

McAuley High School

Handbook and Calendar For Parents and Students



McAuley High School

*A Catholic College Preparatory School for Young Women
Sponsored by the Sisters of Mercy of the Americas
Member of the Mercy Education Collaborative of Cincinnati*

To Empower young women to Learn, Lead and Love

Through the Core Values of Catherine McAuley

Faith
Compassion
Service
Leadership
Excellence

6000 Oakwood Avenue
Cincinnati, Ohio 45224
Phone 513 - 681-1800
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www.mcauleyhs.net

Office Hours 8:00 a.m. - 4:00 p.m.

SCHOOL CALENDAR 2016-2017

Monday	August 8	Freshman Orientation 12:30 – 3:00
Tuesday	August 9	Freshmen Orientation 9:00 - 3:00
Wednesday	August 10	No School, Employee In-Service
Thursday	August 11	First Full Day - All Students
Thursday	August 11	Freshmen-New Parents'
		Picnic/Orientation 6:00 - 8:30p
Thursday	August 18	Follow Your Daughter's Schedule – 7:00 p.m.
Monday	September 5	Labor Day – No School
Monday	September 19	No School, Employee In-Service
Thursday	October 6	No School, Employee Retreat
Friday	October 7	No School
Friday	October 14	End of First Quarter
Sunday	October 16	Open House 1:00 – 3:30
Thursday	November 3	Parent-Teacher Conferences 3:20 – 7:20p.m.
Saturday	November 19	High School Placement Test
Wednesday	November 23-25	Thanksgiving Recess
Friday	December 16	Semester Exams Begin
Tuesday	December 20	End of 2nd Quarter/First Semester
Wednesday	December 21	Exam Snow Day or Exam Make Up Day
Wednesday	December 21	Christmas Recess Begins
Tuesday	January 3	Classes Resume
Monday	January 16	Martin Luther King Jr. Day – No School
Monday	February 6	No School, Employee In-Service
Monday	February 20	Presidents' Day – No School
Friday	March 9	End of Third Quarter
Friday	March 10	No School, Employee In-Service
Friday	April 14	Easter Recess Begins
Monday	April 24	Classes Resume
Wednesday	April 26	Academic and Service Awards Banquet
Monday	May 22	Baccalaureate (required)
Tuesday	May 23	Graduation (required)
Wednesday	May 24	Final Underclass Exams Begin
Friday	May 26	End of 4th Quarter/ Second Semester Second Semester
Monday	May 29	Memorial Day
Tuesday	May 30	Exam Make Up Day

**McAuley Handbook
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MISSION

McAuley High School

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VISION STATEMENT:

Together, McAuley and Mother of Mercy High Schools will be Greater Cincinnati's preferred academic choice for individual excellence that forms faith-filled women leaders for the 21st century.

To achieve this, the MECC community will:

- *Focus on individualized learning by helping each young woman identify and develop her God-given talents and prepare her for a path to achieve her greatest potential;*
- *Provide a vibrant Catholic environment, rich in the values set forth by the Sisters of Mercy, where diversity, service and respect for self and others are fostered;*
- *Continuously improve best practices to prepare students for a globalized world that values creativity, critical thinking, collaboration, and communication, thereby providing the most*

technologically sophisticated, personalized and advanced education available;

- *Create a professional learning environment that attracts, retains and develops the most qualified and caring teachers;*
- *Foster a lifetime experience of the charism of the Sisters of Mercy whereby alumnae, parents and friends remain a vital part of their school's community while also celebrating the unity that is MECC.*

HISTORY

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

McAuley High School was named after Catherine McAuley, the foundress of the Sisters of Mercy. The order was established in Ireland in 1831, and 185 years later, the Sisters still carry on the works of teaching, nursing the sick, caring for the aged and orphans, social service works, and, in fact, engaging in all the works of Mercy. The Sisters of Mercy have been serving in the Archdiocese of Cincinnati since 1858.

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

PORTRAIT OF THE McAULEY GRADUATE

The McAuley/Mercy graduate is

- a woman of faith
- a woman of compassion
- a woman of service
- a woman of leadership
- a woman of excellence

Faith is the *gift* from God which precedes all others because it initiates, motivates, and animates all other gifts and values. Deeply rooted in the teachings of the Catholic Church, in Catherine McAuley's unique vision, and in the charism of the Sisters of Mercy, the graduate is becoming a **woman of faith**, exploring, deepening and cultivating her relationship with God, and putting her religious convictions into actions.

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

1. Through faith I recognize that I am created in God's image and therefore I am good
2. I am open to God's influence in my life, and I am responding to God's invitation to grow spiritually
3. I am open to developing a relationship with Jesus
4. I value being part of a community of faith
5. I am taking more responsibility for knowing and affirming my faith
6. I live with sacramental awareness, an openness to finding God in all Creation
7. I am beginning to use faith and prayer to guide my decisions
8. I want to believe and trust in God's love in my life

Compassion is a deep sense of *presence* with the other even when one is powerless to change anything. It flows through us from God, who is Compassion when we see, hear, and know the suffering of another. Modeling Jesus Christ and Catherine McAuley, the graduate is a **woman of compassion**. Alert to the needs of others, she shows Christ's mercy to others. Her compassion motivates her to work for a world that promotes equality and reverence for others. She acknowledges and values the dignity of life in all its forms, is aware of issues that affect women locally, nationally and internationally and celebrates the beauty and diversity of God's creation.

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

1. I want to accept and love others as Jesus and Catherine McAuley did
2. Because I recognize the dignity of all people, I am moved by seeing Christ in all people, especially those distressed or dispirited
3. I see suffering in my own life as an opportunity to grow in feeling care for others who suffer and allowing them to care for me
4. I am growing in taking initiative to be present in the moments of others, listening with an open mind and heart
5. I am growing in appreciating differences between myself and others as an opportunity for conversation with them and personal growth
6. I realize the importance of reconciliation with God and forgiving others as God forgives me.
7. I am developing my disposition to understand rather than to cast judgment
8. I consider how my decisions and actions affect people most in need
9. I am growing in making decisions based on Gospel values, which sometimes conflict with the prevailing values of my culture

Service is a genuine commitment on our part to *act* for and with the other whenever we are able to do so. We become Christ in our world. Keenly aware of the many injustices in the world and through the many opportunities offered at her school, the graduate is a **woman of service**, endeavoring to show mercy to those less fortunate. She works for systemic change and social justice to create a more just world. She is a person of moral integrity who appreciates the fact that the Catholic Christian faith involves not just individual conscience, but demands that she work actively within and beyond her community for social justice.

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

1. I show humility through works of service
2. I see myself as being called to live as Christ and Catherine McAuley would by serving those most in need
3. I am working on becoming Christ's hands and feet in the world
4. Whenever I am able, I try to place the needs of others ahead of my own
5. I am growing in accepting responsibility to contribute my talents to my family, school, local community, church community, and the broader world
6. I am working on becoming more aware of injustices in my community and working for solutions
7. I am growing in experiencing my service to others as a right relationship in which I offer them who I am and gratefully receive what I learn from them

Leadership when it is true leadership *flows* directly and inseparably from genuine service, which is rooted in the compassionate nature of God. Reaping the benefits of an all-female educational environment, the graduate is a **woman of leadership**, comfortable with her own identity as a woman and a leader. She is confident in her

ability to make a positive contribution toward bettering the world and seeks opportunities to stretch her mind and imagination to make a lasting impact on the world.

“Speak as your mind directs, and always act with courage.” – Catherine McAuley

1. I am growing in my ability to lead with Christ’s love and compassion, with a servant’s heart
2. I am learning how to lead with humility
3. I lead by example, demonstrating my leadership through my actions and accepting responsibility for my actions
4. I am growing in my ability to recognize and follow good and right leadership
5. I recognize that God calls me to develop my talents so that I can put them in service to others
6. I am developing the courage to take a stand when Gospel values are at stake
7. I seek new experiences, even those that involve some risk or the possibility of failure, and I am beginning to discover that failure can bring about powerful learning

Excellence is the fundamental attitude of moving toward the *full utilization* of all of one’s God-given gifts so as to make God’s compassion more fully present in the world. Having been nurtured in a student-centered environment which challenges students’ intellects and talents, the graduate is **a woman of excellence**. She is maturing in understanding her accomplishments and areas for growth and in setting and achieving goals for improvement. She is prepared for college as a creative and critical thinker, reader, problem-solver, communicator, collaborator, and researcher. She is becoming a well-rounded individual. She appreciates that learning is a life-long process.

