

ARCHBISHOP ALTER HIGH SCHOOL
STUDENT/PARENT HANDBOOK 2008-2009

**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>
Email: Alter@alterhighschool.org**

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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

**Go to Alter's homepage
<http://www.alterhighschool.org>**

Click on Research Links

Student Resource Center Gold
Username: Kett64934
Password: knights

SIRS
Username: OH2438H
Password: 13869

Aimpoint Research Library
Username: alterhigh
Password: knights

INFOHIO
Username: INFOhio
Password: search

Facts on File
Username: AlterHS
Password: facts

The World & I
Username: alter
Password: high

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.

ARCHBISHOP ALTER HIGH SCHOOL

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.

Alter is a 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 650 students, 75 faculty/staff (including one Sisters of Charity, 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 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.

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 (one of which should be in the twelfth grade)
- 3 units of Foreign Language
- 2 or 3 units in Laboratory Science
- 2 or 3 units of Social Studies
- 1 unit of visual or performing arts (Fine Arts)

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

Course Weighting and Grading System

Courses will be weighted as follows:

Grade	Numeric	Regular	Honors	AP
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 4, 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.

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 3 credits (including Algebra I & II and Geometry)
- Science 3 credits (including Biology, Chemistry, and Physics/Physical Science)
- Social Studies 3 credits
- Foreign Language 3 credits (3 credits in one language or 2 credits in two different languages)
- Fine Arts 1 credit

- Earn three additional credits from one or more of the areas listed above and one credit in business/technology.

- 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 vice principal.

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 Theology course, he or she will repeat the course in an approved summer school program. On

rare occasions a student may be granted permission by the vice principal to repeat the course in place of an elective course.

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 for a grade to be changed.

Graduation Requirements

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)
Fine Arts	1 credit
Speech	.5 credit
Physical Education	.5 credit
Health	.5 credit
Microsoft Office I	.5 credit
Microsoft Office II	.5 credit

- State law requires that all students, unless exempted by a documented handicapping condition, must pass all state required graduation tests before receiving a high school diploma.

Homework Policy

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

Honor Roll

Honor Rolls are based on quarter grades. A student with all A's will be awarded Honors with Distinction, an average of 3.6 or higher First Honors, and 3.0 - 3.59 inclusive will be awarded Second Honors.

If a student receives an F or an Incomplete in the quarter grade of any course, he/she will not be awarded First or Second Honors for that quarter.

Incompletes

Incompletes may be assigned under special circumstances and with the approval of the vice principal. 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.

Post-Secondary School Option

Post-Secondary 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 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 PSO schedule within reason. Post-Secondary Option grades will be counted in ranking but will not be weighted because of diversity of curriculum.

Progress Reports

Students and their parent(s)/guardian(s) will be informed of academic progress through progress reports mailed out in the middle of each quarter. Parents are encouraged to contact teachers quickly for any desired follow-up concerning the progress report.

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. In order to schedule an Honors course or an AP course, the student must have written permission from the teacher and meet department requirements. Students may not waiver into an AP course.

During the fourth quarter 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.

All schedule changes must be requested within the first SEVEN days of each semester for a semester course or the first SEVEN 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/F 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 director of admissions 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) or 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 vice principal.

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 horizon.

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 from the course and placed in study hall with no credit for the course.

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, 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 without knowledge of the absence by a parent and has no officially approved excuse, or if the student leaves the campus for whatever reason, for however long a time, without permission.

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. 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.

Notes: 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 your student's teachers 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 normally 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 coordinator. A student who is tardy or absent from the same class period ten times in a semester may be dropped from the course and placed in a study hall without credit for the course. 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 pure 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	Liturgical Choir
Astronomy Club	Muse Machine
Book Club	National Honor Society
Castle Players	Peer Ministry
Cheerleaders	Pep Band
Chess and Game Club	Philosophy Club
Choir	S.A.D.D.
Concert Band	S.A V.E. (Environment)
Dare to Care.	Science Fair
Excalibur (Yearbook)	Science Olympiad
French Club	Ski Club
International Thespian Society	Spanish Club
Jazz Band	Student Ambassadors
Junior Optimist	Student Council
Key Club	TEAMS
Knightly News	Technology Club
Knights for Life	UD Pre Engineering Program
Lancerettes	Youth Group
Latin Club	

Athletics includes the following interscholastic sports:

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

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 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 principal.

