

**ARCHBISHOP ALTER HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK 2011-2012**

**940 East David Road  
Kettering, Ohio 45429**

**Office Hours**

**7:30 a.m. to 3:45 p.m.**

**Library/Media Center**

**7:30 a.m. to 3:30 p.m.**

**Main Office**

**Phone: (937) 434-4434  
Fax: (937) 434-0507**

**Guidance Office**

**(937) 428-5316**

**Advancement Office**

**(937) 434-2059**

**Athletic Office**

**(937) 428-5311**

**Website: <http://www.alterhighschool.org>**

## **TABLE OF CONTENTS**

Notice of Nondiscriminatory Policy	1
Policy Concerning Adult-Age Students	1
Non-Custodial Parent	1
Admission	1

### **ARCHBISHOP ALTER HIGH SCHOOL**

Coat of Arms	2
History	3
Mission	3
Core Belief Statements	4
Honor Code	4
Accreditation	5
Goals for the Educational Program	5

### **ACADEMICS**

Academic Program	6
Advanced Placement Courses	7
Alter Scholars Program	7
Alter Conservatory for the Arts	8
Awards	9
Class Rank	9
College Requirements	9
Course Weighting and Grading System	10
ECCO (Early College Credit Options)	11
Flex Credit Credit	11
Post-Secondary Education Option	12
Diploma with Honors	12
Failure of Courses	13
Grade Changes	14
Graduation Requirements	15
Homework	16
Honor Roll	16
Incompletes	17
Progress Reports	17
Report Cards	17
Scheduling	18
Schedule Changes	18

Scheduling of Transfer Students	19
Semester Exams	19
Service Learning	20
Student Records	20
Valedictorian/Salutatorian	21

### **ATTENDANCE**

Arrival at School	21
Tardiness to School	22
Absences	23
Absence – Procedures	24
College Visits	25
Early Dismissals	25
Vacations	26
Consequences for Excessive Absence	26

### **ACTIVITIES AND ATHLETICS**

Athletics and Extra-Curricular Activities	27
Attendance Requirements for Participation in Activities and Athletics	28
Academic Ineligibility	29
Weekly Ineligibility	29
Quarterly Ineligibility	29
Athletic Participation Fees	29
Athletics - Participation Forms	29
Athletics - Student Lockers	30
National Honor Society	30

### **PARENT INVOLVEMENT**

Alter Booster Association	31
Alter Music Association	31
Alter Parent Volunteers	32
Alter Athletic Booster Organization	32

### **ADMISSIONS, TRANSFERS, AND WITHDRAWALS**

Admissions and Transfers	33
--------------------------	----

Withdrawals	33
Withdrawals and Re-Admittance	33

### **DISCIPLINE**

Disciplinary Board	34
Demerits	34
Demerits – Appeal	35
Detention - Student/Teacher Conference	35
Disciplinary Ineligibility	35
Discipline System	36
Discipline System - Reduction of Demerits	37
Discipline System - Standard Penalties	37
Category I Violations	37
Cheating	39
Category II Violations	40
Saturday School	40
In-School Suspension	41
Out-of-School Suspension	41
Disciplinary Board Hearing	41
Expulsion Appeal	42
Expulsion and Re-Admission	42
Harassment, Intimidation and Bullying	42

### **CHEMICAL ABUSE POLICIES, PROCEDURES AND GUIDELINES**

Definitions	44
-------------	----

## **ALCOHOL AND DRUG POLICIES**

Expectations	46
Consequences for Violations	46
Use of Breathalyzers	47
Alcohol and Drugs Consequences for Violations at School Sponsored Events	47
Tobacco General Policy Violation Consequences	49
Extra-Curricular Policy Expectation	49
Alcohol and Drugs Extra-Curricular Policy and Consequences for Violations	50
Tobacco Extra-Curricular Policy and Consequences for Violations	50
Away from School and Non-School Events	51
Assessment Procedures	53

## **DRESS CODE**

Uniform	55
Other Guidelines	56
Guidelines for Other Dress Days	57
Warm Weather Option	58

## **DRESS CODE, STUDENT CHEERING, AND BEHAVIOR AT ATHLETIC EVENTS**

Cheering Guidelines	59
Dress Code	59
Consequences	60

## **FINANCES**

Fundraising	60
Receipts	60
Application Fee	61
Tuition	61
Tuition Deposit	61
Returned Checks	61
Tuition Assistance	61
Tuition/Fee Payment Date	62

Tuition Payment Schedule	62
Tuition Refund	63

### **GENERAL GUIDELINES**

Books	64
Cafeteria	64
Cafeteria Lunch Charge	64
Cell Phones	64
Copyright Policy	65
Dances	65
Driving/Parking Regulations	65
Emergency Cancellation of School	66
Faculty Areas	67
Hall Passes	67
Homerom Procedure	67
Lockers	67
Lost and Found	67
Personal Property, Money and Books	68
Posters, Signs, Etc.	68
Prayer and Religious Activities	68
Student Forms	69
Student Publicity Releases	69
Study Hall	70
Recording in the Classroom	70
Telephones	70
Transcript of Credits	71
Use of the Building	71
Visitors	71

### **HEALTH AND SAFETY**

Child Protection	72
Accidents and Insurance	72
AIDS/HIV - Other Infectious Diseases	72
Elevator	72
Emergency Drills	73
Emergency Medical Form	73
Health Records	73
Medications in School	74
Pregnancy	74

School Nurse	75
Student Marriage/Pregnancy	76

### **STUDENT SERVICES**

Guidance and Counseling	76
School Psychologist	77
Library/Media Center	77
Standardized Testing Program	77
Student Assistance Program	78

### **RESPONSIBLE USE OF TECHNOLOGY**

Introduction	79
General Information for Users of Technology	79
Agreement Form	80
Account Information	80
School Responsibility	81
User Responsibility	82
Academic Network and General Guidelines	82

### **1:1 POLICIES AND PROCEDURES**

Ownership	84
Re-Imaging	84
Data Management and Protection	84
Personalization	85
Privacy	85
Power/Charging	86
Carrying and Storage	86
Loaner Equipment	86
Internet and Network Usage	86
Cheating	88
Security	88
Connectivity	89
Games/Movies/Instant Messaging/Internet Shopping	89
Network Access	89
Care of Equipment	90
Use of School Hardware	90
Disciplinary Consequences	91
Revision of Rules and Policies	91

## APPENDIX

Time Schedules	92
Contact Persons	94
Student/Parent Signature Page	96

*The school reserves the right to amend this handbook for just cause and parents and students will be given prompt notification if changes are made.*

## ACCESSING ALTER'S INFORMATION DATA BASES FROM HOME

**Passwords for our Research Links**  
**Go to our homepage <http://www.alterhighschool.org>**

Student Resource Center Gold

Username: Kett\_log

Password: knights

<http://infotrac.galegroup.com/itweb/kett64934>

INFOHIO

Username: learn

Password: infohio

<http://www.infohio.org/>

Facts on File

Username: alter

Password: knights

<http://www.fofweb.com/Subscription/Default.asp?BID=7>

The National Catholic Reporter

Username: alter

Password: knights

<http://ncronline.org>

PROQUEST / SIRS

Username: alter

Password: knights

<http://www.proquestk12.com>

The World & I

Username: alter

Password: high

<http://www.worldandIschool.com/>

## School Calendar 2011-2012

August 14	Freshman Parent Orientation
August 18	Teacher In-Service
August 19	Freshman Orientation
August 22	First Day of School
August 26	Teacher In-Service – No School
September 5	Labor Day – No School
October 7	Teacher In-Service - No School
October 28	End of First Quarter
November 10-11	Parent/Teacher Conferences
November 23-27	Thanksgiving Break – No School
December 15,16,19,20	Semester Exams
December 21	Exam Make-Up Day (if needed)
December 21- Jan 2	Christmas Break – No School
January 3	School Resumes
January 13	End of Second Quarter / First Semester
January 16	Martin Luther King Day – No School
February 20	Presidents' Day – No School
March 9	Teacher In-Service – No School
March 16	End of Third Quarter
April 6-15	Easter Break – No School
April 16	School Resumes
May 25	Baccalaureate
May 26	Graduation
May 28	Memorial Day – No School
May 29 – June 1	Final Exams
June 1	End of Fourth Quarter /Second Semester

## **NOTICE OF NONDISCRIMINATORY POLICY**

Archbishop Alter High School will maintain a policy of inclusiveness toward all in administration of the education policies, admission policies, loan programs, and in hiring personnel.

## **POLICY CONCERNING ADULT-AGE STUDENTS**

Since Archbishop Alter High School is a Catholic school, we reserve the right to expect parental/guardian permission, signatures, etc. for adult students unless some prior arrangements have been made with the principal.

## **NON-CUSTODIAL PARENT**

In the absence of a court order to the contrary, Archbishop Alter High School will provide the non-custodial parent with access to academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **ADMISSION**

Archbishop Alter High School admits students of any race, color, gender, sexual orientation and national and ethnic origin, or other characteristics protected by law 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, gender, sexual orientation, or national and ethnic origin, or other characteristics protected by law 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 Archbishop Alter High School can reasonably provide required and appropriate support services and the students satisfy all other admission requirements.

A new student is required to present a copy of his/her birth certificate and to have the school's health form signed by the family physician as proof of immunization. All completed forms, including but not limited to emergency medical authorization forms, signed handbook forms and financial paperwork are required of each student each year.

### **Coat of Arms**

The Archbishop Alter High School coat of arms is divided into four sections:

- Upper Left - In the upper left section, the plow of the Roman farmer Cincinnatus symbolizes the Archdiocese of Cincinnati. This symbol identifies Alter High School as an integral part of the Archdiocese.
- Upper Right - In the upper right section, a bee, taken from the coat of arms of the Alter family, represents the Most Reverend Karl J. Alter.
- Lower Right - In the lower right section, three crescents taken from the coat of arms of the Seton family represent the Sisters of Charity of Cincinnati.
- Lower Left - In the lower left section, the gauntlet of a knight in armor clutching the oak leaf symbolizes the strength and vitality of an Alter Knight.

## **History**

In October of 1958, the Catholic people of the Dayton area pledged \$4,953,050 to defray the cost of building Catholic High Schools in the Dayton area. One of the schools built with the contributions was Alter High School in Kettering. The Most Reverend Paul F. Leibold, then Auxiliary Bishop of Cincinnati, laid the cornerstone. At the request of the people of Dayton, the fifth Catholic high school was named after the fifth ordinary of the Archdiocese of Cincinnati, the Most Reverend Karl J. Alter.

Reverend Edward F. Haskamp was appointed the first principal on January 3, 1962. Sister Eleanor Marie Salm, SC, was the first vice principal. Father Haskamp and five Sisters of Charity supervised the final stages of the construction of the school and Alter opened its doors for the first class of freshmen on September 5, 1962. Archbishop Karl J. Alter formally dedicated the school on September 30, 1962.

Alter is a comprehensive, co-educational school operated by the Archdiocese of Cincinnati. It was originally staffed by diocesan priests, the Sisters of Charity of Cincinnati, and lay teachers. In 1962, Alter housed one class of 250 freshmen and offered 10 courses. Since that time, the school has continued to grow and develop. Currently there are over 690 students, 75 faculty/staff (including one Sister of Christian Service and one Diocesan Priest) and more than 130 courses.

## **Mission**

Archbishop Alter High School is a co-educational, comprehensive Catholic school that is committed to challenging students to reach their full potential by

providing academic excellence in a Christ-centered environment.

### **Core Belief Statements:**

We believe in the God given dignity of each person.

We strive to develop the whole person: physically, emotionally, intellectually, morally, and spiritually.

We are committed to cultivating servant leaders.

We believe a diverse community expresses the fullness of the Body of Christ.

### **Honor Code**

As a Catholic institution, Alter High School is committed to upholding Christian values. These values are rooted in the Gospel because it is the Gospel of Christ that gives the school its inspiration. The dignity of the person, personal integrity, responsibility and community are key concepts, which are in keeping with the Gospel message.

We build our honor code on these four concepts. The dignity of the person is central to the teaching and actions of Jesus. We recognize that each person is entitled to respect while at the same time, each person must give respect to others. From this foundation of human dignity flow the values of integrity and responsibility. Integrity means honesty, keeping oneself on the path of truth. The person of integrity tells the truth at all times and takes credit for only what is honestly achieved.

Integrity means taking responsibility for one's actions. Taking pride in one's accomplishments and achievements as well as admitting one's failings and shortcomings are marks of the responsible person. In school, responsibility means giving one's full attention and best effort to one's studies.

The Gospel calls all to community, to being members of the Body of Christ. This Christian community should be a positive and affirming influence on its members. We are not isolated individuals, but we are all related to one another. What each person does affects the community. Keeping the honor code by respecting others, by being honest and by being responsible are ways of building up the community. This is the way of keeping the Gospel of Jesus Christ alive.

### **Accreditation**

Archbishop Alter High School is accredited by the Department of Education of the State of Ohio, the Ohio Catholic School Accrediting Association, and the North Central Association of Schools and Colleges. It is approved and recognized as a senior high school whose students may apply for entrance into any college or university and are prepared to secure a position in the various fields of employment. It holds membership in the National Catholic Education Association.