“Our ordinary duties should be performed with all possible care and attention, none of which should be deemed trivial or unimportant.” – Catherine McAuley

1. I am more and more consistently choosing to grow as a learner
2. I am identifying and working to develop the talents God has given me
3. I am discerning God’s will for my life
4. I am working on embracing God’s will for my life
5. I try to live a balanced life: work, play, caring for others, and having a healthy sense of self
6. I have developed internal standards of right and wrong, and I am growing in holding myself accountable to them
7. I want to do ordinary things extraordinarily well and with great love

8. I am open to the challenge and opportunity of greater responsibilities

The McAuley/Mercy graduate uses God’s gift of faith to demonstrate compassion through humble service as a genuine leader. In so doing she manifests excellence in all of her God-given talents.

ACADEMIC INFORMATION

ADMISSION

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

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

CURRICULUM

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

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

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

Juniors are required to schedule theology, English and mathematics courses. Seniors

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

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

A course description booklet, which contains more detailed information about requirements and scheduling, is published on McAuley's website each year.

CREDITS

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

- Theology - 4 credits (one for each year at McAuley)
- English - 4 credits
- Social Studies – 3.5 credits
- Science - 3 credits –Biology, chemistry, plus one other lab science
- Physical Education - 1/2 credit
- Health - 1/2 credit
- Fine Arts – 1 credit
- Mathematics - 4 credits
- Learning Center (College Prep Track)
- Computer Literacy - 1/2 credit
- World Language – 2 credits (for Honors, ACP1, ACP2)

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

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

All required classes must be taken initially at McAuley and each student is required to carry a full schedule of classes regardless of independent study or summer courses. Any exceptions to this must be met with prior approval. If a student receives a failing grade in a required subject or if she does not have the necessary credits for promotion to the next class, the subject must be made up in one of two ways:

- 1) Attend an accredited summer school and satisfy their requirements.

- 2) Contract a tutor, licensed by the State of Ohio in the subject area. Satisfy the required meeting time (20 hours face to face and 40 hours of additional work) and cover required course work using McAuley's book and syllabus. Pass McAuley's semester and final exam by **July 20**.

If credit is not obtained in one of these two ways, the student will not be permitted to return to McAuley. Before registering for any summer classes, the student must receive approval from the Guidance Office.

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

COMPETENCY TO CREDIT OPTION

McAuley High School is broadening the scope of curricular options available to students and increasing the depth of study available for a particular subject. This is being accomplished through our Competency to Credit Option. It is possible to earn credit at McAuley High School in three ways or a combination of three ways: completing traditional coursework, testing out or demonstrating mastery of course content, pursuing another option of education (online courses, distance learning, educational travel, internship, etc.) While this new option is being developed and tested, McAuley High School reserves the right to limit the number of options for credit. The administration of McAuley High School makes the final decisions for receiving credit. Credit will be recorded on the student transcript in the same way, no matter the method used to earn the credit.

COLLEGE INFORMATION

As a McAuley graduate, you will have completed a college preparatory (or higher) curriculum. As you move through our high school career keep the following in mind: Freshmen and Sophomores – It is important to have good grades from the beginning of high school. Colleges consider your cumulative GPA in the admission process.

Also, you should get actively involved in a few activities both inside McAuley and in the community.

Juniors – Continue to obtain good grades in courses that are comfortably challenging and continue your involvement in extracurricular activities. Schedule a college planning session with your counselor between November and April. Start researching colleges and admission information and during the second semester, begin taking college visits. It is also recommended that you take the ACT and/or SAT.

Seniors – Be prepared to budget your time to submit college applications between August and mid-November to ensure being considered for scholarships. Plan to retest on the ACT and/or SAT during the fall and successfully complete your senior year.

All sophomores and juniors each year will be administered the PSAT.

All freshmen each year will be administered the 9th grade version of the PSAT.

FINANCIAL AID / SCHOLARSHIPS

For any student to be considered eligible for financial aid, a Fast Automatic Cash Transations System (FACTS) form must be completed and submitted by the appropriate date. Financial aid may not exceed the amount of need determined by FACTS.

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

EdChoice (Voucher) Program

EdChoice (Voucher) Program was created to provide students from underperforming schools the opportunity to attend participating private schools. McAuley High School is an approved provider for the EdChoice (Voucher) Scholarship Program. Admission to McAuley High School is required before an application will be submitted on behalf of an eligible student. It is the responsibility of the parent/guardian of an eligible student to complete all necessary applications and to submit all required documentations each year.

Jon Peterson Special Needs Scholarship Program (JPSNSP)

McAuley High School is an approved provider for the JPSNSP. Admission to McAuley High School is required before an application will be submitted on behalf of an eligible student. Application deadlines are determined by the State of Ohio. Awards of the Peterson Scholarship will be used for the needed services for the academic year in which the award is received. It is the responsibility of the parent/guardian of an eligible student to pursue the renewal of awarded scholarships under the JPSNSP.

GUIDANCE PROGRAM

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

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

The Guidance Department provides information on testing, scholarships, and other

educational and vocational matters.

School Psychologist, Intervention Specialists and Math Tutors

McAuley High School employs a school psychologist that tailors services to the particular needs of students and their situations. The core services may include but are not limited to consultation with teachers and parents; assessments of academic skills and learning needs; intervention in conflict or crisis situations; and preventative services in mental health education.

Intervention specialists and math tutors are available to work with students with varying identified or unidentified academic needs.

Referrals to the school psychologist and intervention specialist are coordinated through the Guidance Department.

RESIDENCY

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

RETREATS

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

- 1) **Freshman Day of Reflection** – This one day, mandatory experience for freshmen takes place on campus and is led by trained members of the junior class.
- 2) **Sophomore Day of Reflection** – This one day, mandatory experience for sophomores is led by trained senior retreat leaders.
- 3) **Junior Retreat** – This mandatory, overnight retreat takes place off campus and is led by staff members at the retreat center.
- 4) **Emmaus (Senior) Retreat** – This optional, two-night retreat takes place off campus and is led by trained senior retreat leaders.

Selection of Retreat Leaders

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

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

other 5 can be either brown or gold.

SERVICE AND JUSTICE PROGRAM

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

Our service and justice program is designed to be as student-led as possible, to offer school and community service opportunities, to require students to perform a certain minimum number of service hours, and to educate students about the needs of our community and world. The Service and Justice Program is led by a Service Coordinator with the help of a Service and Justice League. The Program includes KEY Club, MERF, CSTAT, and Green Team. A small group of League Leaders plans and leads all four groups. The Service & Justice League consists of the League Leaders, the Key Club Project Chairs, the Green Team, and the MERFettes.

The required service hours for students are as follows:

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

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

For the 2016-2017 school year, by **May 5, 2017**,

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

For the 2016-2017 school year, by **March 9, 2017**,

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

TESTING

Incoming freshmen are recommended for curricular programs on the basis of the High School Placement Test and their cumulative records including reports of classroom achievement and scores on standardized tests received by the high school from the elementary school.

Currently, the Tenth Grade Ohio Graduation Test is required for all students in the class of 2017 and 2018. The State of Ohio requires that all segments of the test be passed before a student may receive a diploma. The class of 2019 and 2020 are required to pass the State tests in classes determined by the State of Ohio.

A career interest survey is administered to sophomores to help them plan for their futures. This survey takes into consideration interests as well as their aptitudes.

The 9th grade version of the PSAT will be administered to the class of 2020 and all members from the class of 2018 and 2019 will be administered the PSAT. The date for these tests is October 19, 2016 and the juniors are eligible for National Merit recognition.

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

TRANSCRIPT OF CREDITS

Students may request up to 10 transcripts free of charge to be sent for colleges, scholarships, and/or other programs. After the issuance of the tenth transcript, there will be a charge of \$1.00 for every transcript issued. Before a transcript is issued, a parent/guardian must sign a release form and tuition must be in paid in full to the date of the transcript.

