school in leadership, athletic, performance, or competition roles (co-curricular activities) are expected to be exemplary role models and, therefore, are held to additional accountability during the period in which they are actively participating. All such participants will be subject to consequences for possession, use, dissemination, or being under the influence of alcohol or other substances prohibited by law either on or off school property, during school hours or out of school hours. In addition to the consequences for the general school population, the following consequences shall be indicated:

First Violation

Immediate loss of participation and leadership privileges in co-curricular activities for a period of time determined by the activity's coordinator/director and the school administration.

Second Violation

Immediate loss of participation and leadership privileges in co-curricular activities for the remainder of the school year.

Third Violation

Immediate loss of participation and leadership privileges in co-curricular activities for the remainder of the student's high school career.

USE OF BREATHALYZERS

Staff members at McAuley High School have been trained to use Breathalyzers. Students of McAuley High School may be administered a Breathalyzer test by a person who is qualified to do so on a random basis or whenever there is reasonable suspicion to suspect the use of alcohol. This applies during the school day and at any McAuley function beyond the normal school day.

STUDENT SERVICES**CAFETERIA**

All students are to go to the cafeteria area during their assigned lunch period. They are to remain in the cafeteria area until three minutes before their return to class or study period. Seniors may come and go from the cafeteria and may eat in either the cafeteria or the Student Lounge. Students are to be as quiet as possible when going to their lockers during the lunch breaks. Each student is to clean her place in the cafeteria and return all dishes and utensils to the dishwasher counter. Students may not take cafeteria food or snacks outside the cafeteria. Books and book bags are to be placed in the area marked by tape as one enters the cafeteria. Book bags are not to obstruct the traffic pattern in the cafeteria.

LIBRARY/ MEDIA SERVICES

The Library/Media Center contains a variety of resources and equipment to support the curriculum. Specific policies and procedures are included in the Library/Media Services manual.

Library Hours	7:45 a.m. to 3:30 p.m.
AV Center Hours	7:30 a.m. to 3:15 p.m.

Students may go to the Library or AV center during school hours if they obtain a hall pass from their teachers or study hall proctor. The Library is also open before and after school.

Students are responsible for returning materials on time. Fines will be assessed for overdue materials. All books not returned must be paid for at the present value of the book.

DANCES

Since the responsibility for the social life of students is chiefly that of the parents, their active cooperation in managing the dances is greatly desired. Seniors and juniors may attend the Christmas Dance and Prom. Sophomores may attend the Date Dance. All students may attend the Bold and Gold Dance. Dances are not held on evenings before school days.

TIME OF DANCES

Bold and Gold Dance	8:30 p.m. – 11:30 p.m. Students must arrive by 9:00 p.m. Students may leave at 11:00 p.m.
Sophomore Dance	8:00 p.m. – 11:00 p.m. Students must arrive by 8:30 p.m. Students may leave at 10:30 p.m.
Christmas Dance	9:00 p.m. – 12:00 a.m. Students must arrive by 9:30 p.m. Students may leave at 11:30 p.m.
Prom	8:00 p.m. – 12:00 a.m. Students must arrive by 8:00 p.m. Students may leave at 11:30 p.m.

REGULATIONS FOR PROM AND DANCES

- 1) No student may possess or indulge in alcohol and/or drugs before or during the dance. Every student and her date will be administered a Breathalyzer test before entering the dance. McAuley students are responsible for informing their dates prior to a dance or prom that they will be given a breathalyzer test.
- 2) Smoking is NOT permitted at dances.
- 3) Conduct and dress must always be judged appropriate by school representatives.
- 4) Students will not be admitted to dances after the above stated time and may not leave the premises before the above stated time.

Possible penalties for violations of the above are:

(See the school substance abuse policy)

1. Suspension from school with possible probation to follow
2. Fifteen hours of detention as arranged by the school
3. No attendance at school date dances for one year. Seniors will be dealt with individually in view of graduation.

AWARDS

MOTHER CATHERINE McAULEY AWARD

This award is for an underclass student, who in addition to service, exhibits charity, joy, meekness, wisdom, and the zeal of Catherine McAuley. The award winner is selected by the faculty and presented at the Awards Banquet.

SISTER MARY EMILY ROBERS ALUMNAE SERVICE AWARD

This award is named for the first principal of McAuley High School. It is conferred upon a senior at Commencement Exercises. The faculty nominates students for this award and the final selection is made by the Principal or a committee appointed by the administration.