### **GOALS FOR THE EDUCATIONAL PROGRAM**

The goals for the educational program at Archbishop Alter High School are to:

- Lead students to an awareness of Jesus Christ in their lives through religious instruction in Catholic beliefs and through programs of retreat, liturgy, and prayer;
- Challenge the unique, individual abilities of each student in such a manner as to enhance self-worth and to attain mature Christian leadership and academic excellence;

- Nurture a core of caring faculty and staff recognized for their competence and vision and for their ability to integrate the values of the Church within the practical order of education;
- Provide the opportunity for development of a Christian community;
- Develop an interdependence among all staff offices and activities of the school to enhance the quality of the educational program;
- Promote responsible and mature service to family as well as to the local and global community;
- Provide for the development of responsible decision making and social awareness of and responsiveness to current world issues;
- Provide for the opportunity of students to develop an understanding of the consequences of responsible use of the earth's resources;
- Develop skills in critical thinking and problem solving;
- Prepare students to evaluate, analyze, and synthesize material in a creative, logical manner;
- Impart a broad foundation of knowledge in the academic disciplines in preparation for further education and for life;
- Provide opportunities for student enrichment and creative expression;
- Provide information and direction that will help students make vocation career decisions.

## **ACADEMICS**

### **Academic Program**

Alter High School offers a challenging academic program to students of all abilities. Course offerings are varied to

meet the needs of the college-bound student and the non-college-bound student.

### **Advanced Placement Courses**

Advanced Placement courses offer students the opportunity to do college-level studies primarily in grades eleven and twelve. Upon completion of the AP course, students are required to take the nationally administered examination in May at the prevailing fee. According to their performance on the examination, students may receive college credit. This makes it possible for the student who is successful on the exam(s) and in the course(s) to enter college at a level beyond that of a beginning freshman. A listing of schools accepting AP credit can be obtained in the Library.

### **Alter Scholars Program**

The Alter Scholars Program seeks academically outstanding students committed to learning in all its dimensions--in the classroom, in independent study and research, in active engagement in cultural and service activities. Selected students must score in the top 10% on the High School Placement Test and must be in the top 15% of their elementary school class. Students will be admitted to the Alter Scholars Program as eighth graders only.

#### Program Requirements

- Selected students must:
  - Maintain a minimum GPA of 3.6
  - Accumulate fewer than seven absences per year
  - Accumulate fewer than four tardies per year
  - Remain a student in good standing accumulating fewer than nine demerits per year.

- Academic Requirements
  - Freshman Year – Major discernment through the Taylor College Resource Center;
  - Sophomore Year – Declare major, participate in Sophomore Seminar;
  - Junior Year – Job shadowing experience related to academic major;
  - Senior Year – Exit project or Co-op;
  - Students must accumulate a minimum of five academic credits in their major;
  - Students must pursue a minimum of one post-secondary credit option.

### **Alter Conservatory for the Arts**

The Alter Conservatory promotes age-appropriate development of student skills, both individually and collectively, while striving to provide an education that promotes creative learning and critical thinking at an early age.

### **Alter Conservatory for the Arts requirements**

- Students must successfully complete four credits of Fine Arts;
- Attend at least one approved off-campus production/concert/showing during each academic year;
- Apprentice/shadow with a professional in the Fine Arts area they choose to study;
- Take private lessons with Alter Artist Faculty or approved instructors;
- Present a production/recital/showcase senior year as the culminating achievement of the Conservatory diploma.

### **Awards**

An academic school letter is awarded to those students who receive honor roll status for three consecutive quarters in the same academic year. The Academic Banquet and Senior Awards Assembly are held each year to give recognition to students for outstanding achievement.

### **Class Rank**

Admission to Archbishop Alter High School is based primarily on admissions test scores, elementary school performance and standardized testing. Due to the homogeneous nature of our student population, Archbishop Alter High School does not rank.

### **College Requirements**

Many colleges and universities are recommending or requiring the following units of high school study:

- 4 units of English
- 3 units of Mathematics (*Algebra I, Geometry, Algebra 2*)
- 2 units of Foreign Language
- 3 units in Laboratory Science
- 3 units of Social Studies
- 1 unit of visual or performing arts (FineArts)

In general, all required courses are to be taken at Alter.

## **Course Weighting and Grading System**

Courses will be weighted as follows:

<b>Grade</b>	<b>Numeric</b>	<b>Regular</b>	<b>Honors</b>	<b>AP</b>
A+	98 - 100	4.333	4.833	5.333
A	95 - 97	4.000	4.500	5.000
A-	92 - 94	3.667	4.167	4.667
B+	89 - 91	3.333	3.833	4.333
B	86 - 88	3.000	3.500	4.000
B-	83 - 85	2.667	3.167	3.667
C+	80 - 82	2.333	2.833	3.333
C	77 - 79	2.000	2.500	3.000
C-	74 - 76	1.667	2.167	2.667
D+	71 - 73	1.333	1.833	2.333
D	68 - 70	1.000	1.500	2.000
F	0 - 67	0.000	0.000	0.000

**Advanced Placement Courses:** AP American Government, AP American History, AP Biology, AP Calculus, AP Chemistry, AP English Literature, AP English Language, AP European History.

**Honors Courses:** Honors Algebra 1, Honors Algebra 2/Trig, Honors Biology, Honors Chemistry, Honors Physics, Honors English 1, 2, 3, Honors Geometry, and Honors Precalculus, Calculus, Spanish V, French V.

**Regular courses** are not weighted.

Courses and prerequisites are described in the Course Description Book. Grades are to be based on individual growth as well as individual ability to meet standards of competency as established in the Graded Courses of Study. Each letter grade on a student's quarter report card will be converted to a number from 0 to 5.333 according to the

grade weight of the course. The sum of these numbers divided by the number of credits earned in the quarter is the student's grade point average for the quarter.

### **ECCO (Early College Credit Options)**

Alter High School is in a collaborative with Sinclair Community College to provide Early College Credit Options for current Alter students. Through ECCO, interested Alter students can earn both high school and college credit(s). Interested students must:

- Meet with the guidance counselor concerning the possible risks, consequences and advantages of this option;
- Take and pass the Accuplacer or attain the necessary score on the ACT for admission to the ECCO program.

ECCO grades will be counted in the student's GPA but will not be weighted due to diversity of curriculum. In order for ECCO courses to be added to the Alter transcript for high school credit, a transcript from Sinclair documenting successful completion of the course must be presented to the guidance counselor.

### **Flex Credit**

Alter High School offers several options whereby students may attain credit outside the confines of the Alter schedule/school day. Students interested in pursuing flex credit should consult with their guidance counselor. Requests for flex credit will be reviewed on a case by case basis.

### **Post-Secondary Education Option (PSEO)**

Post-Secondary Education Option is an approved program by the Ohio Legislature whereby students in high school can earn high school and college credit(s). Interested students must:

- Meet with the guidance counselor concerning the possible risks, consequences and advantages of this option;
- Submit permission in writing from parents or guardians to the guidance counselor during spring scheduling;
- Complete Post-Secondary Education Option enrollment forms, which are submitted to the attending college or university for approval prior to May 1;
- Interested 9th/10th graders must have permission of the assistant principal for academics in consultation with their guidance counselor.

The Alter schedule will accommodate the PSEO schedule within reason. Post-Secondary Education Option grades will be counted in ranking but will not be weighted because of diversity of curriculum.

### **Diploma with Honors**

In order for a student to earn a Diploma with Honors from the State Board of Education, he/she must earn any eight of the following nine criteria:

- English 4 credits
- Mathematics 4 credits (including Algebra I & II and Geometry)

- Science                      **4** credits (including Biology, Chemistry, and Physics)
- Social Studies              **4** credits
- Foreign Language          3 credits (3 credits in one language or 2 credits in two different languages)
- Fine Arts                      1 credit
  
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
  
- Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Achievement Test (SAT) with no regard for the writing portion.

Courses for which high school credit has been awarded in the eighth grade or as part of the postsecondary option apply toward the performance criteria for the Diploma with Honors; provided at least 21 credits are earned in grades 9-12 toward graduation.

### **Failure of Courses**

If a student fails a course required for graduation, he/she will make up the course in an approved summer school program or by private tutoring with a certified teacher. Details and time requirements must be worked out with the guidance counselor and assistant principal for academics.

A failing grade in a course is counted in the GPA. Credit is awarded for successful completion of summer school courses or any other make-up courses, but summer school and other make-up work are not counted in the GPA.

Because English and Theology courses are sequential, students must pass these courses in order to be promoted to the next grade level and to graduate from Alter High School. If a student fails a *required* course, he or she *must* repeat the course in an approved summer school program.

In a two-semester course, regardless of the grade point average, a student must pass the second semester in order to pass for the year.

If a senior fails a required course during the first semester, he/she may elect to make up the course through an approved correspondence program at an accredited educational institution or during summer school. If a senior fails one course required for graduation, he/she may participate in the commencement ceremonies. The diploma will be issued upon completion of the make-up course. If a senior fails two or more courses required for graduation and graduation requirements cannot be met prior to September 1, he/she may not participate in any graduation exercises.

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

### **Grade Changes**

Students who think an error may have been made in their quarter/semester grades are to contact the subject teacher within one week of the distribution of report cards in order to request that a grade to be changed.

### **Graduation Requirements ( Classes of 2012, 2013)**

In order to graduate from Alter High School:

- Each student is required to successfully complete the yearly Theology program, state required courses, and have a total of 23.5 credits in order to receive a diploma from Alter High School.

The required courses are:

English	4 credits
Social Studies	3 credits (including World Studies/World Cultures, U.S. History and Government)
Mathematics	3 credits
Theology	1 credit for each year enrolled at Alter
Science	3 credits (credits must include 1 Biology and 1 Physical Science)
Fine Arts	1 credit
Speech	.5 credit
Physical Education	.5 credit
Health	.5 credit
Microsoft Office I	.5 credit
Microsoft Office II	.5 credit

### **Graduation Requirements (Beginning with the Class of 2014)**

In order to graduate from Alter High School:

- Each student is required to successfully complete the yearly Theology program, state required courses, and have a total of **24** credits in order to receive a diploma from Alter High School.

The required courses are:

English	4 credits
Social Studies	3 credits (including World Studies, U.S. History and Government)
Mathematics	4 credits
Theology	1 credit for each year enrolled at Alter
Science	3 credits (credits must include 1 Biology and 1 Physical Science)
Fine Arts	1 credit
Speech	.5 credit
Physical Education	.5 credit *
Health	.5 credit
Microsoft Office	.5 credit

*\*Students who participate in interscholastic athletics, marching band or cheerleading for two full seasons will be exempt from the physical education requirement. Students must take a course of at least 60 contact hours or .5 credit in its place. Any student wishing to exercise this option MUST see their counselor in advance for full details.*

### **Homework**

Students are expected to do work outside of class and to realize that each subject requires review in addition to written homework.

### **Honor Roll**

Students receiving all A's in any quarter will receive Honors with Distinction. Students receiving all A's and no more than one B will be awarded First Honors for the quarter; students who receive a combination of A's and B's

with no more than 3 B's and no grade lower than a B- will be awarded Second Honors for the quarter.

Honor rolls are based on quarter grades. Poor attendance may affect honor roll status.

### **Incompletes**

Incompletes may be assigned under special circumstances and with the approval of the assistant principal for academics. In general, a course is to be completed within two weeks after the distribution of report cards or the grade will be changed to an F. Permission to extend the two-week period may be granted by the assistant principal for academics.

### **Progress Reports**

Due to the fact that grades are accessible online, progress reports will no longer be mailed each quarter. Parents are encouraged to check grades regularly and contact teachers quickly for any desired follow-up.

### **Report Cards**

Evaluation of student progress is made in each subject after each quarter. The letters A+ through F are used to indicate students' status in each course.

Credit is assigned to each course with a final grade of D or higher. If a grade at progress report time was C or above, the student will not receive an F in that subject for the quarter unless parents were notified by progress report or by phone of declining student progress.

Only final grades in each course appear in students' permanent records (transcript).

## **Scheduling**

**Freshmen** – A committee composed of the department chairs and guidance counselors review the incoming freshman academic records. Courses are recommended after reviewing the student's placement test performance, elementary school records including standardized test scores, and elementary school teachers' recommendations.

**Sophomores, juniors and seniors** – The guidance counselors oversee the student scheduling process. Each year the students review and evaluate his/her program of studies with their parents/guardians, teachers, and guidance counselor.

Updated scheduling information for the following school year is provided in the second semester. While students may choose elective courses, certain upper-level courses have a prerequisite for enrollment. Students may not waiver into an AP course.

During the second semester of each school year, the head of each department (as needed) confirms placement of students. The guidance counselors are consulted if changes are planned to make sure that each student has the proper amount of credits for graduation and college placement.

## **Schedule Changes**

Since student scheduling requests are used to plan the master schedule and hire teachers for the following year, once scheduling is completed changes are not ordinarily permitted. As a rule, schedule changes are made only:

- If the student has been academically misplaced by the teachers and/or has not met the requirements of the course or
- If there is an irresolvable scheduling conflict.