Each transcript carries two GPA's, one based on the weighted quality point average determined by the type of subjects and the grade received and the other is based on the scholastic unweighted average. Institutions of higher learning or business firms are able to evaluate the quality of the student's work from these two GPA's combined with their course rigor, ACT/SAT scores and class rank.

SCHOOL PROCEDURES

ACADEMIC ELIGIBILITY

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

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

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

ATTENDANCE

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

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

- 1) On the day of absence, a parent/guardian must call the school between 7:30 a.m. and 8:45 a.m. to report absence (681-1800). Voice mail is available 24 hours each day.
- 2) On the day the student returns to school, she must bring, to the attendance

office, a note of explanation signed by a parent/guardian or from the appropriate office, if applicable. This note should include:

- a) the student's name
- b) the date(s) the student was absent;
- c) the reason for the absence.

It is a state requirement that these notes be kept on file.

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

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

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

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

Tardiness: STUDENTS WHO ARE NOT IN THEIR FIRST CLASS OF THE DAY WHEN THE BELL RINGS AT 8:00 A.M. ARE CONSIDERED TARDY. Tardiness is excused only for doctor and dentist appointments, drivers license test, and court appearances when an official office note is provided. Tardiness is also excused for funerals. Parent telephone calls or notes regarding tardiness for other reasons do not excuse students for being tardy. If a school bus is late, students are not considered tardy but must sign in at the attendance office. An announcement will be made to admit them.

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

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

Make-up Work: When a student is absent, it is her responsibility to contact individual teachers in order to make-up all tests, quizzes, and assignments. It is strongly recommended that students check Blackboard for assignments and materials that may have been missed. The student must assume total responsibility for all work missed. All make-up work, as well as any points awarded for make-up work, will be given at the discretion of each individual teacher.

A student that misses an assignment, quiz, test or project, for any reason, will receive an “M” for missed work in the gradebook. An “M” will be set to a grade of 0. If a student is absent for 5 consecutive days or fewer (including school and non-school related activities), then the student has 3 school days to schedule and make-up all work missed including tests, quizzes and assignments. **After 3 days, any missing tests, quizzes and assignments become a permanent 0.** It is the student’s responsibility to contact the teacher for a mutually agreeable make-up time.

For extended absences over 5 consecutive days, the student will be required to take the initiative to “check-in” to Guidance upon her return. Guidance will help the students facilitate a make-up schedule with her teacher.

A student who exhibits an habitual pattern of absences will receive permanent zeroes on tests, quizzes, and assignments missed. (exceptions can come from guidance or administration)

A student who exhibits an habitual pattern of absences will meet with the Associate Principal. Parent meetings may also be necessary.

If a student is absent due to truancy or out-of-school suspension, no credit will be given for any missed work/test.

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

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

College visits: Arrangements for college visits are to be made at least one week in advance with the counselor. Teachers, administrators and the attendance secretary will be notified by the students’ counselors. Official verification from the college visited, must be turned in to the student's counselor the day following the visit. Juniors are permitted to make college visits during the second semester, but before May 1st. Seniors may visit colleges throughout the year but before May 1st. Only

half-day visitations will be granted for all post-secondary schools within the boundaries of I-275 and for Miami University, Northern Kentucky University, and Thomas More College.

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

Vacations: McAuley strongly discourages family vacations during the school year especially during final examinations. However, if a vacation during the school year is unavoidable, parents/guardians are to contact the Associate Principal before the planned vacation. Teachers are not required to allow students to make up missed work or provide work early.

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

BEFORE AND AFTER SCHOOL HOURS

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

Before School: Students are to be in the student lounge/cafeteria until 7:45 a.m. **Students may not congregate in halls.** At the 7:50 a.m. bell, each student must go to her first class of the day. Students not in their first class of the day by 8:00 a.m. are tardy.

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

CELL PHONES

Personal cell phone use is permitted at McAuley. **Cell phones for any reason cannot be used during class time or in the chapel.** Cell phone behavior that violates this policy or interrupts the educational process is subject to conduct points and confiscation of the cell phone. Cell phones that are confiscated will be returned only to a parent/guardian by an administrator.

DEATHS AND FUNERALS

If there is a death in the family of a student, the family is requested to notify the school, even during the summer months. On the death of a member of the immediate family of a McAuley student, other students are permitted to attend the funeral. Each student must have a note from a parent/guardian to attend the funeral. At the latest, this note is to be given to the attendance secretary before 7:55 a.m. on the day of the funeral. Depending on the time of the funeral, students should report to school at the usual time. Students are encouraged to wear the school uniform and to return to school promptly after the funeral service.

DISPENSING OF MEDICATION

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

FIRE, TORNADO AND LOCK DOWN DRILLS

Fire and tornado drills are held periodically and are conducted in silence. When the fire alarm is sounded for a fire drill, students walk quickly and leave the building by the exit, nearest to you. Once outside go to the back soccer field to your family's gathering area. The classroom door and windows should be closed.

When the tornado alarm (a tone sounded over the PA system) is sounded students should walk quickly to the ground floor locker area and gather in your family's designated area. If time permits, students are to assist the teacher in opening the windows and securely fastening the opened door.

Lock down drills will be held at a minimum of once per year. Instructions are available to all teachers. The safety of everyone is the number one concern.

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

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

FOOD ALLERGIES

McAuley High School, the students with food allergies and their parents are committed to providing a safe and healthy educational environment. A complete policy and guideline statement is available on McAuley's website.

FOOD AND DRINKS

Food or drink may be consumed only in the cafeteria. Employee sponsored events would be the only exception. Clear, plastic water containers with a lid may be carried throughout the day with water or a sports drink in it. There is to be no chewing of gum in the school at any time.

GRADUATION

Graduating seniors receive 5 tickets to Baccalaureate and 8 tickets to graduation (2 tickets in the reserved section and 6 tickets in general seating). Attendance at Baccalaureate and all scheduled graduation practices is mandatory in order to be able to participate in the graduation ceremony. Students are to dress appropriately in a white (or light colored) dress with white shoes. All students receive a McAuley issued cap and gown to be worn at baccalaureate and graduation. National Honor Society is permitted to wear stoles at graduation. Recognition of any other kind is not permitted to be worn.

ILLNESS AT SCHOOL

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

LOCKERS

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

NOTIFICATION SYSTEM

McAuley has a notification system called, Admin. Plus Notify, which notifies students and parents of general and emergency information, including snow days or delays. Notifications are sent via email, text, and text to voice. In order for this system to be an effective means of communication, McAuley must have accurate email addresses and phone numbers on file.

PREGNANCY

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

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

- 1) The student and her parent(s) or guardian will meet with the Principal to discuss how McAuley will be supportive during the pregnancy and afterward. A member of the Guidance Department and/or a faculty member may be invited to the meeting at the discretion of the student, the parents, or the Principal.
- 2) The student and her parent(s) or guardian will have consultation(s) with a pregnancy counselor from Catholic Social Services.
- 3) The student will submit a doctor's statement verifying that she is receiving prenatal care.
- 4) No student who is pregnant will be permitted to participate in physical education or any school sponsored athletic activity.

REVISION OF RULES

Policies, practices and procedures whether or not identified in the Handbook may be revised or discontinued by the administration at any time. Conduct, whether inside or outside of school, that is detrimental to the reputation of the school is grounds for expulsion.

OPEN TIME

Open time in a student's schedule is any time that the student is not assigned to a class, lunch, family, meeting or assembly. Open time fosters student freedom, responsibility, and accountability. The purpose is to encourage independent work, collaboration with other students and to increase the students' level of maturity. For attendance purposes students with open time during A bell on A, B, and D Days need to sign-in at the main office by 8:05 each day. Students with open time during B Bell on C Day need to sign-in at the main office by 8:05 each C Day.

McAuley High School encourages everyone to have a very successful high school career. When students have an identified academic need by virtue of performance, attendance, work habits or a specific personal need they will be required to attend guided study hall during their open times. Administrators, teachers and counselors can require students to attend study hall. **Study hall** will be held in room 215 and at any given time during any quarter a student can be required to attend study hall. The purpose of the study hall is to receive help for academic success, to receive help on time management skills and work habits, and to help students behave as responsible high school students. The goal is to have each student achieve academic success and therefore regain the freedom, with the responsibility and accountability of open time.