ARCHBISHOP McNICHOLAS MEMORIAL AWARD

This award is conferred upon the outstanding senior who has exhibited leadership, service, character, and academic ability. For this honor the faculty nominates and the senior class selects. The Archbishop McNicholas Award is presented during Commencement Exercises.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian of the graduating class shall:

- 1) be ranked first and second in the graduating class, respectively as determined by the weighted class rank;
- 2) have attended McAuley High School for four years;
- 3) meet with the approval of the Principal.

STUDENT ORGANIZATIONS

STUDENT COUNCIL

Students are elected to Student Council:

- 1) To serve as link among students, faculty, and administration;
- 2) To provide a means for students to voice their opinions;
- 3) To conduct student activities;
- 4) To promote good scholarship and citizenship;
- 5) To promote school spirit.

Any interested students or teachers are encouraged to attend meetings and share ideas.

Meetings: Bimonthly on Tuesdays

AMBASSADORS CLUB

Members of the Ambassadors Club are self-nominated and approved by a committee. Ambassadors serve McAuley as positive role models in many ways: acting as tour guides at Open House, escorts for shadows, hostesses at various school functions, etc. Nominations are open to all students.

ART CLUB

The purposes of the Art Club are:

- 1) To provide an opportunity to form friendships in an area of common interest;
- 2) To provide a variety of art-related activities, such as service projects, fieldtrips, films and career speakers for interested students.

Membership is open to all students interested in art and in involving themselves in student activities. Students do not have to take art to belong to this organization.

Meetings: Third Thursday

CONSUMER SCIENCE CLUB

Members of the Consumer Science Club are individuals that are interested in all facets of consumer science. All students in grades 9-12 may join.

Meetings: Second Monday

CSTAT (Catholic Social Teaching Action Team)

CSTAT is an organization of high school students committed to living the Gospel message by raising awareness of the social injustices that permeate our society. With the themes of Catholic Social Teaching as their guide, members actively participate in the work of creating a world where all people live in dignity and peace. Membership is open to all interested students. Updates on social justice issues and invitations to events will be sent via Blackboard.

Meetings: Quarterly

CSTAT BOARD

Six board members are chosen in the spring to be trained to lead CSTAT for McAuley. Two positions serve as liaisons to the larger CSTAT group which involves all area Catholic high schools. Two positions serve as Public Relations representatives to McAuley: covering CSTAT announcements, flyers and Blackboard messages. Two positions serve as designers and leaders of the CSTAT activities held at McAuley. Any student may apply in the spring.

Meetings: Every Tuesday morning

DRAMA CLUB

Members of the Drama Club are individuals that are interested in drama. All students in grades 9 to 12 may join.

INTERNATIONAL THESPIAN SOCIETY

This international dramatics honor society, based in Cincinnati and established in 1929, was chartered at McAuley in June 1981. The

purpose of the Society is:

- 1) To advance standards of excellence in all phases of theatre arts.
- 2) To focus on the individual theatre student's involvement, betterment, and achievement in theatre arts.

Membership is open to upperclasswomen who are highly motivated and involved in the stage productions at McAuley, as well as elsewhere, and who qualify according to the guidelines set forth by the Society are eligible.

Meetings: Third Wednesday

FRENCH CLUB

This foreign language club is organized to promote interest in the French language and in French customs. Membership is open to any student interested in French.

Meetings: First Thursday

FUTURE BUSINESS LEADERS OF AMERICA

Members of this club are today's students but tomorrow's business professionals. The goals of this club are:

- 1) To prepare students for work in the business world.
- 2) To develop and utilize personal, leadership and office skills.

Membership is open to student's pursuing the business curriculum at McAuley.

GEOMETRY CLUB

The purposes of this club are:

- 1) To involve students who have a special interest in geometry and other areas of mathematics with topics not usually covered in math class;
- 2) To help students improve problem-solving skills through practicing contest problems and participating in local math contests.

Membership is open to all interested students.

Meetings: Each last Wednesday that school is in session

G.O.L.D. CLUB

(Guiding Our Life Decisions – formerly L.I.F.E. Club and S.A.D.D. Team)

G.O.L.D. seeks to promote respect for all life and encourages positive life decisions. Membership is open to everyone.