Students must confer with teachers, parents, and their Guidance Counselor prior to requesting a change in schedule. The fee for dropping a class is \$100 and must accompany the parent permission. The Guidance Counselor will not process the schedule change without the \$100 fee and parent permission in writing. Incoming freshmen will not be assessed the \$100 fee if a schedule change is made before the tenth day of school.

All schedule changes must be requested within the first TEN days of each semester for a semester course or the first TEN days of the first semester in a year-long course. If approval is not given and parents insist that the schedule be changed, the course will be shown as Withdrawn on the student's transcript. Students are limited to one schedule change per semester.

### **Scheduling of Transfer Students**

Students who transfer to Alter High School will be placed in the courses that seem appropriate in the light of their school records. The assistant principal of academics and guidance counselors will oversee the placement of transfer students.

### **Semester Exams**

Comprehensive examinations are given at the conclusion of each semester. Examinations measure objectives as stated in the Graded Course of Study for each subject and constitute 20% of the semester average.

An exam must be taken at the scheduled time unless there is a true emergency situation. If a student is seriously ill (written verification from a physician may be required), if there is a death in the immediate family or if there is another similar emergency situation, the exam may be postponed with permission of the assistant principal for academics.

### **Service Learning**

Archbishop Alter High School has instituted a program of service learning for all students. Service learning integrates classroom instruction with student service in the community. At Alter, service is put into the context of Christian discipleship. Every student is involved in a service learning project each year at Alter as follows:

- Freshmen – through Science and the annual retreat
- Sophomores – through English
- Juniors – through Theology
- Seniors – through the Social Justice course

The requirement is 15 hours a year with five applied to student work in study and reflection. Service learning sites are chosen to introduce students to the greater Dayton community with the goal of broadening their horizons.

### **Student Records**

Official records of each student are kept in the guidance office. They include the student registration forms, academic transcripts, academic testing results, and attendance information. The guidance office assistant will furnish copies of this data to parents/guardians of the student upon written request from the parents/guardian and with at least 24 hours notice.

### **Valedictorian/Salutatorian**

The valedictorian of the senior class is the student(s) with the highest GPA based on seven semesters plus the third quarter of the senior year. The salutatorian is the student(s) with the second highest GPA based on seven semesters plus the third quarter of the senior year. The top ten students are determined on the same basis as the valedictorian and salutatorian.

### **ATTENDANCE**

Attendance is critical for academic success. All students are required and expected to be in school every day unless illness, family emergencies, or extenuating circumstances dictate otherwise. Parents/guardians are expected to be cooperative in this matter and avoid situations that will interfere with school attendance. Every effort should be made to schedule appointments and plan vacations after school hours and/or on days when school is not in session.

School liturgies, prayer services, and school assemblies are held several times during the school year. These are special events for the school community and all students are expected to be in attendance.

### **Arrival at School**

All students are required to be on time (8 a.m.). Once students arrive at school they are to remain on school property throughout the entire school day (8 a.m. – 3:05 p.m.) unless they are dismissed through the office. Students may go to their cars during the school day only after obtaining permission from school personnel in the main office.

## **Tardiness to School**

School begins each day at 8 a.m. If a student arrives after 8 a.m. he/she must sign in at the main office and receive an admit slip to class.

- If a student arrives at school between 8 a.m. and 8:20 a.m., he/she will be considered tardy.
- If a student arrives after 8:20 a.m., he/she will be counted absent from the class and the absence will count towards total periods absent.
- Each student will be granted three “free” unexcused tardies each semester for emergencies such as car trouble, heavy traffic, weather, etc.
- Beginning with the fourth unexcused tardy, the student will be assigned a detention for any unexcused tardiness to school during the remainder of the semester. Detention will be served Tuesday or Thursday from 3:10 p.m. to 4 p.m. Failure to attend the detention will result in the issuance of 5 demerits. Tardy demerits may not be worked off.
- If a student is tardy and/or absent ten times from the same class in a semester, the student may be dropped ***a letter grade for each tardy or absence thereafter.***

Tardiness to school will not be considered unexcused if it is due to a student attending a medical/dental appointment, if a parent/guardian calls schools prior to the appointment, or if the student brings a note from the care provider on his/her return to school. A student must have a doctor’s note to be excused.

## **Absences**

Absences are classified in the following manner:

**Excused Absence:** Absences due to personal illness, injury, a death in the family, court appearances, drivers test, a transportation emergency, or circumstances which, in the judgment of the principal/designee, constitute sufficient cause for absence from school are considered excused.

Tests, quizzes, and assignments missed during excused absences may be made up at a time convenient to the teacher. It is the responsibility of the student to contact the teachers regarding make-up work the day he/she returns to school. Please note that, even with an excused absence, the teacher may require long-range assignments to be submitted on the due date.

**Official Absence:** Absences due to a student's participation in a school sponsored or approved activity (e.g., retreats, field trips, academic or athletic contests, college visitation days, etc.) are considered official absences and students are not considered absent from school.

Since official absences are foreseeable, teachers may require work due during the absence to be submitted beforehand. It is the student's responsibility to contact the teacher and make arrangements prior to the absence. Failure to do so may result in a loss of partial or all credit for the assignments.

**Unexcused Absence:** Any absence, which in the judgment of the principal/designee does not constitute a sufficient cause for absence from school, is considered an unexcused absence (senior pictures, driving classes, shopping, staying

home to work on projects, service hours, job interviews, etc.).

Assignments, quizzes, and tests cannot be made up and overdue work will not be accepted for unexcused absences.

**Truancy:** A student is considered truant if he/she is absent from school and has no officially approved excuse, or if the student leaves the campus for whatever reason, for however long a time, without permission. The principal, or their designee, reserves the right to approve any excuse that does not fall under the policies contained in this handbook.

Assignments, quizzes, and tests cannot be made up and overdue work will not be accepted for absences due to truancy.

### **Absence Procedures**

Following are school procedures for student absences:

- When a student is absent from school for any reason, his or her parent/guardian is to call the attendance secretary (434-4434) between 7:30 a.m. and 9 a.m. An absence lasting more than one day is to be reported each day unless a circumstance such as hospitalization has been reported.
- If contact by the parent is not made on the day of the absence, the student must bring in a signed note from the parent/guardian at the beginning of the day he/she returns. If there is no contact with a parent or a note is not presented to the attendance secretary, the absence will be considered unexcused.
- Parents/guardians who will be out of town during any school days are to call the attendance secretary with the date(s) involved and the name and phone

number(s) (both work and home) of an adult to be notified in case of sickness or emergency.

### **College Visits**

A total of three college visitation days during the junior and/or senior year are considered official absences. These days may not be taken the day before or after Christmas break or Easter break and are to be taken before May 1. Seniors may visit a college that has accepted him/her after May 1 if there are special circumstances. Juniors may visit colleges after May 1 if consideration for scholarships requires a visit.

College visitation forms may be obtained from the guidance office or online. This form is to be completed by an admissions representative at the institution that is visited and returned by the student to the guidance office on the school day following the visit. Absences will be unexcused unless this form is returned to the guidance office. College visitation days without prior knowledge and permission of school officials will be counted as unexcused absences.

### **Early Dismissals**

Students who have valid reasons to leave school before the end of the school day must do the following:

- Submit written permission from a parent/guardian to the attendance secretary which states the reason and time for early dismissal. A note must be brought to the main office in the morning;
- Present an early dismissal slip and sign out in the main office immediately before leaving;

- If the student returns to school that same day, he/she must sign in at the main office and receive a return to class permit.

Note: Students leaving school due to doctor or dental appointments are required to bring a note from the doctor or dentist upon return to school or the absence is unexcused.

### **Vacations**

Student absence for the purpose of family vacations and trips during the school year is strongly discouraged. If you are planning to have your student out of school due to a family vacation, it is necessary that you submit a written request to the attendance secretary at least five days prior to the absence. Upon receipt of the written request and explanation, the attendance secretary will fill out a vacation request form and forward it to the assistant principal for academics and notify your family when it is approved.

Teachers are not obligated to provide special or individual learning material and/or opportunities before or after absences due to vacations. Days missed will count towards the student's absence total. (See Consequences for Excessive Absences below.)

Absences due to vacations on the two days before and the day after Christmas break, and the four days before and the day after Easter break are considered unexcused absences. (See Unexcused Absences above.)

### **Consequences for Excessive Absence**

Students who are absent or tardy from the same class period seven times in a semester will meet with their

counselor. A student who is tardy or absent from the same class period ten times in a semester may be dropped ***a letter grade for each tardy or absence thereafter***. The course will be noted on the transcript. A student missing twenty minutes of any class will be considered absent. Students are responsible for knowing when they are approaching an excessive number of absences. Warning letters will be sent to parents when possible. Absences due to medical, dental, or other appointments are considered absences from class and will count towards the student's total. If, at the discretion of the administration, a student has reached an excessive number of absences and the school the student may be asked to withdraw from Alter High School.

### **ACTIVITIES AND ATHLETICS**

Recognizing that the educated person has interest beyond the purely academic, Alter High School tries to provide various opportunities for students to follow specific interests and to enhance their growth spiritually, intellectually, and physically.

The following extracurricular activities are included in the following regulations for activities:

Art Club	Jazz Band
Astronomy Club	Junior Optimists
Book Club	Key Club
Castle Players	Knightly News
Cheerleaders	Knights for Life
Chess & Game	Lancerettes
Choir	Latin Club
Concert Band	Liturgical Choir
Dare to Care	Muse Machine
Drama Club	National Honor
Excalibur	Society
French Club	Paleontology Club

Peer Ministry  
 Pep Band  
 Philosophy Club  
 S.A.D.D.  
 S.A V.E.  
 Science Fair  
 Science Olympiad  
 Ski Club  
 SMART Team  
 Spanish Club

Student  
 Ambassadors  
 Student Council  
 TEAMS  
 Technology Club  
 Think  
 UD Pre-  
 Engineering  
 Program

Athletics includes the following interscholastic sports:

Baseball	Gymnastics	Tennis
Basketball	Ice Hockey	Track & Field
Bowling	Lacrosse	Volleyball
Cross Country	Soccer	Wrestling
Football	Softball	
Golf	Swimming	

### **Attendance Requirements for Participation in Activities and Athletics**

Students must be in attendance for four full periods in order to participate in any extracurricular activity. Participation in an extracurricular activity includes any practice, game, competition, performance, field trip, school dance, club/activity meeting or special event. Students not in school for four full periods on a Friday will be ineligible for participation for the entire weekend. Normally, exceptions include only medical appointments verified by a note from a physician and official school absences due to school mandated activities. The principal/designee may approve any other exceptions.

### **Academic Ineligibility**

**Weekly Ineligibility:** If a student is failing two subjects, the student will be ineligible to play, perform, or participate for at least a week (Monday-Sunday).

**Quarterly Ineligibility:** In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school during the immediately preceding grading period. (This regulation does not apply to freshmen for the first quarter.) During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent.

A student may be declared ineligible at any time at the discretion of the principal or the athletic director in consultation with the assistant principal for academics.

### **Athletic Participation Fees**

Each student-athlete will be required to pay a participation fee per sport played in order to be a member of an Archbishop Alter High School athletic team. Participation fees for student-athletes in the same household will have a maximum of \$400. The fee structure is as follows: First sport - \$130; Second sport - \$120; Third sport - \$110.

### **Athletics - Participation Forms**

An athletic participation, release, waiver, and indemnity form will be distributed to athletes for both parents and students to sign. This signed form is required for athletic participation. A completed annual physical form must be on file.

### **Athletics - Student Lockers**

Each student athlete will be assigned a student locker on a space available basis from among those surrounding the gym at the beginning of his/her athletic season. The locker is to be used during the athletic season and then made available for other student athletes during their season.

### **National Honor Society**

The National Honor Society is an honorary organization whose members are students who have distinguished themselves in four areas: scholarship, leadership, character, and service.

Juniors and seniors may request membership in the National Honor Society by meeting the following requirements:

- A cumulative GPA of 3.700 at the time of the request for membership.
- A variety of participation in extracurricular activities. This includes participation in a minimum of two different school activity areas; e.g., athletics, Castle Players, clubs, band, etc. The student needs the signature of the teacher, moderator, or coach of the activity when submitting a membership request.
- Service to the school and/or the community by having volunteered for a minimum of 25 hours of service per year in an accredited non-profit organization. Fundraising activities for a particular team or group cannot be counted for service hours, but AlterFest service hours do count. The service supervisor's signature of confirmation is needed when requesting membership in the National Honor Society.

- The maintenance of high standards of behavior. All teachers are given the opportunity to evaluate each student applicant with reference to character.

In the beginning of each school year, information sheets are available to all students who have met the scholastic requirements. Attendance at an informational meeting is required. A faculty board reviews the information sheets and makes the final selection. New members are inducted at a ceremony in the fall.

To retain membership in the organization, the student must be an active participant, maintain the minimum 3.700 GPA, provide verification of service hours and activities, and maintain good character. Yearly service and participation will be required.

## **PARENT INVOLVEMENT**

### **Alter Booster Association**

Membership in the Alter Booster Association is open to parents of students at Alter as well as any other individuals who are interested in the affairs of the school, curricular as well as co-curricular. The Booster Association functions as a major supplemental fundraising organization for the school in addition to the fundraising efforts of the Advancement Office.