SCHOOL PARKING

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

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

Any vehicle driven to school may be searched by the school administrators at any time, including during extra-curricular activities.

SCHOOL PROPERTY

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

SCHOOL PROPERTY - OTHER INSTITUTIONS

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

SENIOR PRIVILEGES

Senior privileges are earned as a result of developing responsibility and maturity. A final list of **no more than 10 privileges** will be awarded. Privileges, by definition, require maintenance by the members of the senior class and the McAuley Administration reserves the right to revoke them as circumstances warrant.

TECHNOLOGY RESPONSIBLE USE OF TECHNOLOGY POLICY

CATHOLIC SCHOOLS OFFICE, ARCHDIOCESE OF CINCINNATI

Introduction:

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

www.valuesforalifetime.com

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

Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives.

General Information for Users of Technology:

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

educational purposes.

Agreement Form

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

Policy

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools in the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

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

User Responsibility: The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to

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

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

MCAULEY HIGH SCHOOL INTERNET POLICY

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

Privileges: The employees of McAuley High School are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time.

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

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

No Warranties: On a global network such as the Internet, it is impossible to confine student access only to appropriate materials. Certain Internet sites contain material that is unacceptable. Although the Internet provider has a firewall, a persistent user

may discover such material. The student is responsible for informing the administration so that the problem can be corrected.

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

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

Miscellaneous Internet/Library Guidelines:

- Students may not use any form of electronic communication or computer game for non-educational purposes or participate in "chat rooms"
- Information transmitted over the Internet, including e-mail, is not private. Systems operators have access to all mail and other files. Messages relating to or in support of illegal activities may be reported to the authorities.

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

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

Social Networking Sites: All information that is posted to a social networking site, blog or chat (Twitter, Facebook, etc.) must be respectful to McAuley High School and its members. Pictures posted and language used on these sites must be appropriate.

Sexting: The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) is prohibited. Students found to be sending, receiving or viewing such pictures are subject to suspension, expulsion and involvement of the law enforcement authorities.

Consequences of Inappropriate Use: If a student uses or attempts to use another user's account, uses a McAuley e-mail account for non-educational purposes, or

does not follow McAuley High School's Internet/Library and Computer Lab Guidelines, she will receive 5 conduct points for a first-time infraction. For a second infraction, the student will receive an additional 10 conduct points and loss of computer use privileges for 30 days. For a third infraction, the student will receive an additional 10 conduct points and the loss of computer use privileges for 365 days. McAuley High School reserves the right to alter these rights and consequences at any time.

Tablet PC Policies and Procedures

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

The Tablet PC is a learning tool and during the school day, it is to be used for educational purposes only.

Property of McAuley

- The tablet PC is the property of McAuley High School but each student is responsible for its use and basic care.
- McAuley High School reserves the right to return the tablet to its original software image state whenever we feel it is appropriate.
- If the addition of personal software or files impedes the performance of the tablet, McAuley High School reserves the right to return the tablet to its original software image state. Any student whose tablet needs to be reimaged due to negligence on the part of the student, such as repeated virus infection or loading additional software that impeded the tablets performance, will be charged \$10.00 for each reimage.
- Students are responsible for backing up all academic files using their SkyDrive account and a secondary backup method such as a USB flash drive or SD card. Personal files, such as pictures or music should be backed up using a USB flash drive or SD card. SD cards are available for purchase at the Tech Help Desk. Please note, if a student's hard drive crashes or the student's tablet is reimaged, the only way to recover academic and personal files is from backups that the student is responsible for making.
- McAuley High School is not responsible for any alterations, electronic or otherwise, that are made to the tablet.
- McAuley High School is not responsible for maintaining or providing technical assistance for any applications not part of the standard McAuley software image or any hardware other than the tablet itself.
- The use of video sharing websites, such as YouTube, are permitted for academic use.

Network

- Internet connections can ONLY be made on the McAuley wireless network.
- Other internet connections are prohibited. i.e.: Broadband cards, portable access points, cell phone based internet connections, etc.

Unauthorized use of school computer systems (Responsible Use)

- Students may not violate copyright laws.

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

Security

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

Privacy and Safety

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

Email

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

Cyberbullying

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

Using electronic means to facilitate cheating

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

Loaner tablets

- Loaner tablets will only be available for tablets needing repair.

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

Loaner batteries for uncharged tablets

- It is the responsibility of the student to bring the tablet to school fully charged each day.
- Loaner batteries **will not** be available for uncharged tablets.
- Students are responsible for bringing their power cords with them to school each day.
- If the tablet is not charged upon arrival to class, students are responsible for all class work missed and may receive a zero for all work not completed due to an uncharged tablet.

Loaning/borrowing another student's tablet

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

Screensavers/backgrounds/wallpaper

- No inappropriate backgrounds may be displayed on your tablet.

Tablet bag/case

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

Markings on tablets or cases

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

Games/ movies/ instant messaging/ Internet shopping

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

Care of equipment

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

Printing

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

Consequences

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

The most updated version of the policies and procedures can be found on McAuley's website (www.mcauleyhs.net/tabletprogram).

Tablet PC Financial Agreement

Cost

- The cost of the tablet PC is \$600 per year and will be added to tuition.
- McAuley High School maintains ownership of the tablet PC until it is purchased for \$1 upon student's graduation. All fees and tuition must be current.

Warranty & Repair

- Four year Accidental Damage Protection covers damages incurred through normal usage. Second plus occurrence will result in a fee as listed if negligence is the cause.
- **Stylus, AC adapters and batteries have a one year limited warranty.**
- **A new main battery will be provided for each student at the beginning of her junior year.**
- All fees will be charged to the student's account.

Replacement Cost/Fee	2017	2018	2019	2020
LCD screen	\$420	\$420	\$420	\$420
LCD front casing	n/a	\$15	\$15	\$15
LCS rear casing	\$100	\$100	\$100	\$100
Palm rest casing	n/a	\$25	\$25	\$25
Bottom casing	\$20	\$20	\$20	\$20
Keyboard	\$100	\$100	\$100	\$100
AC power adapter	\$25	\$38	\$38	\$38
Carrying case	\$34	\$34	\$34	\$34
Main battery	\$100	\$150	\$150	\$150
Bay battery	\$100	\$138	\$138	\$138
Stylus	\$50	\$50	\$50	\$50
Reimaging	\$10	\$10	\$10	\$10

Lost or Stolen Accessories

- Lost or stolen tablet accessories are the responsibility of the student and will be subject but not limited to the fees listed above.

Loss or Theft

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

Reimaging

- It is required that all tablet PC's be returned to the technology department for software reimaging by McAuley High School during the summer. Specific dates will be announced. Students whose tablets are not returned for reimaging by August 1st will be charged a \$50.00 reimaging fee.
- Student accounts must be current for tablets to be reimaged.

Non-Returning Students

- Students that do not return to McAuley High School, prior to completion of their senior year, have the option of purchasing their tablet PC or returning it to McAuley High School. A prorated fee will be assessed.

TEXTBOOKS

Each student is responsible for her own textbooks. When available, online books will be used. In addition to online books, hard copies of books will be issued for home use whenever possible. They are to be returned at the end of each school year. Books are to be properly covered at all times. A student must pay for a lost textbook before it is replaced. Fines will be assessed for damaged/unreturned books at the end of the school year.

UNIFORMS/DRESS CODE

McAuley's uniform/dress code is intended to stress safety, neatness, self-respect and professionalism. The regulation uniform is to be worn every day school is in session unless an out-of-uniform day is announced. (See 'spirit day attire' below for Friday dress codes.)

I.D. (name) badge is part of the uniform and must be worn daily, including out of uniform days. Conduct points will be given when I.D. badges are not visible and students will be charged \$5.00 to have a new I.D. badge made.

The uniform consists of:

- 1) the uniform skirt - no shorter than fingertip length to be worn buttoned and zipped at all times;
- 2) A white or banana polo shirt or a white banded bottom uniform shirt (both purchased from McAuley's spirit shop) must be worn and may be worn untucked.
- 3) Any flat, rubber-soled shoe with an enclosed toe and back – sandals, flip flops, and clogs are not permitted;
- 4) Socks, any kind may be worn.
- 5) Plain navy, black or gray footed leotards, or leggings (with socks) are optional.