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., sports, Knightly News, Castle Players, language club, SAVE , 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 Annual Fund

The Annual Fund is the primary source of non-tuition funds. Support by all members of the Alter family is critical so that Alter High School is able to meet its operating needs.

Alter Advisory Council

The Alter Advisory Council provides the principal with advice, recommendations, and other input from parents, faculty and students and has a large role in the communication and recruitment activities within the neighboring parishes, principally through various committees composed of council members.

Membership includes one person from each of the seven neighboring parishes, and eleven at-large members. Elections for new members are conducted in the spring.

If you have questions, concerns, or suggestions, you may call the school for the name of your representative to the Alter Advisory Council.

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.

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. 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, coordinator, and members of the administrative team has been established to review student discipline matters and make recommendations to the principal.

Coordinators

There is a coordinator for the men and one for the women.

- The coordinator will monitor students' disciplinary records as they progress through the school year, as well as throughout students' high school careers. The coordinator will meet with students who accumulate 20 demerits to develop a plan of action to enable the student to improve his/her behavior.
- Students may appeal demerits through the coordinator within 2 days of issue. After the appeal has been made, the coordinator will communicate the results of the appeal to the student.

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. Students are to return the demerits signed by their parent(s)/guardian(s) to the main

office by 3:15 p.m. within 2 days following the issue date. Demerits are entered on a daily basis and are recorded by the issue date.

Demerits – Appeal

Students may appeal demerits through the dean of students as described above. Students appealing demerits are still responsible for returning their signed demerits to the main office within 2 days of the issue date.

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 their coordinator to develop a plan of action to improve behavior. The coordinator 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.

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 coordinator 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 may result in the student being asked to leave the school.
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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 his/her coordinator 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 their coordinator. 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 weapon or selling drugs	Expulsion
Carrying/using explosive devices	Expulsion
Violation of chemical abuse policy	See pages 23 - 29
Misuse of fire equipment , fire-hazardous materials, or setting false alarms	20 demerits (maximum) and possible suspension Restitution must also be made
Stealing or vandalism	15 demerits (maximum) Possible suspension; Loss of leadership positions
Unsafe operation of a vehicle on school property	15 demerits Possible suspension
Violation of Responsible Use of Technology Policy	Maximum of 15 demerits, possible suspension, loss of leadership position, possible suspension of access to the network, restitution for any damages
Truancy – (being absent from school without permission)	10 demerits Saturday school
Lying, Cheating*, Forging, Plagiarism	A maximum of 10 demerits
Fighting	First offense - 3-day suspension Second offense - 10-day suspension Third offense –expulsion
Physical Assault on any person	Expulsion
Insubordination - (defiance of authority-including but not limited to, insults, ridicule, sarcasm, disrespect, throwing food in the cafeteria)	In general, a maximum of 10 demerits Possible suspension or expulsion A conference may be held if requested by the student, teacher, or dean of students

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

Category II Violations

Out of bounds; misuse of hall passes; no written phone pass	3 demerits
Talking or disruptive behavior during announcements or study hall	3 demerits
Food, drink, or candy outside the cafeteria	3 demerits
Foul language	3 demerits
Littering in building and/or school grounds	3 demerits
Excessive detentions	3 demerits
Uniform/dress code violation	2 demerits
Tardy to class	1 demerit
Failure to return signed demerit slip	1 demerit
Failure to return school forms	1 demerit
Parking violation	\$10.00 fine
Failure to cover textbook	\$ 1.00 fine
Gum	\$ 1.00 fine

*Cheating includes

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.