### **Alter Music Association**

The purpose of the Alter Music Association is to provide the support to the music program to enhance students' educational and leadership opportunities in the field of music.

The association contributes its members' time, talents, and energy to various activities including band camp, chaperoning at various activities, uniform care, providing transportation as required, and the various fundraisers of the organization. The funds raised through the members' efforts are used to provide supplemental operational funds, new instruments, uniforms, and band trips.

All parents of students involved in the Music Department are active members. All other parents of students at Alter are welcome to join.

All interested individuals are welcome to attend the Music Association meetings, which are held the first Monday of each month at 7:30 p.m. in the music room in the Activities Building.

### **Alter Parent Volunteers**

Parents will be called upon to volunteer their time and talent to chaperone school activities, to participate in parent networking groups, to help prepare mailings, and assist with various projects. This enables the members of the Alter community to carry out the educational mission of the school.

### **Alter Athletic Booster Organizations**

**Alter Baseball Association**  
**Alter Football Association**

Parents interested in these organizations should contact either the Athletic Director or the head coach of the appropriate sport.

## **ADMISSIONS, TRANSFERS, AND WITHDRAWALS**

### **Admissions and Transfers**

Students of all races, colors, creeds, ethnic, and national backgrounds may apply for admission to Alter High School. Copies of academic records and health records from the school most recently attended must accompany the application. Students entering the 9<sup>th</sup> grade must be promoted from grade 8 in order to be eligible for admission. Prior address(es) and, when applicable, court documents showing custody of the child (or a sworn statement that legal proceedings for custody have been initiated) also need to be presented.

Generally only transfer students new to the Dayton area will be considered for admittance to Grade 12. The final decision for accepting students for admission to Archbishop Alter High School is the responsibility of the principal.

### **Withdrawals**

Only the parent/guardian, legal custodian or person who is otherwise legally responsible for the student may withdraw the student from school. Verification of the custodial status of the person making the withdrawal may be requested.

School records will be mailed to the new school after parent(s)/guardian(s) have signed a Release of Records form, all school property has been returned, and all financial obligations have been met.

### **Withdrawals and Re-Admittance**

If a student is expelled or withdraws for reasons other than family relocation, enrolls in and attends another area high

school, re-admittance to Alter may be granted following a conference with and decision by the principal.

## **DISCIPLINE**

The purpose of the discipline system at Alter High School is to maintain an environment that is conducive to the total development of the Christian person, to learning, to the health and safety of students and personnel, and to the preservation of the property of students and the school.

All school personnel have the right and responsibility to maintain this environment in classrooms, hallways, the cafeteria, restrooms, school grounds, and at all school events. Students are responsible for abiding by school policy whenever they are on school property or participating in or attending any school activity away from school grounds, including all extra-curricular activities. Students should remember that a high standard of behavior is expected of the young men and women of Alter High School. The reputation of the school is affected by students' behavior at all times. Disciplinary action may be taken regarding behavior at all school events at Alter High School or away from Alter if the situation warrants it.

### **Disciplinary Board**

A Disciplinary Board consisting of the dean of students and members of the administrative team has been established to review student discipline matters and make recommendations to the principal.

### **Demerits**

The purpose of demerits is to inform parents/guardians of disciplinary matters and to provide a record of student

conduct. The number of demerits issued depends upon the seriousness of the offense. Demerits are entered on a daily basis and are recorded by the issue date. Parents and students are encouraged to check RenWeb frequently to monitor student behavior.

### **Demerits – Appeal**

Students may appeal demerits through the dean of students within two days of the issue date. After the appeal has been made and reviewed, the dean of students will communicate the result of the appeal to the student.

### **Detention - Student/Teacher Conference**

Teachers may require that students meet with them before or after school. Students will be given 24 hours notice of the conference/detention. Students who fail to attend a scheduled detention will be issued five demerits by the teacher. Beginning with the third conference/detention students will meet with the dean of students to develop a plan of action to improve behavior. The dean of students will issue 3 demerits each time a student receives a detention beginning with the third detention. The detention count starts over at the beginning of each semester.

### **Disciplinary Ineligibility**

A student who accumulates 20 demerits is ineligible to participate in any school activities or athletics for two weeks. If accumulation continues and a student reaches the level of 40 demerits, a student is again ineligible to participate for two weeks. Students accumulating more than 40 demerits will be ineligible for the remainder of the semester.

## **Discipline System**

Throughout the year an accumulation of:

10 demerits	Student will meet with the dean of students; one Saturday school will be issued
20 demerits	Student will meet with the dean of students to develop a plan of action to enable the student to improve his/her behavior; parent(s) will also sign the plan of action; one Saturday school detention will be issued; and the student is ineligible to participate in any school activities or athletics for two weeks.
30 demerits	Student will meet with the dean of students; 2 Saturday school detentions will be issued; and the dean of students will contact the parent(s)/guardian(s).
40 demerits	Student will be issued a one day in-school suspension; the student is ineligible to participate in any school activities or athletics for a period of two weeks; student and parent(s)/guardian(s) will meet with the dean of students to discuss the student's disciplinary status; a contract will be written to help improve the student's behavior; and the principal and/or the student's counselor may be present at the meeting.
50 demerits	The student will be suspended pending a Disciplinary Board hearing. The student may be asked to leave the school. He/she has the right to appeal this decision to the principal.
Accumulated Suspension	A third in-school and/or out-of-school suspension at any time during a student's four years at Alter will result in the student being asked to leave the school.

### **Discipline System - Reduction of Demerits**

Students will be allowed to work off an unlimited number of demerits from category II violations from those incidents warranting three or less demerits. The student must initiate this process with the dean of students and obtain the proper form. The form is to be turned into the dean of students before a student reaches the limits of 10, 20, 30 or 50 demerits as described above. It is the student's responsibility to find a staff sponsor by checking with the dean of students. A minimum of one hour is needed to reduce one demerit.

### **Discipline System - Standard Penalties**

The standard penalties will be followed for most disciplinary matters. However, the school administration retains the right to determine other disciplinary action for behavior not listed below either specifically or generally. Any behavior that is deemed to be of a serious nature so as to harm or potentially harm any other person, property, or the positive reputation of the school is subject to disciplinary action including but not limited to detention, demerits, suspension, or expulsion from school.

### **Category I Violations (Students are not permitted to work off Category I demerits.)**

Possession of a <b>weapon</b> or <b>selling drugs</b>	Expulsion
Carrying/using <b>explosive devices</b>	Expulsion
Violation of <b>chemical abuse policy</b>	See handbook
<b>Misuse of fire equipment</b> , fire-hazardous materials, or	20 demerits (maximum) and possible suspension Restitution must also be made

setting false alarms	
<b>Stealing or vandalism</b>	15 demerits (maximum) Possible suspension; Loss of leadership positions
<b>Unsafe operation of a vehicle</b> on school property	15 demerits Possible suspension
<b>Violation of Responsible Use of Technology Policy</b>	Maximum of 15 demerits, possible suspension, loss of leadership position, possible suspension of access to the network, restitution for any damages
<b>Truancy</b> – (being absent from school without permission)	10 demerits Saturday school
<b>Lying, Cheating*, Forging, Plagiarism</b>	A maximum of 10 demerits
<b>Fighting</b>  <b>Physical Assault on any person</b>	First offense - 3-day suspension Second offense - 10-day suspension Third offense –expulsion Expulsion
<b>Insubordination</b> - (defiance of authority- including but not limited to, insults, ridicule, sarcasm, disrespect, throwing food in the cafeteria)	A maximum of 10 demerits Possible suspension or expulsion A conference may be held if requested by the student, teacher, or dean of students
<b>Disrespect</b> towards another person. (This includes but is not limited to derogatory remarks, racial slurs, bullying, sexual harassment, inappropriate actions directed toward another person.)	A maximum of 10 demerits Possible suspension or expulsion A conference may be held if requested by the student, teacher, or dean of students

<b>Cutting Class/Study Hall/Assemblies</b>	5 demerits
<b>Dismissal from Class</b>	5 demerits Students report to the main office A conference may be held if requested by the student, teacher, or dean of students
<b>Failure to Attend a Scheduled Tardy and/or teacher/conference/detention.</b>	5 demerits
<b>Possession of Cellular Phone/Pager</b>	5 demerits Cell phones/pagers will only be returned to a parent/guardian by an administrator.

### **Cheating**

**Cheating includes but is not limited to:**

#### **Test and Quizzes**

- Giving or receiving information during testing or quizzing situations either orally, visually, or electronically.
- Bringing prepared materials; i.e., notes on cheat sheets, hands, arms, etc. to the testing situation.
- Revealing test information to other students outside the testing area.

#### **Homework/Assignments**

- Copying someone's homework/assignment or having someone else prepare the assignment for the student.
- Allowing another student to copy all or part of an assignment.

- Plagiarism - copying printed material and submitting it as if it were one's own without indicating the source of the information.

In addition to the demerits issued students will have a conference with the teacher and a grade of "F" will be given on the test, quiz, or assignment.

### **Category II Violations**

<b>Out of bounds; misuse of hall passes</b>	3 demerits
<b>Talking or disruptive behavior</b>	3 demerits
<b>Food, drink, or candy outside the cafeteria</b>	3 demerits
<b>Foul language</b>	3 demerits
<b>Littering</b> in building and/or school grounds	3 demerits
<b>Excessive detentions</b>	3 demerits
<b>Uniform/dress code violation</b>	2 demerits
<b>Tardy to class</b>	1 demerit
<b>Failure to return school forms</b>	1 demerit
<b>Parking violation</b>	Warning, \$10.00 fine and/or towing at the student's expense
<b>Failure to cover textbook</b>	Demerits and/or \$ 1.00 fine
<b>Gum</b>	Demerits and/or \$ 1.00 fine

### **Saturday School**

Saturday School will be held when necessary. The student will be assigned the date to attend and is required to attend

regardless of school activities, work, or other club events. Alternate Saturdays or sessions may be scheduled by the dean of students if there is a need. Saturday School will be in session from 8 a.m. until 12 noon. Students who arrive late will be sent home and will be required to attend the next scheduled Saturday School. Students not attending a Saturday school will be required to attend the next scheduled Saturday School and an in-school suspension will be assigned.

### **In-School Suspension**

The student is responsible for getting all class assignments from his/her teachers the day prior to serving the suspension. The student is to report to the office with his/her class work by 8 a.m., supply his/her own lunch, and remain at school the entire day. Students will not be permitted to participate in any extra-curricular activities on days of suspension. No credit will be given for work missed/completed during an in-school suspension.

### **Out-of-School Suspension**

Students who are suspended out of school may not make-up work missed while on suspension. Students will not be permitted to participate in any extra-curricular activities on days of suspension.

### **Disciplinary Board Hearing**

When a student commits an act, which in the judgment of the dean of students merits a consideration for expulsion, or when a student reaches an excessive number of demerits (50), parents will receive notification of a suspension from school and from all school events activities pending Disciplinary Board action. A hearing will be scheduled as

soon as possible to discuss the student's disciplinary status. Present at the hearing will be the student, parent(s)/guardian(s), the dean of students and members of the administrative team. After the facts in the case have been presented, the members of the board will meet in a private session to deliberate the case and make a decision. As soon as possible, the dean of students will communicate the decision to the student and to his/her parents or guardians. A written statement of the decision will follow.

### **Expulsion Appeal**

An appeal to an expulsion may be made to the principal within 5 days from the notification. The notice of appeal must be in writing and give the student's name, state that an appeal is being requested, and the reason for the appeal. The principal will schedule a review meeting within 5 school days after receipt of a notice of appeal.

### **Expulsion and Re-Admission**

A student who has been expelled may apply for readmission not sooner than one full semester plus the remainder of the semester in which he or she was expelled. If a student is granted readmission, the student may be under special restrictions deemed appropriate by the principal of Alter High School.

### **Policy Against Harassment, Intimidation and Bullying**

Archbishop Alter 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 is defined as 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 Archbishop Alter 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 the Administration and may include, but is not limited to: suspension, expulsion and/or involvement of law enforcement authorities.

### **CHEMICAL ABUSE POLICIES, PROCEDURES AND GUIDELINES**

Archbishop Alter High School seeks to educate and prevent rather than to punish. To this end our alcohol and drug policy promotes health, wellness and positive development in our students, rather than focusing solely on punitive action. Consequences for violations always involve a

referral component of counseling and/or treatment programs.

### **Definitions**

*Paraphernalia* is defined as any instrument used for drug abuse (includes but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

*In the Presence of* is defined as knowingly being in the immediate proximity of alcohol, drugs, or other intoxicants.

*Possession* is defined as having or having knowledge of alcohol, drugs, or other intoxicants on one's person or property (includes but not limited to purses, wallets, book bags, desks, lockers, cars, etc.). The driver of a car will be considered "in possession" if alcohol, drugs or other intoxicants are discovered in his or her car.