Optional uniform items include:

- 1) **plain** white turtleneck or **plain** white T-shirt under the blouse or polo;
- 2) green uniform sweater or any official McAuley outerwear (short and long sleeve t-shirts are not considered outerwear). On certain formal days as determined by the administration, there will be limited number of choices for outerwear.
The white or banana polo shirt must still be worn under the sweater or sweatshirt.

Additional uniform regulations include:

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

Spirit day attire:

- 1) **Every Friday is a 'spirit top day.'** T-shirts and/or sweatshirts that have McAuley printed on them and were purchased from McAuley may be worn with the uniform skirt. Polo shirts are not required on Fridays.
- 2) **FULL SPIRIT DAYS:** On designated full spirit days (as specified in the handbook calendar), T-shirts and/or sweatshirts that have McAuley printed on them and were purchased from McAuley may be worn with khakis, blue jeans, or warm-up pants. **Yoga pants and leggings are not permitted.**

Out of uniform attire:

On out of uniform days students must wear clothing which is appropriate, modest and in good taste. **Yoga pants and leggings are not permitted.** Clothing that refers to drugs, alcohol, sex or profanity in written or visual form is never acceptable. Shorts and pajama pants may not be worn unless special permission is given by the school administration. When special permission to wear shorts is given, shorts must be no shorter than finger-tip length. **Sandals, flip flops and clogs are not permitted. Only shoes with an enclosed toe and heel and rubber sole may be worn.**

VISITORS

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

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

WHOM TO CONSULT

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

Absentee notes	Attendance Secretary
Adult guest pass	Principal
Change in address or phone	Guidance Secretary
Class ring adjustments	Associate Principal
Conduct	Associate Principal
Dance plans	Class Moderator(s)
Driver education forms	Main Office
Grade school student guest pass	Director of Recruitment
Facilities use	Associate Principal
High school student guest pass	Associate Principal
Lockers	Associate Principal
Lost and found	Attendance Secretary
Prolonged illness or absence	Counselor
Registration or withdrawal	Counselor
Scheduling	Counselor or Associate Principal
Student lobby display board use	Advancement Office
Student workers	Main Office
Tablet PC needs	Help Desk Coordinator
Tardy slips	Attendance Secretary
Tuition payments	Main Office
Work permits	Attendance Secretary

WITHDRAWAL FROM SCHOOL

Notification of withdrawal from McAuley should be made by the parents/guardian to the Principal or Counselor. A release form is to be obtained from the Guidance Counselor and signed by the parent/guardian. The student withdrawing returns her tablet, and textbooks to the office and pays tuition and other fees. A transcript of credits is not released until these procedures have been completed. Withdrawal of a student will not relieve parents of the obligation to pay tuition.

WITHHOLDING OF TRANSCRIPTS OR STUDENT SCHEDULES

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

- outstanding tuition or fees
- outstanding library fines

- outstanding book fees / textbooks not returned
- service requirement not met
- failure to complete academic requirements
- Junior Job Shadowing requirements not met
- detention hours not completed
- athletic obligations not met

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

STUDENT PROGRESS

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

ADDING OR DROPPING A CLASS

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

If a student wishes to drop a class, she must discuss this with her counselor and have written permission from a parent. Each student must take a minimum of six courses each semester of each year. The fee for dropping a class is \$150.00 and must accompany the parent permission form. The counselor will not process the schedule change (dropping a class) without the \$150.00 fee and parent permission in writing. A student may not change her schedule after the fifth day of class, unless it is recommended by a teacher.

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

CLASS RANKING

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

CONFERENCES

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

EXAMINATIONS

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

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

GRADING SCALE

The following grading scale is used at McAuley:

- A - 93 to 100
- B - 85 to 92
- C - 78 to 84
- D - 70 to 77
- F - below 70

Grades Over 100

The highest grade that may be given on any assessment is a 100. Bonus questions/problems may be given but the highest grade attainable must be 100.

HONOR ROLL

Starting with the 2016-17 school year McAuley High School will have semester honor rolls only and it will be based on semester grades. McAuley has three semester honor rolls -- first honors, second honors and strong effort honors. Each of these honor rolls are based on academics, behavior and school attendance. It is a belief at McAuley that if a student is going to be given the title "honor student", she must meet the criteria in all three categories: academics, behavior and attendance.

First and Second Honors

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

- 1) No more than 7 conduct points for the semester.
- 2) No more than 7 absences per semester or 10 absences per year;
- 3) All missing work should be made up within two weeks after the semester ends.
(A student who has an incomplete cannot be on the Honor Roll.)

Strong Effort Honors

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

- 1) A comment of "Great Effort" is given in two different courses;
- 2) No more than 7 conduct points for the semester.
- 3) No more than 7 absences per semester or 10 absences per year;
- 4) All missing work should be made up within two weeks after the semester ends.
(A student who has an incomplete cannot be on the Strong Effort Honor Roll.)

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

MAKE-UP TESTS AND ASSIGNMENTS

Please see page 21

ONLINE STUDENT GRADES

Current quarter averages can be checked online. Minimally, averages will be updated each week on Tuesdays **after 4 pm** and will be available from the 3rd week of the quarter through the last week of the quarter. Official end of the quarter grades will be printed on report cards only and **will not** be available online. Due to the availability of online weekly grades, progress reports will not be issued. If you have any questions or concerns regarding a particular average, please do not hesitate to contact the teacher with those questions. If you have any technical questions, contact Kevin Stachowski at 681-1800 ext. 2258 or StachowskiK@live.mcauleyhs.net

REPORT CARDS

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

- First Quarter – October 25
- Second Quarter – January 10
- Third Quarter – March 21
- Fourth Quarter – Mailed Home

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

- 1) overdue library books or outstanding library fines;
- 2) semester books not returned or book fees not paid;
- 3) any other outstanding fee or unpaid tuition to date.

STUDENT DISCIPLINE

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

CONDUCT POINTS

Conduct points are used as part of McAuley's discipline system. Conduct points are given in relation to the offense. Following are guidelines for issuing conduct points, however, administration and teachers have discretion to assign more/fewer points depending on circumstances:

- Tardy 1 pt. each time
- Uniform Infractions 1 pt. each
- Disruption Infractions 1 – 5 pts.
- Disrespect Infractions 3 – 10 pts.
- Dishonesty Infractions 5 – 10 pts.
- Harassment/Threatening Behavior 10 pts./Suspension/Expulsion
- Theft 10 pts./Suspension/Expulsion
- Damage to Property/Vandalism 10 pts./Suspension/Expulsion
- Other Infractions 1 – 10 pts.

DISCIPLINARY CONSEQUENCES

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

Points	Consequences
5 points	Student reports to detention on the following Thursday
10 points	Student reports to detention on the eight following Thursdays.
15 points	Student has a conference with the Associate Principal and reports to detention for an additional four detentions
20 points	Student is suspended until the parent/guardian has a conference with the Associate Principal.

DETENTION

When a student receives a detention, the parents of the student will be notified by e-mail and the student will be notified by email. If a student accumulates 10 points and is assigned eight detentions, one notice will be sent to the parents notifying them of the detentions with the dates of the detentions. The same process will be

used if a student accumulates 15 points and four additional detentions are assigned.

If a student fails to report to detention for any reason other than absence from school, the student must serve 2 detentions as assigned by the associate principal. Parents/guardian will be notified. Failure to make up detention on the two specified dates will result in accumulation of detentions. Schedules for the next year or diplomas will not be issued until detention hours have been completed.

POLICY AGAINST HARASSMENT, INTIMIDATION & BULLYING

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

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

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

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

Cyberbullying encompasses any of the already prohibited actions-such as bullying, discrimination, harassment, intimidation-accomplished through electronic means.

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

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

Social Networking Sites: All information that is posted to a social networking site, blog or chat (Twitter, Facebook, etc.) must be respectful to McAuley High School and

its members. Pictures posted and language used on these sites must be appropriate.

Sexting: The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) is prohibited. Students found to be sending, receiving or viewing such pictures are subject to suspension, expulsion and involvement of the law enforcement authorities.