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.

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 and 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, 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.

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 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 in or out of season, 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 Student Assistance Coordinator 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

	Possession Paraphernalia Use	Distribution	Selling/ Dealing
First Offense	20 Demerits Possible suspension Loss of leadership position Professional assessment (see page 28) and follow agency recommendations Notification of civil authorities	20 Demerits Automatic suspension Loss of leadership position Professional assessment (see page 28) and follow agency recommendations Notification of civil authorities	Expulsion Notification of civil authorities
Second Offense	20 Demerits Automatic suspension Second assessment (see page 28) and follow agency recommendations Notification of civil authorities	Expulsion Notification of civil authorities	
Third Offense	Expulsion Notification of civil authorities		

Tobacco General Policy Violation Consequences

Possession	Use
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

A student selected to participate in extra-curricular activities may not use, consume, possess, disseminate or be under the influence alcohol or other substances prohibited by law either on or off school property, during school hours or out of school hours. In addition to the consequences for the general school population, 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. The student is expected to attend all practices of the group or activity.

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

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

Third Offense	Remainder of high school career	
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Tobacco Extra-Curricular Policy and Consequences for Violations at School and at School-Sponsored Events

	Possession or Use	
First Offense	20% Participation in current extra-curricular activities	
Second Offense	50% Participation in current extra-curricular activities	
Third Offense	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

	Paraphernalia Possession or Use	Hosting Distribution
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<p>First Offense</p>	<p>20% Participation in current extra-curricular activities</p> <p style="text-align: center;">or</p> <p>Complete a minimum of 10 hours alcohol/drug education and community service as determined by the Principal and the Student Assistance coordinator</p> <p style="text-align: center;">or</p> <p>Complete a professional assessment (see page 28) and follow recommendations of the agency</p>	<p>Loss of participation for the remainder of school year</p> <p>Complete a minimum of 10 hours alcohol/drug education and community service as determined by the principal and the student assistance coordinator</p> <p>Complete a professional assessment (see page 28) and follow recommendations of the agency</p>
<p>Second Offense</p>	<p>50% Participation in current extra-curricular activities</p> <p>Saturday school</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>Automatic suspension</p> <p>Possible expulsion</p>
<p>Third Offense</p>	<p>Loss of participation for the remainder of high school career</p> <p>Automatic suspension</p> <p>Possible expulsion</p> <p>Professional assessment (see page 28) and follow recommendations of the agency</p>	<p>Expulsion</p>

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 Student Assistance Coordinator, 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 Student Assistance Coordinator 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 Student Assistance Coordinator 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 on page 22 of this handbook.

The Alter High School administration and/or student assistance coordinator may require a student to participate in random drug testing following a referral 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 2008-09

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 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.

Sweatshirt/Fleece: The approved Alter uniform sweatshirt or Alter uniform fleece may be worn over the uniform shirt. Sweatshirts and fleeces 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, 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 in classrooms or the cafeteria 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. Socks or hose must be worn with dress shoes. 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 sweatshirts must be approved and can only be white, grey, brown or gold.

Warm Weather Option

Effective from the opening of school until September 30 and May 1 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 KNEE-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 will implement 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 of 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
2. Profanity.
3. Bare midriffs are not permitted at any Alter events.
4. Shorts must be of modest length (mid-thigh).
5. 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 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 because of insufficient funds, 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 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 at the beginning of 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. 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 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

The following options are available:

- Tuition may be paid in full to Alter prior to June 18. Credit card payments are not accepted for full or partial payments made directly to Alter.
- A partial payment may be paid to Alter prior to June 18 and the balance to FACTS Management Co. in ten monthly electronic payments (July-April) including interest.
- Tuition may be paid in full to FACTS Management Co. in ten monthly electronic payments (July-April) including interest.

Payments are processed on the 5th or 20th 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 \$38 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 manager at least 10 days before payment is processed to avoid bank and late charges. The principal/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.