*Under the influence* includes use of any mood altering substance which may manifest signs of use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

*Counterfeit Controlled Substance or "Look Alikes"* as defined in the Ohio Revised Code 2925.01 includes disguised beverages, drugs, narcotics (e.g. using soft drink labels to cover beer cans, concealing alcoholic beverages in soft drink containers); any unmarked or unlabeled substance that is represented to be a controlled substance; any substance that is presented to be a controlled substance but is not a controlled substance or is a different controlled substance (e.g., oregano for marijuana or Valium for speed); any substance other than a controlled substance that a reasonable person would believe to be a controlled

substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

*Prescription Drug* is defined as a drug authorized by a medical prescription from a licensed physician. Alter High School aims to cooperate fully with students, parents and the medical profession to assure that students receive required medication during the school day at the prescribed time.

The possession or prescription use by a student of medicine prescribed by a licensed physician in that student's name will not constitute a violation of policy unless the student exceeds the prescribed dosage or provides/sells the medication to another person.

*Hosting* is defined as providing alcohol or allowing alcohol to be consumed by students as reported to the school by civil authorities.

*Distribution* includes giving or delivering any drug or counterfeit controlled substance which is prohibited by law.

*Selling* includes offering to sell, selling or dealing in any drug or counterfeit controlled substance which is prohibited by law.

### **Alcohol and Drug Policies**

Each student at Archbishop Alter High School is subject to the following expectations and consequences regarding alcohol and drug use at any school-sponsored activities. All violations of this policy are cumulative over the student's entire high school career. In addition, those students participating in extra-curricular activities are also

subject to the expectations and consequences of the extra-curricular policies.

### **Expectations**

Students of Alter High School are required to comply with civil laws governing the use of alcohol and/or drugs at any time or at any place. Students may not possess, use, distribute, sell, provide or otherwise transfer, show signs of consumption, and/or be under the influence of any drug or counterfeit controlled substance which is prohibited by law. This includes, but is not limited to, those defined previously.

### **Consequences for Violations**

The actions set forth below are the routine disciplinary measures to be imposed for the violations described. The school administration retains the right to determine additional or alternative course of action if warranted by an assessment of circumstances surrounding a particular incident. When a violation occurs, the student may be removed from the school/event and the parent(s)/guardian(s) will be notified. The police will also be notified of the incident and, at their discretion, may conduct an investigation.

Any student who is in the presence of others who are in violation of the Alter High School policy regarding substance abuse may also incur disciplinary consequences as determined by the principal in consultation with the dean of students with due consideration for the student and other relevant factors. Parent(s)/guardian(s) will be notified.

Guests of Alter High School must comply with the school chemical abuse policy. Alter students are responsible for informing their guests of the policy and consequences.

Guests 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. If a guest of Alter High School does not attend an area high school, and violates drug or alcohol policies, he or she will be asked to leave the premises and the police will be notified of the incident and, at their discretion, may conduct an investigation. The Alter High School student's parent(s)/guardian(s) will also be notified.

### **Use of Breathalyzers**

Staff members at Archbishop Alter High School have been trained to use breathalyzers. Students of Archbishop Alter 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 Archbishop Alter High School function beyond the normal school day. Any student attending a dance sponsored by Archbishop Alter High School may be administered a breathalyzer test by a trained school representative prior to being admitted to the dance.

If the test is positive, the student will be subject to the consequences in this policy. Failure to submit to the test will result in disciplinary action up to and including expulsion.

### **Alcohol and Drugs Consequences for Violations at School Sponsored Events**

Consequences for violations of policies regarding alcohol and drugs are broken down into three categories: possession of paraphernalia and/or use; distribution; and selling and/or dealing. In addition to these three areas, consequences are further broken down by the offense.

	<b>Possession Paraphernalia Use</b>	<b>Distribution</b>	<b>Selling/ Dealing</b>
<b>First Offense</b>	20 Demerits Possible suspension Loss of leadership position Professional assessment and follow agency recommendations Notification of civil authorities	20 Demerits Automatic suspension Loss of leadership position Professional assessment and follow agency recommendations Notification of civil authorities	Expulsion Notification of civil authorities
<b>Second Offense</b>	20 Demerits Automatic suspension Second assessment and follow agency recommendations Notification of civil authorities	Expulsion Notification of civil authorities	
<b>Third Offense</b>	Expulsion Notification of civil authorities		

### **Tobacco General Policy Violation Consequences**

<b>Possession</b>	<b>Use</b>
15 Demerits	20 Demerits Completion of tobacco education or cessation program—cost incurred by student

### **Extra-Curricular Policy**

Recognizing that students have interests beyond the purely academic, Alter High School provides various opportunities for students to follow specific interests and to enhance their growth spiritually, intellectually, and physically.

Extra-curricular is a term that includes all groups that are sanctioned by the Alter administration as official representatives of the school. Participation in extracurricular activities is a privilege, not a right. As representatives of Archbishop Alter High School in leadership, performance or competition roles, these students are held to additional accountability. In order to be eligible to participate in extra-curricular activities at Alter High School, a student should serve as an exemplary role model, abide by all school rules, and comply with all county, federal and state laws.

### **Expectation**

In addition to the consequences for the general school population, Alter students who are involved in extra-curricular activities, may not participate in any competition,

performance, meeting or function and may not perform any leadership in Interscholastic Athletics and all Clubs, for the period of time indicated.

**Alcohol and Drugs Extra-Curricular Policy and Consequences for Violations at School and at School-Sponsored Events**

	<b>Paraphernalia Possession or Use</b>	<b>Distribution</b>
<b>First Offense</b>	20% Participation in current extra-curricular activities	Remainder of school year
<b>Second Offense</b>	50% Participation in current extra-curricular activities	Remainder of high school career
<b>Third Offense</b>	Remainder of high school career	

**Tobacco Extra-Curricular Policy and Consequences for Violations at School and at School-Sponsored Events**

	<b>Possession or Use</b>
<b>First Offense</b>	20% Participation in current extra-curricular activities
<b>Second Offense</b>	50% Participation in current extra-curricular activities

<b>Third Offense</b>	Remainder of high school career
--------------------------	---------------------------------

**Away From School and Non-School Sponsored Events**

Alter High School recognizes that the issue of substance abuse is a serious problem which confronts teens today. It can be very difficult to refrain from alcohol and other drugs in a society which tolerates and even encourages the abuse of drugs, especially alcohol. To succeed in our effort to prevent student use of alcohol and drugs we need commitment from all concerned, especially parents. Students are expected to comply with all laws regarding alcohol, tobacco, drugs and illegal substances at all times.

If a school representative witnesses or has reasonable cause to believe that a student is under the influence of drugs, including alcohol, at a time school is not in session, at a non- school-sponsored event, or if civil authorities notify the administration that a student was charged in conjunction with drug possession, drug use or underage drinking, the student shall receive the following consequences:

**Alcohol and Drugs Extra-Curricular Policy and Consequences for Violations Away from School or at Non-School Events**

Consequences for violations of policies regarding alcohol and drugs are broken down into two categories: possession of paraphernalia and/or use; and hosting and/or distribution. In addition to these two areas, consequences are further broken down by the offense.

	<b>Paraphernalia Possession or Use</b>	<b>Hosting Distribution</b>
<b>First Offense</b>	<p>20% Participation in current extra-curricular activities and/or</p> <p>Complete a minimum of 10 hours alcohol/drug education and community service as determined by the principal and the dean of students and/or</p> <p>Complete a professional assessment and follow recommendations of the agency</p>	<p>Loss of participation for the remainder of school year</p> <p>and</p> <p>Complete a minimum of 10 hours alcohol/drug education and community service as determined by the principal and the dean of students and/or</p> <p>Complete a professional assessment and follow recommendations of the agency</p>
<b>Second Offense</b>	<p>50% Participation in current extra-curricular activities and</p> <p>Saturday school and</p> <p>Complete a professional assessment (see page 28) and follow recommendations of the agency</p>	<p>Loss of participation for the remainder of high school career</p> <p>and</p> <p>Automatic suspension and</p> <p>Possible expulsion</p>

<b>Third Offense</b>	Loss of participation for the remainder of high school career and Automatic suspension and Possible expulsion and Professional assessment and follow recommendations of the agency	Expulsion
----------------------	--	-----------

The principal may remove any participant from a club or sport who has dishonored the school, team, club or themselves as a result of a violation of the Chemical Abuse Policy.

Any referral seeking help with a substance abuse problem, before being found in violation of this policy, will not be considered in violation and no disciplinary action will be taken. If an alleged violation has already been reported, there shall be no participation penalty for referral or self-referral if the student and parent(s) or guardian(s) agree to participate in the assessment procedures described below.

**Assessment Procedures**

The dean of students, in conference with the student and/or parent(s)/ guardian(s) may require that the student seek professional assessment at one of these recognized chemical dependency assessment counselors/agency:

Carol Pohly, M.Ed., LPC, LSW, 1948 E. Whipp Road, Suite A-1, Kettering, OH 45440, 434-6217

Roger Fortman, M.S., L.P.C.C., 1948 E. Whipp Road, Suite A-1, Kettering, OH 45440, 434-6217

Todd Reed, Ltd., 1269 Colfax Avenue, Kettering, OH  
45419, 299-4804  
Kids Helping Kids, P. O. Box 42398, Cincinnati, OH  
45242, (513) 575-7300

Contact with the counselor/agency must be made within 2 school days following an incident or of the school's notification of an incident by civil authorities. The student or parents will inform the dean of students when the appointment for assessment will occur. A Release of Information Form must be signed by the parents and student at the initial appointment. Should any cost be incurred for assessment and assistance programs, such cost will be borne by the student and/or the student's parent(s)/guardian(s). A report of findings and recommendations from the evaluator must be given to the dean of students immediately following assessment. All recommendations must be followed by the student and/or the student's parent(s)/ guardian(s).

Based upon communication from the chemical dependency counselor/agency that the family is following a recommended recovery program, the student will be permitted to remain at Alter High School. In the event the student/parent(s) fail to comply with the chemical dependency agency's recommended program, the student will be considered for expulsion as outlined in this handbook.

The Alter High School administration and/or dean of students may require a student to participate in random drug testing following a referral, suspicion of use, or an incident. In the event a violation of law has occurred, the police will be notified of the incident and, at their discretion, may conduct an investigation. If the student has completed a drug/alcohol program and has relapsed, a reassessment is required.

## **DRESS CODE**

Alter High School has established a dress code and uniform requirements in order to keep students focused on the serious pursuit of knowledge, wisdom, and faith, rather than fashion, popularity, or the latest fad. Alter students are required to follow the dress code from the beginning of the school day until dismissal. Students not in compliance with the dress code will be subject to demerits and required to make whatever changes are necessary to comply with the dress code. Students participating in school activities after school hours are to be dressed in an appropriate manner.

### **Uniform**

- Shirts:** White, yellow, brown or black short-sleeved or long-sleeved Alter polo shirts must be worn. All polo shirts must be purchased from the Alter Spirit Shop.
- Turtlenecks/T-shirts:** All T-shirts, short or long sleeved, worn under the school uniform shirt must be white. No printed T-shirts or shirts of any other color are permitted. All turtleneck shirts worn under the uniform shirt must also be white. All T-shirts and turtlenecks must be tucked in at the waist.
- Over Shirt Options:** The approved Alter uniform sweatshirt, brown outdoor option or Alter uniform fleece may be worn over the uniform shirt. Over the Shirt uniform items must be

purchased in the Alter Spirit Shop. Alter club, sport, or activity sweatshirts may be worn during school on Spirit Days ONLY.

**The uniform polo shirt, sweatshirt, brown outerwear option and fleece must be purchased from the Alter Spirit Shop.**

Pants: Pants must be beige or tan dress slacks. Cords are permitted. Cuffs must be hemmed and pants may not be cut or modified and must be worn at the waist. Jeans, cargo style or draw string style pants are not permitted.

Shoes: Dress shoes, gym shoes, running shoes, or sandals may be worn year round.

Socks: Socks are required year round with all shoes or sandals. Socks must cover the entire foot.

### **Other Guidelines**

Outside apparel (coats, jackets, and non-uniform sweatshirts, sweaters, fleeces, etc.) may not be worn during school hours.

Hats may not be worn on regular uniform days or on dress up days.

Students are expected to take pride in their appearance. Hair is to be neatly groomed. Men are to be clean-shaven every day.

Bare midriffs are prohibited at all times.

The administration reserves the right to determine if any hairstyle, hair color, tattoo, jewelry, accessory, or other item affecting appearance is inappropriate for the school atmosphere.

Items not part of the regular uniform may be confiscated and placed in the main office until the end of the school day.

### **Guidelines for Other Dress Days**

Occasionally special dress codes will be used for specific events. Students who choose not to participate in the special dress days are required to be in regular uniform. The administration reserves the right to determine if any apparel is inappropriate for a Catholic school atmosphere. Students not deemed to be in compliance with this standard will be required to obtain a change in clothing.

Dress Down Days: Students may wear jeans, beige/tan, or other colored pants with sleeved shirts, sweaters, or sweatshirts and shoes with socks. Jeans may not be torn or frayed. Skirts are not permitted. Hats may be worn.

Dress Up Days: Women may wear dresses with sleeves, suits, skirts, skorts, or dress pants with blouses with sleeves or sweaters. Men may wear dress pants with a dress shirt and a tie or a dress

sweater. Dress socks must be worn with dress shoes. Hats and shorts are not permitted on dress up days.