PROBATION SUSPENSION DISMISSAL

Though conduct slips/points are the ordinary system of discipline, a student may be placed on probation for any conduct detrimental to individuals or the reputation of the school at the discretion of the administration.

A serious infraction of the rules or conduct endangering the rights and welfare of any member of the school community will result in suspension or dismissal from McAuley High School. Students who are suspended from school are not permitted to receive credit for any missed work/tests or other classroom activities. Behavior that is subject to immediate suspension or dismissal includes, but is not limited to the following items:

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

students will not be tolerated. Students will be subject to suspension or expulsion.

- 6) Fighting will not be tolerated. Students will be suspended or expelled at the discretion of the administration.
- 7) **Any student who is suspended for the third time during her four years at McAuley is subject to dismissal.**

DUE PROCESS

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

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

POLICY REGARDING SUBSTANCE USE

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

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

Suspension

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

- 1) Students who possess or are under the influence of alcohol or other substances on school property or at school sponsored activities.

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

Expulsion

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

- 1) Students who provide, sell, or otherwise transfer alcohol or controlled substances (real or counterfeit) on school property or during school sponsored activities;
- 2) Students who have previously been suspended for alcohol/drug violations and are again found to be in violation of the school alcohol/drug policy.

Other Disciplinary Actions

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

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

CO-CURRICULAR/EXTRACURRICULAR POLICY

Students of McAuley High School are expected to be exemplary role models and therefore are required to comply with McAuley High School's policies and civil laws governing the use of alcohol and/or drugs. All students will be subject to consequences for possession, use, dissemination, or being under the influence of alcohol or other substances prohibited by law either on or off school property, during school hours or out of school hours.

First Violation

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

Second Violation

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

Third Violation

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

USE OF BREATHALYZERS

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

STUDENT SERVICES

CAFETERIA

All students are to go to the cafeteria area during lunch. Each student is to clean her place in the cafeteria and return all dishes and utensils to the dishwasher counter. Students may not take cafeteria food or snacks outside the cafeteria. Books, book bags, and tablets are to be kept in the student's locker during lunch.

DANCES

Since the responsibility for the social life of students is chiefly that of the parents, their active cooperation in managing the dances is greatly desired. Only young women currently enrolled at McAuley High School may attend our dances. Seniors and juniors may attend the Christmas Dance and Prom. All students may attend the Bold and Gold Dance. Dances are not held on evenings before school days.

TIME OF DANCES

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

Prom 8:00 p.m. – 12:00 a.m.
Students must arrive by 8:00 p.m.
Students may leave at 11:30 p.m.

REGULATIONS FOR PROM AND DANCES

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

LIBRARY/ MEDIA SERVICES

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

Library/AV Center 7:30 a.m. to 4:00 p.m.

Students may go to the Library or AV center during school hours . The Library is also open before and after school.
Students are responsible for returning materials on time. Fines will be assessed for overdue materials. All books not returned must be paid for at the present value of the book.

AWARDS

MOTHER CATHERINE McAULEY AWARD

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

SISTER MARY EMILY ROBERS ALUMNAE SERVICE AWARD

This award is named for the first principal of McAuley High School. It is conferred upon a senior at Commencement Exercises. It is an award for the senior who has given outstanding service to the McAuley High School Community. The recipient of this award is a senior who has given of her time and talents to advance McAuley High School. Each faculty member is asked to nominate one senior with the final

selection by an appointed committee.

CIRCLE OF MERCY SERVICE AWARD

This award is for the senior who has extended the Circle of Mercy beyond the McAuley Community by participating and/or organizing service activities. Each faculty member is asked to nominate one senior with the final selection by an appointed committee. It is conferred upon a senior at Commencement Exercises.

ARCHBISHOP McNICHOLAS MEMORIAL AWARD

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

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian of the graduating class shall:

- 1) be ranked first and second in the graduating class, respectively as determined by the weighted class rank after completion of the 7th semester*
- 2) have attended McAuley High School for four years
- 3) meet with the approval of the Principal

*If there is a .20 or less difference between the top two students of the class (and both meet the criteria stated above), there will be co-vedictorians (multiple valedictorians). The graduation speech will be shared and the next student in rank will be the salutatorian.

STUDENT ORGANIZATIONS

ACADEMIC TEAM

The Academic Team competes against other high schools in the Greater Cincinnati area. The weekly competitions are at Cincinnati State and the season runs from mid-October until March. Everyone is welcome.

Practice:s: Monday mornings from 7:30-8:00am and Tuesday, 3:00-4:00

AMBASSADORS CLUB

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

ART CLUB

The purposes of the Art Club are:

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

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

Meetings: Third Thursday of each month

BOOK CLUB

Students and staff who love to read books, talk about books, collect books, buy books or even write books get together to share their interests, make recommendations and pursue enrichment activities involving literature. Members bring assorted breakfast food and beverages to enjoy during enthusiastic discussions and engaging activities. The club is open to all McAuley students and staff

Meetings: As needed

CAMPUS MINISTRY TEAM

The purpose of this team is to help the campus minister in planning masses, reconciliation services and other related events or activities.

Meetings: Second Monday of each month, 7:30-8:00am

CROCHET/KNITTING CLUB

Crochet/Knitting Club is composed of students and adults who are interested in the “yarn arts”. One on one instruction is available for those who do not know, but would like to learn. Knit or crochet a warm, thoughtful gift for family, friends, or someone in need. Help keep alive an age-old art.

Meetings: Thursday mornings

CSTAT (Catholic Social Teaching Action Team)

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

Meetings: As needed

DRAMA CLUB

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

Meetings: To Be Announced

FRENCH CLUB

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

Meetings: Third Thursday of each month, 3:00-4:00

GREEN TEAM

The Green Team is composed of students who are interested in promoting a more environmentally-friendly school and community. Members meet to discuss new recycling programs and other ways McAuley can help the environment. The Green Team is in charge of running the Recycle Center and all other new recycling programs. Membership is open to all interested students.

Meetings: As needed

HISTORY CLUB

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

Meetings: Third Friday of each month, 7:30am

INTERNATIONAL THESPIAN SOCIETY

This international dramatics honor society, based in Cincinnati and established in 1929, was chartered at McAuley in June 1981. The purpose of the Society is:

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

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

KEY CLUB

Key Club is a national high school service organization. Its purpose is to provide service to the McAuley community and the Cincinnati area. Service projects include rehabbing homes for low-income families, assisting shoppers at a local food pantry, working with kids with disabilities, playing board games with the elderly, recycling, serving a dinner to the homeless, making candy grams for children with AIDS,

tutoring at-risk kids in reading and math, leading a self-esteem program for at-risk kids, participating in several walkathons and other annual clean up or collection events and putting on a dance fundraiser.

Membership is open to all students interested in community service. Project sign ups take place at lunch.

Meetings: Project -Based

KEY CLUB PROJECT CHAIRS

Student leaders chair the 8-10 Key Club projects each year. It is a year long commitment. Project chairs are responsible for recruiting volunteers for their project, taking care of the necessary paper work, leading the volunteers at the project, and communicating with the agency supervisor, the adult leaders, as well as the Key Club advisor about the needs and the progress of the project.

LATIN CLUB

Members of the Latin Club undertake the following goals:

- 1) To promote interest in the Latin language and literature;
- 2) To make students aware of western civilization's inheritance from the Greco-Roman culture.

Membership is open to present and former Latin students.

Meetings: Second Wednesday of each month, 3:00-4:00

LEAGUE LEADERS

League Leaders are students who lead the entire Service and Justice League in running KEY Club, MERF, CSTAT, and Green Team. League leaders choose, plan and promote all MERF collections, KEY Club projects and CSTAT events. In April, an Adult Advisory group interviews and chooses two co-presidents, two public relations chairs, two web/photomasters, one Green Team liaison, and several assistant League Leaders. This group of students is in charge of leading and communicating the program to the rest of the League: KEY Club project chairs, MERFettes, and Green Team. The League Leaders also serve as liaisons to the larger city-wide CSTAT and to KEY Club International.

Meetings: Weekly

LIBRARY ADVISORY BOARD

This group of students is helpful to McAuley's librarian throughout the school year by making recommendations on different items as it relates to the library.