Cell Phones

Students **may not use** cell phones during the school day. Emergency calls are to be made from the Main Office only.

Cellular Phones and Pagers

Students may have cellular phones or pagers 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 and pagers must be in the off position while school is in session. If a cellular phone or pager 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 at the appointed time and must stay until the dance is over. 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.

- Student parking spaces are numbered. Students with permits may only park in their assigned parking space.
- 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 your space as possible. If your space is 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 St. Charles parking lot will be subject to disciplinary actions including but not limited to demerits, suspension of or revoking 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.

Faculty Areas

Designated areas for faculty use only includes the conference room, workroom and lounge located in the office area 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, while taking attendance forms to the office, and during homeroom.

Homeroom Procedure

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

Lockers

Lockers are provided for student use. Appropriate material may be taped to the inside of the lockers. Lockers are to be kept clean, secured and be used only by the student assigned.

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

Unless they are being used for a particular class project, radios, stereos, recording devices, CD players, etc. may not be used in the school building during school hours. These items may be confiscated and placed in the main office until the end of the school day.

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.

Unless they are being used for a particular class project, radios, stereos, cassette recorders, etc., should not be brought to school. Card playing, Frisbees, water guns, pagers, 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 vice principal.

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 and 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 vice 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 Marketing/Communications, 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.

Tape Recording in the Classroom

Tape recording classroom lectures and discussion is frequently helpful to students who have difficulty with note taking. Tape 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 to answer a telephone 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

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.

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, vomiting, or 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 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 keep a guidance appointment, he/she should notify the counselor or the guidance office secretary.

Each student is scheduled for one formal conference per year. A student may request an appointment with the counselors at any time by completing a form in the guidance office.

School Psychologist

School psychologist services for educational testing are available from students' public school districts of residence as needed.

Library/Media Center

The Library/Media Center is an integral part of the educational process. The program exists to provide instructional materials and services to support and enrich the curriculum. The Center is a place for research, not a place to do routine homework that can be completed in study hall.

Tutoring is permitted in the Center when the subject teacher fills out the required tutoring permit for the students involved. Students are to report to the Center with all the materials needed to do their work.

All Library/Media Center materials are to be returned on or before the due date so that they are available for other members of the Alter community.

Standardized Testing Program

Pre-Freshmen: STS (Closed High School Placement Test
administered to 8th grade students.)

Freshmen:

Sophomores: Ohio Graduation Tests
PSAT/NMSQT (National Merit Scholarship Qualifying Test)

administered in October)

Juniors: PSAT/NMSQT (National Merit Scholarship Qualifying Test
administered in October)

Juniors and Seniors SAT (Scholastic Aptitude Test) and
ACT (American College Testing Program)
Counselors will keep students informed about registration for these tests
AP (Advanced Placement Tests administered in May to students enrolled
in AP courses at Alter High School)
Ohio Graduation Test*

*All students must pass the Ohio Graduation Tests (class of 2007 and
classes thereafter) 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.

The student assistance team consists of teachers, the dean of students, the school nurse, the two guidance counselors and the campus minister.

The names of the team members and other information are available in the Positive Choices Handbook at www.alterhighschool.org. This handbook also describes Alter's chemical abuse policies and gives helpful input and resources for students and parents.

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.

Daily Schedule (50 Minute Classes)

Period 1	8:00	-	8:54	(Prayer and Announcements)								
Period 2	8:58	-	9:48									
Period 3	9:52	-	10:42									
Lunch 1	10:46	-	11:11	Period 4B	11:15	-	12:05	Period 5B	12:09	-	12:59	
Period 4A	10:46	-	11:36	Lunch 2	11:40	-	12:05	Period 5B	12:09	-	12:59	
Period 4A	10:46	-	11:36	Period 5A	11:40	-	12:30	Lunch 3	12:34	-	12:59	
Period 6	1:05	-	1:55									
Period 7	1:59	-	2:49									
Announcements	2:50	-	3:05									