Meetings: Second Wednesday

KEY CLUB

Key Club is a national high school service organization. Its purpose is to provide service to the McAuley community and the Cincinnati area. Service projects include rehabbing old homes/buildings for low-income families, working at a food/clothes pantry, working at Kids Café, tutoring inner city and at-risk children at St. Francis Seraph School and Jane Hoop Elementary in the HOSTS program, playing BINGO with the homeless at the Drop Inn Center, participating in several walk-a-thons and other one time service events, and putting on a dance fundraiser. Membership is open to all students interested in community service.

Meetings: Every other Tuesday

KEY CLUB BOARD

Key Club is led by a group of 15-19 Board members. The Executive Board is made up of a President, 2 Vice Presidents, 2 Secretaries, a Treasurer and a Social Events Coordinator. The rest of the Board is made up of Project Chairs who wish to lead a Key Club project. All Board Members visit a Freshman homeroom once a month to highlight the upcoming projects. These Key Club Board positions are open to any student who plans to be a dues-paying member of Key Club. Elections for these positions are held in March.

Meetings: Executive Board- 1st, 2nd & 3rd Tuesdays
Project Chairs- 1st & 2nd Tuesdays

KNITTING CLUB

Knitting Club is composed of students of all levels of knitting expertise who are interested in knitting. You do not need to know how to knit to join this club! Come and knit for fun and to create scarves and mittens for the poor or tiny hats for newborn babies! Membership is open to all interested students.

Meetings: Wednesdays (excluding the first Wednesday of the month)

LATIN CLUB

Members of the Latin Club undertake the following goals:

To promote interest in the Latin language and literature;

To make students aware of western civilization's inheritance from the Greco-Roman culture.

Membership is open to present and former Latin students.

Meetings: As announced

LEADERSHIP COUNCIL

The McAuley Leadership Council is comprised of the following student leaders:

- 1) Elected Student Council officers;
- 2) Elected officers for all student organizations;
- 3) Captains of McAuley athletic teams
- 4) Other McAuley student leaders on invitation of the moderators.

The members of the McAuley Leadership Council are the future leaders of McAuley High School, the greater community and the Catholic Church. These students hone their leadership skills by attending local and national leadership workshops, listening to guest speakers, and interacting with members of the local business community.

Meetings: 2nd Monday of the month

LITURGY COMMITTEE

The Liturgy Committee works to enhance school liturgies. Their purposes are:

To help plan meaningful school liturgies throughout the year;

To participate in the school liturgies in various ways;

To evaluate liturgical experiences and recommend improvements.

Membership is open to all students.

Meetings: as announced

MERF COUNCIL

The MERF Council is made up of five seniors (selected during the second semester of their junior year), at least three McAuley employees, and the Service Coordinator. Its purpose is to coordinate, lead and promote the MERF Program. This includes scheduling and deciding upon MERF collections for the year, leading and advertising those collections with the help of the MERFettes in each homeroom, and discussing the boundaries of service projects accepted for required hours. The five student positions are Announcement Anchor, Breaking News Coordinator, MERF Board Designer, Grand MERFette, and Special Projects Coordinator. Any second semester junior may apply.

Meetings: 1st & 3rd Wednesdays

MERFettes

MERFettes are homeroom MERF and service representatives. They are responsible for:

- 1) collecting MERF money each week on Wednesdays from their homeroom;
- 2) educating their homeroom about the current collection;
- 3) announcing service opportunities to their homeroom each week;
- 4) leading other non-monetary MERF collections in their homeroom;
- 5) bringing ideas from their homeroom to the MERF Council for Discussion;

Any freshman, sophomore, or junior may apply in the spring for a MERFette position the following year. Incoming freshmen may be asked to join with their upperclasswoman MERFette in her duties.

Meetings: Every Wednesday morning

NATIONAL HISTORY CLUB - McAuley Chapter

The goals of the National History Club are to encourage the reading, discussion and writing among secondary students and their teachers. The National History Club serves as a clearinghouse for information about the activities of its member chapters around the country, sharing ideas and experiences which promote an interest in history, both foreign and domestic, ancient and modern. The club will also encourage involvement in local history and site visits.

Membership is open to all interested students whether or not they are taking a Social Studies class at the time of joining the club.

NATIONAL HONOR SOCIETY

The objectives of the National Honor Society are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of McAuley High School. Members are carefully selected by a faculty council of five members. Selection, open only to juniors and seniors, is based strictly upon a careful and thoughtful consideration of scholarship, leadership, character, and service. To be considered for membership, students must have a minimum scholastic average of 93% or its equivalent weighted rank. Students need to be involved in activities at McAuley. This includes clubs, sports, orchestra, etc. Emphasis is placed on service. Students need to show service to McAuley and/or the community on a regular basis.