Meetings: As needed

LIFE CLUB

(Life Is For Everyone)

Life Club seeks to promote respect for all life and encourages positive life decisions.

Membership is open to everyone.

Meetings: Second Tuesday of each month at 7:30am

LITURGY COMMITTEE

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

To help plan meaningful school liturgies throughout the year;

To participate in the school liturgies in various ways;

To evaluate liturgical experiences and recommend improvements.

Membership is open to all students.

Meetings: as announced

MERFettes

MERFettes are the representatives of the MERF Program within their McAuley Family. Each McAuley Family has one or two MERFettes. They are responsible for:

- 1) collecting MERF money each week on Wednesdays from their family;
- 2) educating their family about the current collection;
- 3) announcing service and justice opportunities to their family each week;
- 4) leading other non-monetary MERF collections in their family;
- 5) bringing ideas from their family to the League Leaders for discussion;

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

Meetings: One Wednesday morning each month

MOCK TRIAL

This group of students have an interest in law and the judicial system. They compete locally and possibly on the regional and state levels. Within the group different students take on different roles within a court room setting. It is educational, rewarding and fun.

Meetings: Tuesday and Thursdays, 3:00-4:30

NATIONAL HISTORY CLUB - McAuley Chapter

The goals of the National History Club are to encourage the reading, discussion and writing among secondary students and their teachers. The National History Club serves as a clearinghouse for information about the activities of its member chapters around the country, sharing ideas and experiences which promote an interest in history, both foreign and domestic, ancient and modern. The club will also encourage involvement in local history and site visits. Membership is open to all interested students whether or not they are taking a Social Studies class at the time of joining the club.

NATIONAL HISTORY SCHOLARS SOCIETY

National History Scholars Society recognizes students that have maintained a 3.5 GPA in honors history classes, participated in history club for 2+ years and received a recommendation by an advisor. All students receive certificates of recognition.

NATIONAL HONOR SOCIETY

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

Meetings: Second Thursday of each month

PHILANTHROPY CLUB

Philanthropy Club is open to any McAuley student who is able to commit to monthly meetings. Our club is part of Magnified Giving, which offers students the opportunity to invest a sizeable amount of money into a Greater Cincinnati non-profit. Participants learn about philanthropy, discuss social concerns, identify and contact non-profits that meet those concerns, assess grant applications, and make decisions about which organizations to support. The year-long process ends with Philanthropy Club's presentation before the entire school.

Meetings : First Tuesday of each month

SKI CLUB

The goals for this club are:

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

Membership is open to all students able to be part of a four-week evening program (one and one-half hour lesson included).

Meetings: Fridays in January and February

SPANISH CLUB

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

Membership - open to any student interested in Spanish.

Meetings: Third Thursday of each month

STUDENT COUNCIL AND TRIBE

Students are elected to Student Council:

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

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

Meetings: Bimonthly on Tuesdays

“WOMEN IN” PROGRAM

The “Women In” Program is an academic program of McAuley High School. This four year program is open to selected incoming freshmen who have above average standardized test results and have excellent academic grades at their elementary schools. This program is also open to students who have completed their freshman year and who meet the required standards. During the freshmen year of the “Women In” Program students will have the opportunity to explore different aspects of medicine, engineering, technology and law. After completion of the freshmen year, “Women In” students will choose one of these programs to continue studying careers of Women In Medicine, Women In Law, Women In Technology or Women In Engineering. These programs are also open to students who have completed their freshmen year and who meet the required standards. To qualify for this program specific academic requirements must be met.

WOMEN OF DIVERSITY

The purpose of the club is to explore and celebrate different cultures. The club strives to achieve the following ideal. " Diversity is not about how we differ. Diversity is about embracing one another's uniqueness." Throughout the year, the Women of Diversity Club offers various activities including movie night, The International Christmas Dinner, Black History Month activities, guest speakers, jewelry making, and many others. All students are welcome to join the club and participate.

WRITING CIRCLE

Interested in writing or want to improve your writing, this is the organization for you. Join students with similar interests and a common goal, writing.

Meetings: Third Tuesday of each month

YOGA CLUB

Yoga Club has a very simple purpose – to help students discover the many benefits and possibilities of yoga. Club meetings focus on stress relief, boosting self-confidence and positivity, building inter-class relationships, increasing flexibility, gaining an appreciation for and knowledge of yoga, and broadening self-awareness. All grade levels and experience levels welcome!

Meetings: Various Mondays

ADULT ORGANIZATIONS

McAULEY MOM AND DAD'S CLUB

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

Some yearly events are as follows: Senior Mother/Daughter Breakfast, Baccalaureate Reception, Father/Daughter dances, educational speakers, and opportunities to follow their daughter's schedule. The annual raffle is the major project of the Mom and Dad's Club each year.

Mom and Dad's Club Activities for 2016-2017

August 11	Freshman and Parent Orientation and Picnic
August 18	Follow Your Daughter's Schedule
January 20	Raffle Kick- Off
February 10	Raffle Drawing at Assembly
February 24	All School Father-Daughter Dance
May 12	Senior-Mother/Daughter Mass and Breakfast
May 15	Mom and Dad's Club induction and reception
May 22	Baccalaureate Mass and Reception

Every family is invited to become active in the Mom and Dad's Club. Meetings are held the fourth Monday of each month. The membership dues are \$15.00 per year per family and include a copy of the student directory.

McAULEY ATHLETIC BOOSTERS

In order to assist the athletic program at McAuley, the Athletic Boosters was formed to provide funds for uniforms, entry fees, officials' fees, coaches' salaries, and other needs of the Athletic Department. No tuition money is used for the athletic program. All funds are raised by the Boosters through various fund raisers such as a Magazine Drive, Cookie Sale, a Golf Outing, a Lotto program, and tournament sponsorships. The family of each athlete is required to pay the booster athletic fee, participate in the fundraisers and fulfill the volunteer hour requirement. Further details are available in the Athletic Handbook.

FINANCIAL INFORMATION

TUITION

Tuition	\$ 10,950.00
Tablet PC Fee (non-refundable)	\$ 600.00

PAYMENT PLANS

There are three different payment options:

- 1) Pay to McAuley High School the entire balance by June 3, 2016;
- 2) Pay to McAuley High School any amount of cash you choose, over and above the registration fee, by June 3, 2016, and finance the balance;
- 3) Finance the entire balance except for the registration fee.

These are the only methods of payment available. If you have a balance outstanding or have not timely paid tuition due for any previous school year for any student, you will not be permitted to choose a financing option for the 2016-2017 school year and the entire balance due must be paid in full before scheduling can proceed for your daughter.

FACTS Management Company will provide the payment service. The interest rate for the 2016-2017 school year remains at 4.35% simple interest. The interest will be added to the budget amount and the total figure will be divided over 11 months, resulting in a fixed monthly payment due on the 1st of each month from July 1 to May 1. Checks should be made payable to **FACTS Management Company** and sent to their lockbox. FACTS will also accept credit card payments on a month-to-month basis. Credit card payments can be made online or by phone. Payments are not accepted at McAuley High School's Main Office. Delinquent accounts will be contacted by FACTS and a **\$40 late charge** will be assessed. If the account is paid off early, any interest savings will be calculated and a refund check or credit will be issued by McAuley High School. If the decision about the method of paying the tuition is changed, a \$40 minimum charge is incurred once the contract has been

submitted to FACTS, even if only a few days have elapsed since the contract was submitted.

Scholarships and financial aid awarded before the end of May, and multiple child and employee discounts will reduce the amount which is required to be financed or paid in cash by June 3. After this date, the amount of scholarships and/or financial aid grants will be sent by McAuley High School to FACTS as an account adjustment. Parents whose daughter joins the work credit program, will be notified of the amount earned by your daughter and a credit for that amount will be sent by McAuley to FACTS and applied to your account. The next payment may be reduced by that amount. In the event that tuition is paid in full, a check will be sent directly to you. Families of students eligible for the JPSNSP or Ed Choice must submit an application for the JPSNSP or Ed Choice scholarships. The parent/guardian of all students who receive a Peterson Scholarship or Ed Choice Scholarship must have a signed Memo of Understanding on file.