Morning Assembly Schedule (41 Minute Classes)

Period 1	8:00	-	8:41	(Prayer and Announcements)								
Period 2	8:45	-	9:26									
Period 3	9:30	-	10:11									
Assembly	10:15	-	11:30									
Lunch 1	11:34	-	11:59	Period 4B	12:03	-	12:44	Period 5B	12:48	-	1:29	
Period 4A	11:34	-	12:15	Lunch 2	12:19	-	12:44	Period 5B	12:48	-	1:29	
Period 4A	11:34	-	12:15	Period 5A	12:19	-	1:00	Lunch 3	1:04	-	1:29	
Period 6	1:33	-	2:14									
Period 7	2:18	-	2:59									
Announcements	2:59	-	3:05									

Afternoon Assembly Schedule (43 Minute Classes)

Period 1	8:00	-	8:45	Prayer and Announcements								
Period 2	8:49	-	9:32									
Period 3	9:36	-	10:19									

Period 6	10:23	-	11:06								
Lunch 1	11:10	-	11:35	Period 4B	11:39	-	12:22	Period 5B	12:26	-	1:09
Period 4A	11:10	-	11:53	Lunch 2	11:57	-	12:22	Period 5B	12:26	-	1:09
Period 4A	11:10	-	11:53	Period 5A	11:57	-	12:40	Lunch 3	12:44	-	1:09
Period 7	1:13	-	1:56								
Homeroom/ Assembly	2:05	-	3:05								

Extended Homeroom & Pep Rally Assembly Schedule (48 Minute Classes)

Period 1	8:00	-	8:50	Prayer and Announcements							
Period 2	8:54	-	9:42								
Period 3	9:46	-	10:34								
Lunch 1	10:38	-	11:03	Period 4B	11:07	-	11:55	Period 5B	11:59	-	12:47
Period 4A	10:38	-	11:26	Lunch 2	11:30	-	11:55	Period 5B	11:59	-	12:47
Period 4A	10:38	-	11:26	Period 5A	11:30	-	12:18	Lunch 3	12:22	-	12:47
Period 6	12:51	-	1:39								
Period 7	1:43	-	2:31								
Homeroom/ Pep Rally	2:35	-	3:05								

Two Hour Delay Schedule (34 Minute Classes)

Period 1	10:00	-	10:34	Prayer and Announcements							
Period 2	10:38	-	11:12								
Lunch 1	11:16	-	11:41	Period 4B	11:45	-	12:19	Period 5B	12:23	-	12:57
Period 4A	11:16	-	11:50	Lunch 2	11:54	-	12:19	Period 5B	12:23	-	12:57
Period 4A	11:16	-	11:50	Period 5A	11:54	-	12:28	Lunch 3	12:32	-	12:57
Period 3	1:01	-	1:35								
Period 6	1:39	-	2:13								
Period 7	2:17	-	2:51								
Announcements	2:51	-	3:05								

Mid-Day Homeroom Schedule (50 Minute Classes)

Period 1	8:00	-	8:50								
Period 2	8:54	-	9:44								

Period 3	9:48	-	10:38								
Lunch 1	10:42	-	11:07	Period 4B	11:11	-	12:01	Period 5B	12:05	-	12:55
Period 4A	10:42	-	11:32	Lunch 2	11:36	-	12:01	Period 5B	12:05	-	12:55
Period 4A	10:42	-	11:32	Period 5A	11:36	-	12:26	Lunch 3	12:30	-	12:55
Homeroom	12:59		1:17								
Period 6	1:21	-	2:11								
Period 7	2:15	-	3:05								
Announcements											

ARCHBISHOP ALTER HIGH SCHOOL

2008 - 2009 Calendar

M	T	W	TH	F
August				
				1
4	5	6	7	8
11	12	13	14	15
(18)	** 19	*20	21	22
25	26	27	28	(29)