Meetings: Second Thursday

PHOTOGRAPHY CLUB

Photography Club gives students with an interest in photography the opportunity to explore the many possibilities of this visual art medium. No prior photographic experience is necessary, but members must provide their own camera and supplies for projects. Students will learn the artistic as well as technical side of photography. The emphasis will be on digital photography.

Membership is open to all interested students.

Meetings: As announced

SHAKESPEARE CLUB

Membership: open to all students with an interest in The Bard. Students gather to watch films, both modern and classic, based on Shakespeare's plays, and to create and participate in activities based on Shakespeare's works.

Meetings: As Announced

SKI CLUB

The goals for this club are:

- 1) to enable students to develop their skiing ability whether beginners, intermediates, advanced skiers, or racers;
- 2) to have a good time through skiing.

Membership is open to all students able to be part of a four-week

evening program (one and one-half hour lesson included).

Meetings: Fridays in January and February

SPANISH CLUB

Members of this club gather to promote interest in the Spanish language and culture through various activities.

Membership - open to any student interested in Spanish.

Meetings: Fourth Thursday

TRIBE

Members of Tribe are individuals who are interested in raising spirit for the entire school. These students attend any and all McAuley events such as, athletic contests and fine arts performances to lend their support and enthusiasm. They are also responsible for planning some of the yearly pep assemblies for the entire school and keeping the student body informed of upcoming events. Membership is open to all enthusiastic students.

Meetings: As announced

WOMEN IN MEDICINE

Women in Medicine is an academic program of McAuley High School in partnership with Mercy Hospital Mt. Airy. This four year program is open to selected incoming freshmen who have above average standardized test results and have excellent academic grades at their elementary schools. The program is also open to students who have completed their freshman year who will be taking Chemistry, Geometry and Algebra II in their sophomore year. To qualify for this program specific academic requirements must be met.

ADULT ORGANIZATIONS

McAULEY MOM AND DAD'S CLUB

This group wishes to develop deeper understanding and cooperation among parents, faculty, and administration in order to be of greater assistance in guiding the students. The group also provides opportunities for its own educational and social growth, as well as giving financial assistance to improving the school.

Some yearly events are as follows: Senior Mother/Daughter Breakfast, Baccalaureate Reception, Father/Daughter dances, educational

speakers, and opportunities to follow their daughter's schedule. The annual raffle is the major project of the Mom and Dad's Club each year.

Besides these events of the Mom and Dad's Club, the annual raffle in 2007-2008 helped to defray operational costs and assisted with expanding technology that supports instruction. The Mom and Dad's Club also assisted with the funding of the drug education program, After Prom, and various renovation projects.

Mom and Dad's Club Activities for 2008-2009

August 21	Freshman - New Parents' Orientation
August 28	Follow Your Daughter's Schedule
September 5	Junior Father-Daughter Dance
November 7	Senior Father-Daughter Dance
January 23	Raffle Kick Off
February 6	Sophomore Father-Daughter Dance
February 12	Raffle Drawing at Assembly
February 27	Freshman Father-Daughter Dance
May 1	Senior-Mother/Daughter Mass and Breakfast
May 12	Installation of Officers and Prayer Service
May 26	Baccalaureate Mass and Reception

Every family is invited to become active in the Mom and Dad's Club. Meetings are held the third Monday of each month. The membership dues are \$10.00 per year per family and include a copy of the student directory.

McAULEY HIGH SCHOOL BOARD of TRUSTEES

The wBoard of Trustees shall have general supervision of the affairs of McAuley High School and may make general rules and regulations for the government of McAuley High School.

McAULEY ATHLETIC BOOSTERS

In order to assist the athletic program at McAuley, the Athletic Boosters was formed to provide funds for uniforms, entry fees, officials' fees, coaches' salaries, and other needs of the Athletic Department. No tuition money is used for the athletic program. All funds are raised by the Boosters through various fund raisers such as a Magazine Drive, a

Monte Carlo, a Golf Outing, a Lotto program, and tournament sponsorships.

The basic dues are \$100.00 per family. For \$125.00, a family receives the basic membership, plus 12 complimentary passes to any home game/contest. A \$175.00 membership includes the basic membership and unlimited entrance for two (2) people to any home game/contest. It is an additional \$25.00 per family when the same student-athlete participates in a second sport regardless of the level of membership.