Spirit Days: Students may wear Alter shirts, Alter sweatshirts, or Alter jackets with uniform pants. Alter hats may be worn. Other clothing may not be worn over the Alter Spirit wear. All t-shirts and sweatshirts must be approved and can only be white, grey, brown or gold.

### **Warm Weather Option**

Effective from the opening of school until *October 30 and Easter* to end of the school year, students will be permitted to dress in the warm weather option. The administration may alter the warm weather option dates depending on weather conditions. Students may wear beige/tan shorts that are at least *FINGERTIP*-LENGTH with the uniform shirt. Denim, cut-offs, and cargo style shorts are not permitted. Capri style beige/tan pants may also be worn with the uniform shirt.

### **DRESS CODE, STUDENT CHEERING, AND BEHAVIOR AT ATHLETIC EVENTS**

As a Catholic institution, Alter High School is committed to upholding Christian values. These values are rooted in the Gospel because it is the Gospel of Christ that gives the school its inspiration. The dignity of the person, personal integrity, responsibility and community are key concepts, which are in keeping with the Gospel message.

It is with these words in mind that Alter High School has implemented a policy governing student dress, behavior,

and cheering at all athletic events. It is the intention of this administration that restrictions be placed on acceptable types of cheers, dress, and language in our student cheering section.

### **Cheering Guidelines**

The following cheers, references, and language will not be tolerated. If you lack the self-control to abide by these regulations, please reconsider attendance at athletic events.

1. No cheers that include personal attacks.
2. No socio-economic cheers.
3. No racial cheers or any kind of insinuation.
4. No sexual orientation cheers.
5. No cheers that may be considered offensive.
6. The use of foul language is prohibited at all events, including the word “suck.”

### **Dress Code**

Student dress at athletic events must be generally acceptable for wear at school on a Spirit Day, or Out of Uniform Day.

1. Students may wear Alter shirts, sweatshirts, or jackets with jeans, shorts, or sweatpants. Non-Alter clothing is permitted as long as it does not contain any inappropriate logos, messages, or profanity.
2. Bare midriffs are not permitted at any Alter events.
3. Shorts must be of modest length (mid-thigh).
4. No bare shoulders, spaghetti straps, or cut-off shirts will be permitted.

### **Consequences**

1. Failure to comply with the Dress Code will result in the student being asked to leave the event. A student may return if they are properly dressed.
2. If a school administrator, teacher, appointed supervisor, etc., tells the student to stop a cheer, he/she will do so immediately.
3. If any of the cheering restrictions are broken, the student will be told to leave the event.
4. Any second violation of the dress code, or cheering restrictions will again result in the student being told to leave the event, and the student will be suspended from attendance at future athletic events. The length of suspension will be determined by the dean of students and the athletic director.
5. A third violation will result in the loss of privileges to attend athletic events for the remainder of the school year, and 10 demerits for insubordination.

## **FINANCES**

### **Fundraising**

Fundraising for all groups in the school must be pre-approved by the development director prior to soliciting of any funds or ordering any items for sale. An outline of the fundraiser, as well as a budget for the project, must be submitted. All athletic groups need the approval of the athletic director.

### **Receipts**

Receipts will be issued for cash payments only.

### **Application Fee**

A one-time, non-refundable application fee is charged to all incoming students.

### **Tuition**

Alter High School offers a tuition scale based on parish affiliation and the annual income of the parent(s)/guardian(s) financially responsible for paying tuition. All families selecting the lowest tuition category must submit a complete PSAS application by the published due date. Families who do not fulfill this requirement will be billed at the category 2 tuition rate. The private tuition rate will be billed to families whose parish affiliation cannot be verified.

### **Tuition Deposit**

An initial payment is to be paid at the time of scheduling. This deposit is non-refundable unless the family moves out of the district, town, or state.

### **Returned Checks**

If checks payable to Alter High School are returned by the bank, parent(s)/guardian(s) or the student will be held responsible for a service charge that is set by the school.

### **Tuition Assistance**

Alter High School offers a tuition assistance program. Financial need evaluations are conducted through the Private School Aid Service (PSAS). The program is offered to all parents, and all are encouraged to apply. Because the amount of tuition assistance is limited, grants awarded are based on need. PSAS application forms are

available online or in the main office during the month of January. The due date is included with the form. PSAS forms must be filed by the due date in order to be considered for tuition assistance. Grant recipients are notified in early May.

Tuition payments for each year must be current in order to qualify for financial assistance the following year.

### **Tuition/Fee Payment Date**

All tuition, fees, and fines are to be paid according to the payment schedule published at the time of registration. Students whose tuition is in arrears may not receive schedules, begin classes, receive report cards, or have access to RenWeb. Additionally, Alter will not process any college applications or release transcripts for any student whose tuition is in arrears. Students with a tuition balance at the end of the school year will not receive final report cards, transcripts, nor will they be allowed to return to Alter the following year. Seniors who have an outstanding balance at the end of the school year will not receive their caps and gowns nor take part in the graduation ceremonies. Transcripts, diplomas, and report cards will be released when full payment had been made.

### **Tuition Payment Schedule**

FACTS Management is used for collecting all tuition payments. The following options are available:

- Tuition may be paid in full to Alter prior to June 20. Credit card payments are not accepted for full or partial payments made directly to Alter. Any outstanding balance as of July 1 will be assessed a late fee as set by the school.

- A partial payment may be paid to Alter prior to June 20 and the balance to as of July 1 will be subject to a fee set by the school and collected by FACTS Management Co. in ten monthly electronic payments (July-April) including a fee set by the school. Any portion of the partial payment remaining as of July 1 will also be subject to the fee.
- Tuition may be paid in full to FACTS Management Co. in ten monthly electronic payments (July-April) including a fee set by the school.

Payments are processed on the 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of each month. The electronic monthly payments are made automatically from checking, savings or charged monthly to Visa, MasterCard, Discover Card or American Express. FACTS charges a one-time payment of \$41 that is electronically processed from the account you have chosen at the time your FACTS account is set up.

If there are unforeseen circumstances that prevent making tuition payments on the due dates, please contact the business office at least 10 days before payment is processed to avoid bank and late charges. The Business Manager/designee must approve special arrangements.

### **Tuition Refund**

If a student is in attendance for any part of a quarter, tuition will be paid for the entire quarter. If a student withdraws from Alter, tuition already paid for the quarter(s) in which the student will not attend will be refunded. Fees are not refundable for students withdrawing from Alter.

## GENERAL GUIDELINES

### **Books**

Students are issued books provided by Auxiliary Service Funds for all courses except Theology courses. Books are to be covered at all times. Students are responsible for the condition of their books and may be required to pay for any damaged or lost books. All books will be collected in class at the end of the course. Report card/transcripts will be issued after books or their monetary values have been returned.

### **Cafeteria**

All students are to report to the cafeteria for their scheduled lunch period and remain until dismissed. Eating food outside the cafeteria is prohibited. Leaving the school premises for lunch is not permitted as is outside delivery of food during the school day. Students must cooperate in cleaning their lunch tables and in keeping the cafeteria neat.

### **Cafeteria Lunch Charges**

Students may obtain a lunch pass from the Main Office in the event a lunch or lunch money has been forgotten. Students will not be permitted to charge more than \$25 without paying back the existing balance. Report cards, transcripts, etc. will be held until outstanding lunch charges obligations have been fulfilled.

### **Cellular Phones**

Students may have cellular phones but may not use them in the building or on school grounds between the hours of 7:30 am and 3:05 pm. All cellular phones must be in the off position while school is in session. Emergency calls are to be made from the Main Office only. If a cellular

phone is used or found to be in the on position during school hours, it will be confiscated and placed in the Main Office until picked up by the student's parent/guardian. Demerits will also be given for violations.

### **Copyright Policy**

Law restricts the reproduction of copyrighted material (print, non-print, computer software) without the expressed permission of the author or copyright holder.

### **Dances**

Dances provide social and educational activity for the students at Alter High School. Therefore, there should be no publicity to the general public. Calendar dates for dances are to be approved by the moderator(s) of the activity and administration.

There will be at least eight chaperones and other personnel at every dance. Their duties are to be clearly defined by the moderator(s).

Students and their dates must arrive ***NO LATER than one half hour after the scheduled start of the dance*** and must stay until ***fifteen minutes prior to the scheduled end of the dance.***

Freshmen may only attend non-date dances and special dances arranged for freshmen by the freshmen dance committee.

### **Driving/Parking Regulations**

Space for student parking is provided in designated areas for seniors and juniors on a space available basis for an annual fee. Students are required to hold a valid driver's license and must show it when purchasing a parking permit.

The permit must be displayed on the car. The permit applies to school hours only.

- Students with permits may park in unmarked parking spaces. Spaces marked reserved, visitor or spaces with signage are not available for student parking.
- During Festival setup, any available parking spaces are first come, first served for those who have purchased a parking permit.
- Parking violations are subject to a \$10 fine. If a car is not moved after a request to do so, it is subject to being towed at the owner's expense.
- On snow days, park as close to a space as possible. If all spaces are covered by snow, use legally available city street spaces.

Parking on school property is a privilege; students with permits agree to abide by parking lot regulations including search of the car if requested by school personnel. Students who park in faculty spaces, fail to drive cautiously, or drive through the St. Charles parking lot will be subject to disciplinary actions including but not limited to demerits, suspension of or revocation of parking privileges, and towing.

Students who do not have a parking permit must use legally available city street spaces with consideration for resident's property, needs, and rights.

### **Emergency Cancellation of School**

Notification of cancellation or delay of school will be broadcast on local radio and television stations *and via ParentAlert*.

### **Faculty Areas**

Designated areas for faculty use only includes the conference room, workroom, lounge and the staff dining room. Students are not permitted to be in these areas at any time unless accompanied by school personnel.

### **Hall Passes**

Students are required to have a pass to be in the halls except during change of class.

### **Homeroom Procedure**

Students are to remain in homeroom and be attentive to announcements.

### **Lockers**

Lockers are provided for student use. Appropriate material may be displayed on the inside of the lockers. Lockers are to be kept clean, secured and be used only by the student assigned. Tape may not be used on lockers for any reason. Magnets should be used in lieu of tape.

Lockers are the property of the school and may be entered into by authorized school personnel for health/safety/sanitary reasons.

### **Lost and Found**

Lost articles may be claimed in the main office.

### **Personal Property, Money and Books**

Each student is responsible for his/her books and personal property. When not in use, personal belongings and books should be kept in lockers. Lockers should be kept locked.

All loaned textbooks and workbooks must have the student's name in them and be covered.

Students are strongly discouraged from bringing large sums of money to school. In rare instances, if it is necessary to bring money to school, it may be brought to the main office to be put in the safe during the school day.

Card playing, Frisbees, water guns, etc., are not permitted in the school building during school hours.

### **Posters, Signs, Etc.**

Signs may be placed in or on school property with the permission of the assistant principal. Tape should never be used on lockers. Magnets are recommended. Masking tape or painters tape only should be used on walls when hanging signs, posters, etc.

### **Prayer and Religious Activities**

Alter High School places a high value on prayer. The school day begins with morning prayer, and various liturgical celebrations are held throughout the school year. These include Eucharistic Liturgy, prayer services and the Sacrament of Reconciliation. Alter requires that all students make a retreat each year they attend Alter. A retreat is a time away from the everyday schedule of events in order to give a person time to reflect on his or her relationship with self, God and others. Freshmen and sophomore students make a one-day retreat with their class.

Juniors attend an overnight retreat. Seniors are offered two retreat options.

- The Kairos retreat is the Alter-sponsored retreat for seniors. This is a four-day experience of Christian community which involves prayer, witness talks, reflection, discussion, the Sacrament of Reconciliation and the celebration of the Eucharist.
- Senior students can make a retreat offered in their parishes.

### **Student Forms**

Work permits, driver education applications and release forms are available in the main office. Many insurance companies offer auto insurance premium good student reductions to students with a 3.0 or higher grade point average. Forms should be submitted to the guidance secretary for the assistant principal's signature.

### **Student Publicity Releases**

Alter students may, at any time, be photographed and/or videotaped for publicity, promotional and publication purposes. This may result from the student winning an award, participating in a school-sponsored/sanctioned event, or simply being present where promotional photos/videos are being taken.

Photos may appear in school sponsored/sanctioned publications or public print and electronic media. Any parent/guardian who wishes his/her student's likeness not to appear in such school or public media must send a written note to: Director of Institutional Advancement, c/o Archbishop Alter High School. All correspondence will be confirmed and kept on file.

### **Study Hall**

Students are to report to their study hall prepared to study. In order to maintain a study atmosphere, silence will be observed. After attendance is taken, library, etc., privileges may be given. The student needs a written permission slip to leave study hall. This procedure also applies to all classes sent to study hall because of teacher absence.

### **Recording in the Classroom**

Recording classroom lectures and discussion is frequently helpful to students who have difficulty with note taking. Recording of classes may be done with the permission of the teacher.

### **Telephones**

Students may use the telephones in the school offices in cases of emergency only. Use of phones during class or study hall is prohibited.