M	T	W	TH	F
January				
			±	±
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September				
±	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

February				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

October				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

March				
2	3	4	5	6
9	10	11	12	(13)
16	17	18	19	20
23	24	25	26	27
30	31			

November				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

April				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

May				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*** Opening and Closing Days - Upperclassmen**

****Opening Day for Freshmen**

() **In-service for faculty**

— No school

First Quarter August 20 - October 24 (46 days)
 Second Quarter October 27 - January 16 (46 days)
 Third Quarter January 20 - March 27 (47 days)
 Fourth Quarter April 30 - June 5 (43 days)
 Faculty In-service-Aug.18, 29, March 13 (3 days)
 Parent/Teacher Conferences Nov. 12-13 (2 days)
 Total (187 days)
 School day begins 8 am
 School day ends 3:05 pm
 Freshmen Parent & Student Meeting August 17

June				
1	2	3	4	*5

Freshmen Orientation August 19
 First day for all students August 20
 Christmas Break December 20– January 4
 First Semester Exams January 13-16
 10th Ohio Graduation Tests March 16-20
 Easter Break April 10-19
 Baccalaureate May 29- 6 pm
 Graduation May 30 -9:30 am
 Second Semester Exams June 2-5
 Last day of school June 5

School will be extended beyond 6/5/09 if there are more than 5 emergency closing days.

APPENDIX

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	Mr. Matt Sableski (5308)
Attendance Secretary	Mrs. Cathy Mathis (5301)
Admissions/Recruiting	Mrs. Mary Ruth Shearer (5394)
Athletics	Ms. Christina Hart (5311)
BlackBoard Learning Management System	Mrs. Beth Budd (5473)
Building--Scheduling Use of	Mr. Peter Jablonski (5305)
Bus Transportation (liaison with public schools)	Mr. Peter Jablonski (5305)
Campus Ministry	Mr. Stan Troha (5336)
College/Career Information	Student's Counselor *
Cumulative Average/Class Rank	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)
Extra-Curricular Activities	Mr. Peter Jablonski (5305)
Failure for the Year	Student's Counselor *
Finances	Mr. Terry Klein (5307)
Fundraising/Development	Mr. John Patterson (5312)
Health Problems	Mrs. Theresa Sugrue (5321)
Interim Progress Reports	Student's Counselor *
Internet Issues/Concerns	Mr. Jeff Morris (5365)
Liturgy/Chapel	Mr. Stan Troha (5336)
Network Engineer	Mr. Jeff Morris (5365)
Parent Newsletter/Knightlines	Mrs. Kirsten MacDougal (5330)
Peer Tutoring	Course Teacher

Personal or Social Problems	Student's Counselor * S. Fran Flynn, S.C. (5337)
Prerequisites/Placement in Classes	Student's Counselor, * Department Chairperson, S. Fran Flynn, S.C. (5337)
Professional Counseling Recommendations	Student's Counselor *
Professional Tutoring	Student's Counselor *
Psychological Services	Student's Counselor *
Public School Summer Sessions	Student's Counselor *
Report Cards	S. Dennis Tisler (5318)
Retreat Program	Mr. Stan Troha (5336)
School Calendar	Mr. Peter Jablonski (5305)
School Library/Media Center	Mrs. Patricia Brown (5315)
Spirit Shop	Ms. Christina Hart (5311)
Standardized Test Results	Student's Counselor, *
Student Assistance (Drug and Alcohol and related Issues)	S. Fran Flynn, S.C. (5337)
Technology	Mrs. Beth Budd (5473)
Transcripts	Mrs. Judy Bergstresser (5316)
Tuition Payments, Fees	Julie Hartman (5475)
Web Site	S. Fran Flynn, S.C. (5337)
Withdrawal	Mrs. Judy Bergstresser (5316)
*Counselors	Dr. Patty Ellis (Students A-L) (5332) Mrs. Lois Isaacs (Students M-K) (5333)