The Athletic Boosters meet on the fourth Wednesday of every month.

FINANCIAL INFORMATION

TUITION

Tuition	\$7,775.00
Registration Fee	\$ 300.00
(non-refundable and included in the \$7,775 if paid by February 14, 2008)	
Tablet PC fee (Class of 2012)	\$ 600.00

PAYMENT PLANS

There are three different payment options:

- 1) Pay to McAuley High School the entire balance by June 20, 2008;
- 2) Pay to McAuley High School any amount of cash you choose, over and above the registration fee, by June 20, 2008, and finance the balance;
- 3) Finance the entire balance except for the registration fee.

These are the only methods of payment available. If you have a balance outstanding or have not timely paid tuition due for any previous school year for any student, you will not be permitted to choose a financing option for the 2008-2009 school year and the entire balance due must be paid in full before scheduling can proceed for your daughter.

Tuition Management Systems will provide the payment service. The interest rate for the 2008-09 school year remains at 4.35% simple interest. The interest will be added to the budget amount and the total figure will be divided over 10 months, resulting in a fixed monthly payment due on the 20th of each month from July 20 to April 20. A monthly statement will be sent by Tuition Management Systems to each

enrolled family. Checks should be made payable to **Tuition Management Systems** and sent to their lockbox. Tuition Management Systems will also accept credit card payments on a month-to-month basis. Credit card payments can be made online or by phone. A 3% convenience charge applies. Payments are not accepted at McAuley High School's business office. Delinquent accounts will be contacted by Tuition Management Systems and a **\$30 late charge** will be assessed. If the account is paid off early, any interest savings will be calculated and a refund check or credit will be issued by McAuley High School. If the decision about the method of paying the tuition is changed, a \$42 minimum charge is incurred once the contract has been submitted to Tuition Management Systems, even if only a few days have elapsed since the contract was submitted. Payment Plan Enrollment Forms are submitted by McAuley High School to Tuition Management Systems on May 23.

Scholarships and financial aid awarded before the end of May, and multiple child and employee discounts will reduce the amount which is required to be financed or paid in cash by June 20. After this date, the amount of scholarships and/or financial aid grants will be sent by McAuley High School to Tuition Management Systems as an account adjustment. Parents whose daughter joins the work credit program, will be notified of the amount earned by your daughter and a credit for that amount will be sent by McAuley to Tuition Management Systems and applied to your account. The next payment may be reduced by that amount. In the event that tuition is paid in full, a check will be sent directly to you.

Non-parish tuition (a \$50 charge for students who are not from an Archdiocesan parish, or from a parish which has not agreed to pay this fee) will be billed in late October. This fee is payable to McAuley High School and not to Tuition Management Systems.

FINANCIAL POLICY

The McAuley High School Board of Trustees has adopted the following financial policy:

All accounts must be paid to date in order for a student to:

- 1) obtain her class schedule;
- 2) receive her report card;
- 3) have her exams corrected;
- 4) return second semester;

- 5) obtain her transcripts and/or diploma;
- 6) return the following year.

REGISTRATION FEE

A registration fee of \$300 (deductible from tuition if paid by February 14) is required in the spring prior to the school year and is used to assure the school of planning for the right size enrollment for the following year and also to begin computer scheduling. All registration fees must be paid at registration time if a student wishes to return to McAuley. A schedule cannot be processed until it is accompanied by the registration fee. The \$300 registration fee is due by February 14. If it is not paid by this date, it is late and an additional \$300 will also be billed in late October as a late fee. In case of withdrawal, there will be no refund made.

Schedules should not be changed once they are returned with the parent's signature. If a schedule change is absolutely necessary, a fee of \$100 is involved. No schedule changes can be made between May 1 and August 1. This applies to all courses, even electives.

SUBJECT FEES

Beginning with the 2007-2008 school year all course, graduation and retreat fees are included in the tuition. Also included in the tuition is each of the following items: a McAuley school lock, a Bible and a Physical Education uniform. The tablet PC fee for the class of 2012 is \$600 per year. Any questions regarding fees and their inclusion or exclusion from tuition should be directed to the Business Manager.

Other Costs

Payment for the optional school yearbook, *The McAuleyan*, is to be made to McAuley and cannot be combined with payment for tuition. This payment is made directly to the publisher.