A student will be called from class only in an absolute emergency. Personal messages will be given to students only during homeroom or the end of the school day. It is the responsibility of the student to get the message from the office.

Transportation arrangements, doctor's appointments, and other non-emergency type arrangements should be made before the student comes to school. Non-essential messages are unnecessary interruptions for school office personnel.

### **Transcript of Credits**

The transcript fee is \$2 for each copy of a student's transcript. The final transcript sent after graduation to the college of choice is sent without charge. 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.

### **Use of the Building**

Any students involved in any activity in the building after school hours must be with a moderator or coach. Students may be above the ground floor after 4 p.m. only if accompanied by a staff member.

### **Visitors**

Approved student guests are welcome to visit Alter during the school day. The admissions director must be contacted at least one day in advance to make arrangements for the visitor. Each guest will be assigned an Alter student who will escort him/her during the visit. ***In general, only elementary age students or high school students seriously considering transferring to Alter will be given permission to visit.***

All visitors, guests, and workmen/women are required to report at the main office upon entering the school building during regular office hours to register and receive a visitor's badge.

## **HEALTH AND SAFETY**

### **Child Protection**

Alter High School will follow Archdiocesan Policy and Ohio State Law regarding the reporting of child abuse and neglect for all students. All suspected instances of abuse or neglect shall be reported by the principal or his/her designee to the proper authority according to the provisions of the Decree on Child Protection for the Archdiocese of Cincinnati and Ohio Law.

### **Accidents and Insurance**

Parents/guardians are responsible for payment of any medical or hospital bill incurred as a result of accident or injury to the student at school.

### **AIDS/HIV – Other Infectious Diseases**

Any instance of AIDS/HIV or other infectious diseases involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning infected persons will be divulged strictly on a need-to-know basis in accordance with state and federal law.

### **Elevator**

Students with medical problems and/or injuries may obtain permission from the main office to use the school elevator. The \$5 deposit will be refunded when the key is returned.

### **Emergency Drills**

In compliance with Ohio Revised Code, Alter High School will conduct fire, tornado, and emergency drills. These are an important safety precaution. It is essential that when the first signal is given everyone follow directions promptly and quietly. Directions will be given in each room at the beginning of the year and at the beginning of the second semester and posted in a visible place. All adults who are in the building at the time of an emergency must follow the emergency procedures.

### **Emergency Medical Form**

An updated Emergency Medical Authorization form must be kept on file for each student. It should be completed, dated and signed, then returned to the school nurse during the first week of school. If information on the form changes during the school year, it is the parent/guardian's responsibility to notify the school nurse. Students who fail to return a signed and completed Emergency Medical Authorization form by the assigned deadline will not be permitted to attend school until the situation is rectified.

### **Health Records**

The school nurse will maintain a current school health record for each student in accordance with the directions of the local public health agency. Any student who is not in compliance with the immunizations, which are required by law, will not be admitted to school after day 14 of the new school year. Documentation must be provided and can be in the form of a copy of the student's immunization records or a letter from the health care provider.

## **Medications in School**

Most medications can and should be taken at home. However, under certain circumstances students are permitted to carry and properly administer their own medications such as inhalers and Epi-pens, as required by Ohio law. In other situations, medications that need to be taken during the school day need to be stored and taken in the clinic. In both cases, a medication administration form needs to be properly completed by the parent and physician. A more detailed description of the medication policy can be found with the form and on the website. In the nurse's absence, the attendance secretary will dispense the medication.

When the nurse is present and the proper form is completed, certain over-the-counter medications will be dispensed once daily as needed.

Alter assumes no responsibility for any consequences of self-administration or non-administration of any medication. The transfer or dispensing of medication from one student to another is strictly prohibited.

## **Pregnancy**

Alter 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.

For the physical safety of the student, if a student is known to be pregnant, she will be encouraged to continue her total

education and involvement at Alter High School under the following conditions:

The student and her parent(s) or guardian will meet with the principal, the school nurse and her counselor to discuss how Alter will be supportive during the pregnancy and afterward.

The student must also submit a doctor's statement verifying that she is receiving pre-natal care.

No student who is pregnant will be permitted to participate in any school sponsored athletic activity or physical education.

### **School Nurse**

If a student becomes too ill to remain in school, he/she is to obtain permission to visit the nurse, evidenced by a notation in the student's agenda. In the nurse's absence, the student may visit the attendance secretary. A student will not be dismissed until one of his/her parents/guardians or designated contacts (on student's Emergency Medical Authorization Form) have given permission. In general, a student may spend only one period in the clinic.

Students with a fever over 100 F and/or vomiting, should not be sent to school until they have been symptom-free for 24 hours. When a student is absent, the parent/guardian needs to call and leave a message for the attendance secretary indicating why the student is out. All information given is helpful, such as specific symptoms and if they have been seen and/or diagnosed by a doctor. To the extent possible, consistent with the need for medical care, a student's confidentiality will be respected.

If your student has not been feeling well, has sustained an injury, experienced an allergic reaction, or has been exposed to a communicable disease and has been sent to

school, please communicate this with the school nurse by written note or email. A student's confidentiality will be respected.

If a student has experienced an injury, had surgery, or is for any reason in need of special care or on restrictions, a doctor's note is necessary.

### **Student Marriage/Pregnancy**

Generally a student who has become pregnant or entered into a valid marriage may remain in school with the permission of the principal. In each case, the decision must take into account the welfare of the students involved and the common good and welfare of all the students. Each instance will be dealt with in an individual manner.

## **STUDENT SERVICES**

### **Guidance and Counseling**

Members of the Guidance Department strive to assist each student in the establishment of a healthy self-concept, the formation of meaningful interpersonal relationships, the formulation of goals, and the fulfillment of his/her individual potential.

College Career Information is located in the Library/Media Center and Taylor College Resource Center and provides valuable information to students concerning career and college choices. Requirements from colleges as well as scholarship and financial information are accessible in a variety of formats. ACT/SAT applications and military information are also available in the Guidance Office.

Guidance passes giving the time and place of an appointment will be sent to the student. If a student cannot



Sophomores:	Ohio Graduation Tests PSAT/NMSQT (National Merit Scholarship Qualifying Test)
Juniors:	PSAT/NMSQT (National Merit Scholarship Qualifying Test administered in October)
Juniors and Seniors	SAT (Scholastic Aptitude Test) and ACT (American College Testing Program)  Ohio Graduation Test*
	*All students must pass the Ohio Graduation Tests in order to graduate from high school in Ohio.

### **Student Assistance Program**

Although the focus of this program is primarily addressing the use and abuse of chemicals, other problems are also addressed and referrals made; e.g., eating disorders, behavior problems, depression.

Students and their families are provided support and assistance by members of the student assistance team or by resources provided by any member of the team.

Information regarding the student assistance team and its members can be attained by contacting the dean of students.

## **RESPONSIBLE USE OF TECHNOLOGY**

### **Introduction**

Alter High School's policy for the responsible use of technology incorporates the policy issued by the Catholic School Office of the Archdiocese of Cincinnati. 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 or other Internet Service Providers. The school has right of access to any electronic devices on school property. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

### **Agreement Form**

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents/guardians, annually sign the Student/Parent Signature Page for the Student/Parent Handbook agreeing to abide by the terms and conditions stated in this Responsible Use of Technology policy. 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 access as stated in this policy.

### **Account Information**

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. In cases where remote

access using a school account or school-sponsored account is available, the access is still limited to educational use. 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 of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Alter is also governed by the policies of the Metropolitan Dayton Educational Cooperative Association, the local Data Acquisition Site and Internet service provider. 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 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 are 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 is strictly forbidden. The user agrees to not 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 responsible use. Also, any commercial use is strictly forbidden.

### **Academic Network and General Guidelines**

Computers and use of the school network are to support learning and to enhance instruction. Personal disks are to be scanned with virus protection software prior to use. All computers are to be used in a responsible, efficient, ethical, and legal manner. General school rules for behavior and communications apply.

Users are expected to use appropriate language and may not transmit material that is offensive, abusive, obscene, harassing, bullying, racially offensive, threatening, insulting or use other language that may be offensive to others.

Use of the computer and/or network will not be for any financial gain or for any commercial activity. Violating copyright laws, using another's password, and copying software are also prohibited. Use of the system to

encourage the use of drugs, alcohol or tobacco, or to promote unethical practices is prohibited.

Altering system files, recording inappropriate material, creating or using computer viruses, attempting to harm or destroy equipment, materials, or data, or any other actions that disrupt the use of the network by others is prohibited. Network storage areas may be treated like school lockers. Network supervisors may review files and communications to maintain system integrity and insure that users are using the system responsibly. All files stored on school networks are subject to review by network administrators.

Users are to report any security problem or misuse of the network to the teacher or the immediate supervisor.

The school may take disciplinary action against students and school personnel 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 the school property. Disciplinary action taken by school authorities may include issuing demerits, revocation of access to technological resources, restitution for damages, suspension, expulsion, and/or possible legal action. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken.

### **1:1 Policies and Procedures**

The policies and procedures detailed below apply to all students enrolled at Archbishop Alter High School and their parents. Parents and students, alike, must agree to

support and abide by this policy in order to enroll/remain at Archbishop Alter High School.

### **Ownership**

- The laptop is the property of Archbishop Alter High School, but each student is responsible for its use and basic care.

### **Re-Imaging**

- Archbishop Alter High School reserves the right to return the laptop to its original software image state whenever it is determined to be necessary or appropriate.
- If the addition of personal software or files impedes the performance of the laptop Archbishop Alter High School reserves the right to return the laptop to its original software image state. Any student whose laptop must be reimaged more than once during the school year will be charge \$5.00 for the second reimaging and \$10.00 for every reimaging thereafter.

### **Data Management and Protection**

- Students are responsible for backing up all academic files to the Archbishop Alter High School network. Personal files such as pictures or music should not be backed up on the Archbishop Alter High School network, but should be backed up using an alternative method such as USB flash drive or SD card. SD cards are available for purchase in the library. Please note, if a student's hard drive crashes or the student's laptop is reimaged the only way to recover academic and personal files is from backups the student is responsible for making.

### **Personalization**

- Archbishop Alter High School is not responsible for any alterations electronic or otherwise that are made to the laptop.
- Archbishop Alter High School is not responsible for maintaining or providing technical assistance for any applications not part of the standard Archbishop Alter High School image or any hardware other than the laptop itself.
- Students may not “personalize” laptops with markings, stickers, etc.
- Archbishop Alter High School identification, asset tags or stickers may not be removed from the laptop and/or the case.
- Only screensavers provided in the display properties of Windows are permitted.
- No inappropriate backgrounds may be displayed on the laptop.

### **Privacy**

- There is no expectation of privacy , implied or otherwise, for student data on Archbishop Alter High School computers, any school servers, Blackboard, RenWeb, etc
- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. Passwords should **never** be shared with others.
- Students may not give out any personal information regarding themselves or others utilizing this laptop.
- Student files stored on Archbishop Alter High School’s computers, servers, etc. may be searched at any time by an administrator, the Technology Coordinator and an individual appointed by the Technology Coordinator for inappropriate content. It is the responsibility of the parent/guardian to

conduct regular searches of the school-issued laptop for inappropriate material.

### **Power/Charging**

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

### **Carrying and Storage**

- The laptop must always be carried in the case supplied by Archbishop Alter High School.

### **Loaner Equipment**

- Loaner laptops will only be available for laptops needing repair.
- Loaner laptops **will not** be available for students who forget to bring their laptop to school. Students are responsible for all class work missed and may receive a zero for all work not completed as a result of a forgotten laptop.
- Loaner batteries **will not** be available for uncharged laptops.
- Loaner power cords **will not** be available to students who forgot to bring theirs to school.

### **Internet and Network Usage**

Members of the Archbishop Alter High School granted a network username and password are responsible for all activities which occur under their account. The Administration firmly believes that the valuable information and interaction available on the worldwide network far outweigh the possibility of users procuring material that is inconsistent with the mission and educational goals of the school. If any user violates any of

the provisions of this handbook, his/her account or access privileges may be terminated, appropriate disciplinary action taken and all future access could be denied.

- Acceptable Use – The purpose of Archbishop Alter High School’s provision of access to the Internet is to support research and education in and among schools and academic institutions by providing access to unique resources and the opportunity for collaborative work.
  - The use of the student’s account must be in support of education and research and consistent with the educational objectives and mission of Archbishop Alter High School.
  - Use of other organizations’ networks or computing resources must comply with rules appropriate for that network.
  - Transmission of materials in violation of any U.S. or State organization is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material or materials protected by trade secret.
  - Use for commercial activities by for-profit institutions is generally not acceptable.
  - Use for product advertisement or political lobbying is also prohibited.
  - Unethical or illegal activities are prohibited.
- Prohibitions – The following Internet uses are strictly prohibited on any Archbishop Alter High School equipment or network:
  - Gambling of any kind;
  - Accessing or viewing pornography;
  - Attempting to hack other computers, networks or devices;
  - Attempting to bypass the Archbishop Alter High School network Internet filter;

- Using “proxy” servers or sites to conceal identity or visit illicit sites;
- Posting unauthorized media, i.e. pictures, audio and video to the Internet and/or social networking sites;
- Posting inappropriate or self-endangering information to the Internet and/or social networking sites;
- Downloading viruses or other potentially harmful files or applications;
- Employing translation services for language classes without the expressed consent of the foreign language instructor;
- Using bandwidth for non-educational purposes during school hours. The school day is defined as 8:00 am – 3:05pm;
- Harrassing, antagonizing or hazing individuals;
- All file sharing software, such as LimeWire, is prohibited;
- Representing Archbishop Alter High School in a way that could be conceived as deleterious to Archbishop Alter High School’s reputation in the community.