FINANCIAL POLICY

The McAuley High School Board of Trustees has adopted the following financial policy. All accounts must be paid to date in order for a student to:

- 1) obtain her class schedule;
- 2) receive her report card;
- 3) return second semester;
- 4) maintain possession of the leased tablet computer;
- 5) obtain her transcripts and/or diploma;
- 6) return the following year.

TABLET FEE

A TABLET fee of \$600 is required in the spring prior to the school year and is used to assure the school of planning for the right size enrollment for the following year and also to begin computer scheduling. The tablet fee must be paid in February for students returning to McAuley for the next school year. If it is not paid by this date, it is late and an additional \$350 will also be billed in late October, as a late fee. In case of withdrawal, there will be no refund made.

Schedules should not be changed once they are returned with the parent's signature. If a schedule change is absolutely necessary, a fee of \$150 is involved. No schedule changes can be made between May 1 and August 1. This applies to all courses, even electives.

SUBJECT FEES

All course, graduation and retreat fees are included in the tuition. Also included in the tuition is each of the following items: a McAuley school lock, a Bible and a Physical Education uniform. The tablet PC fee is \$600 per year. Any questions

regarding fees and their inclusion or exclusion from tuition should be directed to the Business Manager.

Other Costs

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

UNIFORM EXPENSES

In order to maintain consistency, all uniform skirts must be purchased from Educational Outfitters, two locations, 2656 E. Sharon Rd., 513-771-1234 and 6560 Glenway Ave., 513-417-8373, educationaloutfitters.com Uniform shirts must be purchased from McAuley's Spirit Shop.

FAMILY INVOLVEMENT

The administration, faculty, and staff of McAuley High School partner with parents/guardians to provide an excellent Catholic education for each student. Parental involvement and volunteerism are essential to fulfill McAuley's mission and ensure student success. Each family is required to offer time and talent to McAuley to strengthen our school. There are many ways for families to be involved in the school, and each family must complete 10 volunteer hours each school year.

Opportunities to volunteer include but are not limited to:

- Mom and Dad's Club (including attending monthly meetings)
- Athletic Boosters (10 hours can suffice for both the school and the Boosters)
- McAuction (set up, clean up, night of)
- Open House and other recruitment events
- Chaperoning field trips and dances
- Mailings
- Grandparents Day
- Raffle
- Drama
- Vocal Ensemble
- Clubs and extracurricular activities

SIGNING UP

Volunteer opportunities occur throughout the year. They are made known in multiple ways including registration packets, school handbook, weekly e-newsletter, Mom and Dad's Club meetings, Athletic Booster meetings, and the website.

LOGGING HOURS

Hours will be tracked on an annual basis (August-June). Hours will be submitted throughout the year, online through McAuley's website at www.mcauleyhs.net/parenthours.

SCHOOL PRAYERS AND SONGS

THE SUSCIPE OF MOTHER CATHERINE McAULEY

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

PRAYER TO OBTAIN THE GLORIFICATION OF MOTHER CATHERINE McAULEY

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

ALMA MATER

Our cherished Alma Mater, We're proud to belong to you,
With hearts staunch and true, We'll dare and we'll do for God and
Country too. Your patron holds the beacon that guides our footsteps here.
McAuley High we love you, Our Alma Mater dear.
Let Mercy's shield protect us, Upon life's stormy way.
May Mary's hand direct us unto a glorious day.
Your colors bold, the brown and gold, Inspire to loyalty.
McAuley High we love you, Our Alma Mater dear.

PEP SONG

Let's give a cheer for McAuley High
With pride and joy give a rousing cry.
We back each other in our fight
So that we'll try with all our might.
We make our goal victory each day.
For this we strive in every way.
May we be loyal to the truths we hold.
And proudly serve the brown and gold!

McAuley Schedule

A Day	B Day	C Day	D Day
80 minutes 8:00 - 9:20	50 minutes 8:00 - 8:50	50 minutes 8:00 - 8:50	50 minutes 8:00 - 8:50
		50 minutes 8:50 - 9:40	80 minutes 8:50 - 10:10
50 minutes 9:20 - 10:10	80 minutes 8:50 - 10:10		
50 minutes 10:10 - 11:00	Activity 20 10:10 - 10:30	80 minutes 9:40 - 11:00	Activity 20 10:10 - 10:30
	50 minutes 10:30 - 11:20		50 minutes 10:30 - 11:20
Activity 20 11:00 - 11:20		Activity 20 11:00 - 11:20	
Lunch 11:20 - 12:00	Lunch 11:20 - 12:00	Lunch 11:20 - 12:00	Lunch 11:20 - 12:00
80 minutes 12:00 - 1:20	50 minutes 12:00 - 12:50	50 minutes 12:00 - 12:50	50 minutes 12:00 - 12:50
		50 minutes 12:50 - 1:40	80 minutes 12:50 - 2:10
50 minutes 1:20 - 2:10	80 minutes 12:50 - 2:10		
50 minutes 2:10 - 3:00	50 minutes 2:10 - 3:00	80 minutes 1:40 - 3:00	50 minutes 2:10 - 3:00

A Bell
B Bell
C Bell
D Bell
Activit
Lunch
Lunch
F Bell
H Bell
J Bell
K Bell

8 Bell Day	
A (1)	8:00-8:45
B (2)	8:45-9:30
C (3)	9:30-10:15
D (4)	10:15-11:00
Activity	11:00-11:20
Lunch	11:20-12:00
F (5)	12:00-12:45
H (6)	12:45-1:30
J (7)	1:30-2:15
K (8)	2:15-3:00

2 Hour Delay Schedule

A Day		B Day		C Day		D Day	
A (1)	10:00-11:07	A (1)	10:00-10:37	B (2)	10:00-10:37	A (1)	10:00-10:37
B (2)	11:07-11:39	B (2)	10:37-11:39	C (3)	10:37-11:09	C (3)	10:37-11:39
C (3)	11:39-12:11	D (4)	11:39-12:11	D (4)	11:09-12:11	D (4)	11:39-12:11
Lunch	12:11-12:46	Lunch	12:11-12:46	Lunch	12:11-12:46	Lunch	12:11-12:46
F (5)	12:46-1:56	F (5)	12:46-1:26	H (6)	12:46-1:26	F (5)	12:46-1:26
H (6)	1:56-2:28	H (6)	1:26-2:28	J (7)	1:26-1:58	J (7)	1:26-2:28
J (7)	2:28-3:00	K (8)	2:28-3:00	K (8)	1:58-3:00	K (8)	2:28-3:00

2:40 Dismissal Schedules

A Day	B Day	C Day	D Day
A 8:00 – 9:20	A 8:00 – 8:50	B 8:00 – 8:50	A 8:00 – 8:50
B 9:20 – 10:10	B 8:50 – 10:10	C 8:00 – 9:40	C 8:50 – 10:10
C 10:10 – 11:00	D 10:10 – 11:00	D 9:40 – 11:00	D 10:10 – 11:00
Lun 11:00-11:40	Lun 11:00-11:40	Lun 11:00-11:40	Lun 11:00-11:40
F 11:40 – 1:00	F 11:40 0 12:30	H 11:40 – 12:30	F 11:40 – 12:30
H 1:00 – 1:50	H 12:30 – 1:50	J 12:30 – 1:20	J 12:30 – 1:50
J 1:50 – 2:40	K 1:50 – 2:40	K 1:20 – 2:40	K 1:50 – 2:40

1:10 Dismissal Schedules

A Day	B Day	C Day	D Day
A 8:00 – 9:05	A 8:00 – 8:35	B 8:00 – 8:35	A 8:00 – 8:35
B 9:05 – 9:40	B 8:35 – 9:40	C 8:35 – 9:10	C 8:35 – 9:40
C 9:40 – 10:15	D 9:40 – 10:15	D 9:10 – 10:15	D 9:40 – 10:15
F 10:15 – 11:20	F 10:15 – 10:50	H 10:15 – 10:50	F 10:15-10:50
Lun 11:20-12:00	Lun 10:50-11:30	Lun 10:50-11:30	Lun 10:50-11:30
H 12:00 – 12:35	H 11:30 – 12:35	J 11:30 – 12:05	J 11:30 – 12:35
J 12:35 – 1:10	K 12:35 – 1:10	K 12:05 – 1:10	K 12:35 – 1:10