UNIFORM EXPENSES

In order to maintain consistency, all uniforms must be purchased through the school from Schoolbelles, 4747 West 160th Street, Cleveland, Ohio, 44135. All information regarding uniforms or purchases you wish to make can be taken care of by contacting Schoolbelles at 513-637-3037 or at their website, www.schoolbelles.com. You might also visit their store in Keystone Plaza (Blue Ash) at 9695 Kenwood Road (513) 921-3417. During the summer season, a store will also be open in the Biggs

Center at 5274 Crookshank Road (513) 451-1888. *Please be reminded that beginning with the Class of 2011 uniform polo or banded bottom shirts are required and must be purchased through Schoolbelles. Prices are subject to change without notice.*

SCHOOL PRAYERS AND SONGS

THE SUSCIPE OF MOTHER CATHERINE McAULEY

My God, I am Thine for time and eternity. Teach me to cast myself entirely into the arms of Thy loving Providence with the most lively, unlimited confidence in Thy compassionate, tender pity. Grant me, O most merciful Redeemer, that whatever Thou dost ordain or permit may be acceptable to me. Take from my heart all painful anxiety; suffer nothing to sadden me but sin; nothing to delight me but the hope of coming to the possession of Thee, my God and my All, in Thine everlasting kingdom. Amen.

PRAYER TO OBTAIN THE GLORIFICATION OF MOTHER CATHERINE McAULEY

O most merciful Father, who hast given us in Thy servant Catherine McAuley, a wonderful example of love of Thee, of zeal for Thy glory in the care of the poor, sick, and ignorant, grant, we beseech Thee, if it be pleasing to Thy Holy Will, that she may soon be glorified here below. We implore this favor through the intercession of Our Lady of Mercy and the infinite merits of Thy Son, Our Lord Jesus Christ, Amen.

ALMA MATER

Our cherished Alma Mater, We're proud to belong to you,
With hearts staunch and true, We'll dare and we'll do for God and
Country too.

Your patron holds the beacon that guides our footsteps here.

McAuley High we love you, Our Alma Mater dear.

Let Mercy's shield protect us, Upon life's stormy way.

May Mary's hand direct us unto a glorious day.

Your colors bold, the brown and gold, Inspire to loyalty.

McAuley High we love you, Our Alma Mater dear!

PEP SONG

Let's give a cheer for McAuley High

With pride and joy give a rousing cry.

We back each other in our fight

So that we'll try with all our might.

We make our goal victory each day.

For this we strive in every way.

May we be loyal to the truths we hold.

And proudly serve the brown and gold.

SCHEDULE

		Regular	I	II	III	IV	V	M
			8:33-8:47	8:33-9:04	8:33-9:21	8:33-9:38	8:33-9:55	9:45 Mass
9a Lunch	9b Lunch							
1	1	8:33-9:15	8:50-9:30	9:07-9:45	9:24-10:00	9:41-10:15	9:58-10:30	8:33-9:02
2	2	9:18-10:00	9:33-10:13	9:48-10:26	10:03-10:39	10:18-10:52	10:33-11:05	9:05-9:34
3	3	10:03-10:45	10:16-10:56	10:29-11:07	10:42-11:18	10:55-11:29	11:08-11:40	11:05-11:34
4	4	10:48-11:30	10:59-11:39	11:10-11:48	11:21-11:57	11:32-12:06	11:43-12:15	11:37-12:13
9a Lunch	5	11:33-12:00	11:42-12:08	11:51-12:16	12:00-12:24	12:09-12:32	12:18-12:40	12:16-12:41
5	5	12:03-12:15	12:11-12:22	12:19-12:29	12:27-12:36	12:35-12:43	12:43-12:50	12:44-12:52
5	9b Lunch	12:18-12:45	12:25-12:51	12:32-12:57	12:39-1:03	12:46-1:09	12:53-1:15	12:55-1:20
6	6	12:48-1:30	12:54-1:34	1:00-1:38	1:06-1:42	1:12-1:46	1:18-1:50	1:23-1:53
7	7	1:33-2:15	1:37-2:17	1:41-2:19	1:45-2:21	1:49-2:23	1:53-2:25	1:56-2:26
8	8	2:18-3:00	2:20-3:00	2:22-3:00	2:24-3:00	2:26-3:00	2:28-3:00	2:29-3:00