**Cheating**

Use of the resources of the Internet or those found on the Archbishop Alter High School network to plagiarize sources or otherwise violate academic integrity will be dealt with to the fullest extent of the discipline policy of the school.

**Security**

Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the Archbishop Alter

High School network you must notify a system administrator either in person or via the network.

- Students are responsible for their laptops at all times.
- Laptops must be in a student's possession or in a locked space at all times.
- Laptops may not be left unattended. Laptops found unattended will be turned into an administrator.
- Students may not loan or borrow another student's laptop or battery.
- Students may not trespass in another person's folders, work or files by using their password and login.
- Parents / Guardians are responsible for monitoring laptop use after school hours.

#### **Connectivity**

- Students are not permitted to use the network in such a way that would disrupt the use of the network by others.

#### **Games/Movies/Instant Messaging/Internet Shopping**

- Students are not permitted to play games, watch movies or television shows, instant message or shop in the Internet during school hours with the exception of educational games assigned by a classroom teacher.

#### **Network Access**

- Beginning with the Class of 2015, network access is intended for Archbishop Alter High School owned devices. Students may not attempt to attach outside devices including, but not limited to: phones, MP3 players, e-readers, laptop computers, netbooks, iPads, etc. to the Archbishop Alter High School

network without permission of the Technology Coordinator.

### **Care of Equipment**

- All laptop equipment should be used in a proper manner. If the laptop cannot function as intended and impedes a student's ability to perform in the classroom, the student should notify the tech help desk immediately. Repairs that do not affect a student's ability to perform in the classroom should be taken care of before or after school.
- Laptops should not be brought to the cafeteria lunch tables during lunch. Laptops must be locked in a locker.

### **Use of School Hardware**

- Computer labs – Students are not permitted in any computer lab unless a teacher is present. Improper behavior, such as, but not limited to, misuse of equipment, tampering with any hardware, Internet misuse or tampering with other accounts, etc. will lead to serious disciplinary action.
- Printers – A printer is available in the Library/Media Center for student use. However, students are encouraged to avoid printing whenever possible, instead making use of the numerous digital options available for submitting or sharing documents. Students are limited to printing 50 black and white or 10 color pages per quarter. If a student requires more pages, they can be purchased in the Library/Media Center in \$1.00 increments at a cost of \$0.10 per black and white page or \$0.50 for color pages. Students are not to attempt to load paper in the printer, clear paper jams or make copies without the permission of the Library/Media Center personnel.

- Scanners – Scanners are available for student use in the Library / Media Center and computer labs. Scanners may not be used in violation of U.S. Copyright law.
- Video and Still Cameras – Video and still cameras are available for check-out. Students who check out these devices are responsible for returning the equipment in the same condition it was received and in a timely manner. Parents/Guardians of students who break or fail to return equipment are responsible for the full replacement cost of the equipment.

#### **Disciplinary Consequences**

- A first offense warrants five demerits; any additional offenses warrant 10 demerits.
- Situations will be handled individually by the Administration.
- Severe infractions of this agreement could lead to suspension and/or expulsion from Archbishop Alter High School.

#### **Revision of Rules and Policies**

The Administration of Archbishop Alter High School reserves the right to amend, revise and update policies and procedures at any time. The Archbishop Alter High School 1:1 Policies and Procedures is a dynamic document and is subject to change as circumstances require. Please review the policies and procedures quarterly. The most updated version of the policies and procedures can be found on Archbishop Alter High School's website. When significant changes are made to these policies and procedures, students and parents will be notified through the RenWeb Parent Alert system.

## TIME SCHEDULES

### **HOMEROOM SCHEDULE – (45 min)**

8:00 – 8:47 – 1<sup>st</sup> per with prayer and pledge  
8:50 – 9:35 – 2<sup>nd</sup> per  
9:38 – 9:48 – Homeroom and locker  
9:51 – 10:36 – 3<sup>rd</sup> per  
10:39 – 11:03 – lunch 1                      11:06 – 11:51 – 4B  
11:54 – 12:39 – 5B  
10:39 – 11:24 – 4A                      11: 27 – 11:51 – lunch 2  
11: 54 – 12:39 – 5B  
10:39 – 11:24 – 4A                      11:27 – 12:12 – 5A  
12:15 – 12:39 – lunch 3  
12:42 – 1:27 – 6<sup>th</sup>  
1:30 – 2:15 – 7<sup>th</sup>  
2:18 – 3:03 – 8<sup>th</sup>  
3:03 – 3:05 – announcements

### **DAILY SCHEDULE – (46 min)**

8:00 – 8:48 – 1<sup>st</sup> with prayer and pledge  
8:51 – 9:37 – 2<sup>nd</sup>  
9:40 – 10:26 – 3<sup>rd</sup>  
10:29 – 10:54 – lunch 1                      10:57 – 11:43 – 4B  
11:47 – 12:33 – 5B  
10:29 – 11:15 – 4A                      11:18 – 11:43 – lunch 2  
11:47 – 12:33 – 5B  
10:29 – 11:15 – 4A                      11:18 – 12:04 – 5A  
12:07 – 12:33 – lunch 3  
12:36 – 1:22 – 6<sup>th</sup>  
1:25 – 2:11 – 7<sup>th</sup>  
2:14 – 3:00 – 8<sup>th</sup>  
3:00 – 3:05 announcements

### **AM ASSEMBLY SCHEDULE – (38 min)**

8:00 – 8:40 – 1<sup>st</sup> with prayer and pledge  
8:43 – 9:21 – 2<sup>nd</sup>  
9:24 – 10:02 – 3<sup>rd</sup>  
10:05 – 11:13 – Assembly (68 min)  
11:16 – 11:40 – lunch 1                      11:43 – 12:21 – 4B  
12:24 – 1:02 – 5B

11:16 – 11:54 – 4A	11:57 – 12:21 – lunch 2
12:24 – 1:02 – 5B	
11:16 – 11:54 – 4A	11:57 – 12:35 – 5A
12:38 – 1:02 – lunch 3	
1:05 – 1:43 – 6 <sup>th</sup>	
1:46 – 2:24 – 7 <sup>th</sup>	
2:27 – 3:05 – 8 <sup>th</sup>	

**PM ASSEMBLY SCHEDULE – (38 min)**

8:00 – 8:40 – 1 <sup>st</sup> with prayer and pledge	
8:43 – 9:21 – 2 <sup>nd</sup>	
9:24 – 10:02 – 3 <sup>rd</sup>	
10:05 – 10:43 – 6 <sup>th</sup>	
10:46 – 11:10 – lunch 1	11:13 – 11:51 – 4B
11:54 – 12:32 – 5B	
10:46 – 11:24 – 4A	11:27 – 11:51 – lunch 2
11:54 – 12:32 – 5B	
10:46 – 11:24 – 4A	11:27 – 12:05 – 5A
12:08 – 12:32 – lunch 3	
12:35 – 1:13 7 <sup>th</sup>	
1:16 – 1:54 – 8 <sup>th</sup>	
1:54 – 2:05 – announcements	
2:05 – 3:05 – Assembly (60 min)	

**EXTENDED HOMEROOM/PEP RALLY SCHEDULE - (42 min)**

8:00 – 8:44 – 1 <sup>st</sup> with prayer and pledge	
8:47 – 9:29 2 <sup>nd</sup>	
9:32 – 10:14 3 <sup>rd</sup>	
10:17 – 10:59 6 <sup>th</sup>	
11:02 – 11:26 – lunch 1	11:29 – 12:11 – 4B
12:14 – 12:56 – 5B	
11:02 – 11:44 – 4A	11:47 – 12:11 – lunch 2
12:14 – 12:56 – 5B	
11:02 – 11:44 – 4A	11:47 – 12:29 – 5A
12:32 – 12:56 – lunch 3	
12:59 – 1:41 – 7 <sup>th</sup>	
1:44 – 2:26 – 8 <sup>th</sup>	
2:26 – 2:30 – announcements	
2:30 – 3:05 – Homeroom or Pep Rally	

## **2 HOUR DELAY SCHEDULE – (31 min)**

10:00 – 10:33 – 1<sup>st</sup> per with prayer and pledge  
10:35 – 11:07 – 2<sup>nd</sup>  
11:10 – 11:34 – lunch 1                      11:37 – 12:08 – 4B  
12:11 – 12:42 – 5B  
11:10 – 11:41 – 4A                      11:44 – 12:08 – lunch 2  
12:11 – 12:42 – 5B  
11:10 – 11:41 – 4A                      11:44 – 12:15 – 5A  
12:18 – 12:42 – lunch 3  
12:45 – 1:16 – 3<sup>rd</sup>  
1:19 – 1:50 – 6<sup>th</sup>  
1:53 – 2:24 – 7<sup>th</sup>  
2:27 – 2:58 – 8<sup>th</sup>  
2:58 – 3:05 – announcements

## **Contact Persons**

The following is a list of common concerns and the faculty member to contact in each case. You may call directly at 428-(extension listed) or e-mail.

Academics	Mrs. Lourdes Lambert (5308)
Attendance Secretary	Mrs. Cathy Mathis (5301)
Admissions/Recruiting	Mrs. Mary Ruth Shearer (5394)
Athletics	Ms. Christina Hart (5311)
BlackBoard	Mrs. Beth Budd (5473)
Building--Scheduling	Mrs. Stephanie Larkin (5303)
Bus Transportation	Mr. Ken Tankersley (5527)
Campus Ministry	Mr. Dave Conard (5336)
College/Career Information	Student's Counselor
Cumulative Average	Student's Counselor
Demerits/Saturday School	Mr. Scott Balent (5309)
Difficulties in Class	Course Teacher, Department Chairperson, Student's Counselor
Dress Code	Mr. Scott Balent (5309)
Extended Absence	Mrs. Cathy Mathis (5301)
Failure for the Year	Student's Counselor

Finances	Mrs. Nancy Kaczala (5337)
Fundraising/Development	Mr. John Patterson (5312)
Health Problems	Mrs. Theresa Sugrue (5321)
Institutional Advancement	Director of Inst. Adv. (5330)
Internet Issues/Concerns	Mr. Jeff Fuell (5365)
Library/Media Center	Mrs. Christine Sanderman(5315)
Liturgy/Chapel	Mr. Dave Conard (5336)
Knight Times	Mrs. Tina Lammers (5335)
Peer Tutoring	Course Teacher
Personal or Social Problems	Student's Counselor
Placement in Classes	Student's Counselor, Dept.Chairperson
Professional Tutoring	Student's Counselor
Psychological Services	Student's Counselor
Summer School	Student's Counselor
RenWeb	Mrs. Beth Budd (5473)
Report Cards	Sr. Dennis Tisler (5318)
Retreat Program	Mr. Dave Conard (5336)
School Calendar	Mrs. Stephanie Larkin (5303)
Spirit Shop	Mrs. Nancy Kaczala (5337)
Standardized Test Results	Student's Counselor
Student Assistance	Mr. Scott Balent (5309)
Technology	Mrs. Beth Budd (5473)
Transcripts	Mrs. Teresa Rupper (5316)
Tuition Payments/Fees	Nancy Kaczala (5337)
Web Site	Mr. John Patterson (5312)
Withdrawal	Mrs. Teresa Rupper (5316)

## 2011-2012 STUDENT/PARENT SIGNATURE PAGE

Student \_\_\_\_\_

Homeroom Number \_\_\_\_\_

Each student and a parent/guardian are required to sign the following Handbook Acknowledgement and Advancement/Promotion Release and return this page to Alter High School **by Wednesday, August 31, 2011**

### Handbook Acknowledgement

I have read the 2011-2012 edition of the Student/Parent Handbook of Alter High School and agree to abide by the rules and regulations stated therein. I agree to cooperate with the school in carrying out these directives. I understand that the handbook is not an exhaustive summary of all the policies, practices, and procedures of Alter High School. I am aware that the policies, practices, and procedures of Alter High School, whether or not identified in the handbook, may be revised or discontinued by the school administration at any time. Any revisions or changes will be communicated in writing to students and parents. I also understand that failure to abide by school policies and regulations or meet obligations as outlined in the handbook may result in a student being required to withdraw from Alter High School at any point in the school year.

I acknowledge that I have read the Responsible Use of Technology Policy contained in the Student/Parent Handbook. I understand that technological resources are provided for educational purposes only. I understand that failure to adhere to this policy may result in the issuance of demerits, the revocation of a student's access privileges, a student's suspension or dismissal from school, or some other consequence determined at the discretion of the Alter High School administration. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, additional disciplinary action may be taken. I (student) agree to abide by the terms and conditions stated in this policy/I (parent) give permission for my son/daughter to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