SCHEDULE

		S	VI	VII	VIII	IX	X	XI
9a Lunch	9b Lunch							
1	1	10:15-10:45	8:33-9:13	8:33-9:11	8:33-9:09	8:33-9:07	8:33-9:05	8:33-9:03
2	2	10:48-11:18	9:16-9:56	9:14-9:52	9:12-9:48	9:10-9:44	9:08-9:40	9:06-9:36
3	3	11:21-11:51	9:59-10:39	9:55-10:33	9:51-10:27	9:47-10:21	9:43-10:15	9:39-10:09
4	4	11:54-12:24	10:42-11:22	10:36-11:14	10:30-11:06	10:24-10:58	10:18-10:50	10:12-10:42
9a Lunch	5	12:27-12:48	11:25-11:51	11:17-11:42	11:09-11:33	11:01-11:24	10:53-11:15	10:45-11:06
5	5	12:51-12:57	11:54-12:05	11:45-11:55	11:36-11:45	11:27-11:35	11:18-11:25	11:09-11:15
5	9b Lunch	1:00-1:21	12:08-12:34	11:58-12:23	11:48-12:12	11:38-12:01	11:28-11:50	11:18-11:39
6	6	1:24-1:54	12:37-1:17	12:26-1:04	12:15-12:51	12:04-12:38	11:53-12:25	11:42-12:12
7	7	1:57-2:27	1:20-2:00	1:07-1:45	12:54-1:30	12:41-1:15	12:28-1:00	12:15-12:45
8	8	2:30-3:00	2:03-2:43	1:48-2:26	1:33-2:09	1:18-1:52	1:03-1:35	12:48-1:18
			2:46-3:00	2:29-3:00	2:12-3:00	1:55-3:00	1:38-3:00	1:21-3:00

EMPLOYEES OF MCAULEY HIGH SCHOOL AND VOICE -MAIL NUMBERS 2008-2009

ADMINISTRATION

Principal	Cheryl Sucher	1131
Assistant Principals	Kelly Grote	1121
	Connie Kampschmidt	1125
Athletic Director	Rich Craig	1152
Business Manager	Elmer Sheridan	1146
Campus Minister	Patrick Klus	1130
Development Director	Kathleen Snodgrass	1150

ACADEMIC DEPARTMENTS

BUSINESS DEPARTMENT

Mrs. Mary Lachmann	2243
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CONSUMER SCIENCE DEPARTMENT

Ms. Diane Gibson	2275
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ENGLISH DEPARTMENT

Mrs. Laurel Chambers	2226
Ms. Lisa Cors	2221
Mrs. Lynne Heile	2235
Ms. Mary Noe	2245
Mrs. Diane Sheridan	2263
Ms. Pam Vissing	1124
Mrs. Carol Yeazell	2266

FINE ARTS DEPARTMENT

Mrs. Beth Jackson	2229
Mrs. Jane Kramig	2241
Mrs. Alecia Lewkowich	2268
<u>Mrs. Mary White</u>	2228

GUIDANCE

Mrs. Becky Crowe	1134
Mrs. Mary Riordan	1138
<u>Mrs. Kristina Schwartz</u>	1143

HEALTH/PHYSICAL EDUCATION

<u>Ms. Velma Lehmann</u>	2244
Ms. Lynne Morris	2246

LANGUAGE

Ms. Rachel Ritchie Kless	2238
Ms. Ellen Schaf	2251
<u>Ms. Lorraine Schnier</u>	2261

Ms. Carol Seissiger 2227

LIBRARY/AV

Mrs. Connie Helmers 1142

Sister Michaelleen Keane 1129

Mrs. Becky Reilly 1129

MATHEMATICS

Mr. Kevin Flick 2224

Ms. Nicole Forcum 2256

Mrs. Barbara Hekler 2236

Mrs. Jan Huxel 2237

Mr. Paul Kirila 2230

SCIENCE

Mrs. Meghan Kemphaus 2231

Mrs. Nicole Link 2250

Mrs. Lisa Nissen 2249

Mr. Kevin Stachowski 2258

Ms. Jennifer Torline 2260

Mrs. Julie Urso 2253

Mrs. Cindy Werner 2232

SOCIAL STUDIES

Mrs. Pat Basler 2223

Mr. Greg Niehaus 2248

Mr. Jim Schneider 2254

Mrs. Michele Walters 2262

Mr. Shawn Young 2273

THEOLOGY

Ms. Peggy Brewer 2252

Mrs. Lydia Dudzik 2259

Ms. Linda Goldbach 2247

Mrs. Gina Keith 1155

Mr. Patrick Klus 1130

Mr. Greg Niehaus 2248

Mrs. Sue Ward 2264

MCAULEY STAFF

AUXILIARY SERVICES

Mrs. Pat Baker	Psychologist	1139
Mrs. Jean Buelterman	Intervention Specialist	2269
Mrs. Maria Coogan	Intervention Specialist	2270
Mrs. Peggy Hock	School Nurse	1126
Mrs. Barbara Kramer	Textbooks	1118

BUSINESS OFFICE

Mrs. Cathie Barkley	Principal's Administrative Assistant	1136
Mrs. Carolyn Dierkers	Accounts Receivable	1122
	Athletics Administrative Assistant	
Mrs. Kathy Dietrich	Public Relations	2272
	Recruitment Coordinator	
Mrs. Charlene Fey	Office Manager/Bookkeeper	1123
Mrs. Kathy Hauser	Development Administrative Assistant	1148
Ms. Jenni Lehman	Library Assistant	1129
Mrs. Cindy Meyer	Guidance Administrative Assistant	1137
Mrs. Elma Nichols	Accounts Payable	1145
Mrs. Debbie Rittmeier	Accounts Receivable	1144
Mrs. Brenda Rischmann	Receptionist/Attendance Secretary	2220
Mrs. Joan Vorholt	Library Assistant	1129

DATA PROCESSING

Mrs. Barbara Basler		1132
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MAINTENANCE

Mr. Jeff Fuell		1135
Mr. Michael DiMuzio		1151

STUDY HALL PROCTOR

Ms. Patty Thomas		2234
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TECHNOLOGY

Jonathan Allgeier	Computer Technician	1141
Kevin Stachowski	Technology Coordinator	2258

ATHLETICS		1152
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CAFETERIA		1133
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DEVELOPMENT		1150
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GUIDANCE		1137
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PARENT/STUDENT SIGNATURE PAGE

Student _____ HR. No. _____

Each student and a parent/guardian are required to sign the following Handbook Acknowledgement, Publicity Release, and Breathalyzer Testing Release and return these signature pages to McAuley High School **by Friday, September 5, 2008.**

Handbook Acknowledgement

I have read the 2008-2009 edition of the Student Handbook of McAuley High School and agree to abide by the rules and regulation stated therein. I agree to cooperate with the school in carrying out these directives. I also understand that failure to meet obligations as outlined in the Handbook, including but not limited to paying tuition, may result in the student being required to withdraw from McAuley at any point in the school year. I understand that the Handbook is not an exhaustive summary of all the policies, practices, and procedures of McAuley High School. I am aware that the policies, practices, and procedures of McAuley High School, whether or not identified in the Handbook, may be revised or discontinued by the school administration at any time.

I specifically acknowledge that I have read the terms and conditions of the Responsible Use of Technology and Internet Acceptable Use Policies contained in the Handbook. I understand that technological resources are provided for educational purposes only. I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that the consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

I specifically acknowledge that I have read the information regarding progress reports, deficiency reports, and report cards contained in the Handbook. I am aware of the dates that report cards and progress reports will be issued. I understand that report cards and deficiency reports do not have to be signed by a parent/guardian or returned to McAuley High School.

Student Name (print)

Grade

Signature of Student

Date

Signature of Parent or Guardian

Date

Publicity Release

I give permission for McAuley High School or its designee(s) to videotape and/or photograph me while I am at McAuley High School or while I am attending school-related activities on or off campus and for these video recordings and/or photographs to be used by McAuley High School for publicity purposes.

Signature of Student

Date

I give permission for McAuley High School or its designee(s) to videotape and/or photograph my daughter, _____, while she is at McAuley High School or while she is attending school-related activities on or off campus and for these video recordings and/or photographs to be used by McAuley High School for publicity purposes.

Signature of Parent or Guardian

Date

Breathalyzer Testing Release

I give permission for a breathalyzer test to be administered to me at McAuley High School or while I am attending school-related activities on or off campus. I understand that such test may be administered randomly or if there is reasonable suspicion that I and/or other students with whom I may have had contact may have consumed alcoholic beverages.

Signature of Student

Date

I give permission for my daughter, _____, to be administered a breathalyzer test at McAuley High School or while she is attending school-related activities on or off campus. I understand that such test may be administered randomly or if there is reasonable suspicion that she and/or other students with whom she may have had contact may have consumed alcoholic beverages.

Signature of Parent or Guardian

Date