

Philosophy of Education/ Mission Statement

Diocesan Philosophy of Catholic Education

We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundations of Catholic belief and practice are taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meets the religious, academic, personal, and social needs of children.

The Office of Catholic Schools provides leadership and support for Catholic schools to be an integral, viable element of the Diocesan Church's mission of education. The Office establishes the climate and framework for fostering excellence in education in the Catholic elementary schools of the Diocese.

Cardinal Mooney High School Philosophy of Education

Cardinal Mooney is a Catholic high school whose community of students and their families, teachers, administrators, support staff, and alumni take pride in the school's "family atmosphere" and its purpose to live and proclaim the Gospel of Jesus Christ. The high school responds to the needs of its members by providing an enriching environment to help students grow intellectually, spiritually, and personally.

Cardinal Mooney educates students through steadfast traditions of scholarship, sanctity, and discipline -- traditions that have been highly valued since the school's inception. Through worship, learning, athletic, and extracurricular activities the goal is personal excellence and integrity.

Students come to Cardinal Mooney from Mahoning and Columbiana Counties. Because they represent diverse ethnic, racial, and economic backgrounds, students are encouraged to foster and promote greater understanding of others. Ultimately, the high school helps serve the needs of the community by empowering students to develop into productive, responsible adult citizens who are committed to service in the name of Jesus Christ.

Mission Statement of Cardinal Mooney High School

Cardinal Mooney High School, a Roman Catholic school of the Diocese of Youngstown, Ohio, is committed to providing a quality education in the supportive atmosphere of the Mooney Family. Our embrace of Gospel values, and our tradition of sanctity, scholarship, and discipline enable our students to achieve personal excellence. We strive to develop leaders dedicated to social justice and service in the world community.

Cardinal Mooney High School Belief Statements

1. Catholic beliefs, which commit us to live the values of the Gospel and the teachings of Jesus Christ, are the foundation of our school experience.
2. The Gospel values and the teachings of Jesus Christ call the members of the Mooney Family to live a life of service and to commit to the practice of social justice.
3. The foundations and traditions of Cardinal Mooney High School, which include sanctity, scholarship, discipline, and a tradition of excellence, are an integral part of the mission of our school.
4. Each member of the Mooney Family is unique and plays an important role in building our tradition of excellence which provides all members the opportunity to develop their spiritual, academic, social and personal potential.
5. We value the diversity of people and encourage acceptance by creating a family atmosphere in which each person is treated with dignity and respect.
6. All staff members serve as role models for the values we hold.

Parental Role

Cardinal Mooney High School recognizes parents as the primary educators of their children. Our school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

It is our expectation that parents will display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

Nondiscrimination Clause

Catholic Schools, administered under the authority of the Catholic Diocese of Youngstown, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Non-Catholic Students

The presence of students from other faiths provides a wonderful diversity to our school. However, as a Catholic school, Catholic religious formation is an integral component of the educational program. As such:

- All students are expected to participate in the religious formation and education programs of the school.
- All students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Guidelines and Implementations

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this handbook. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Youngstown or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the Friday of the first week of school. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in this handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children's privilege of attending this school in jeopardy.

Spiritual Development

The spiritual program of Cardinal Mooney High School is designed to enable each student to grow in his or her understanding of the Christian faith as conveyed through the teachings of the Roman Catholic Church. The religious education program, guided and supported by the Theology Department, seeks to nurture the virtues of Sanctity, Scholarship, and Discipline in each student's life. In sharing the Good News of Jesus Christ, the program is composed of three aspects: God's revelation, the student's faith responses, and Christian community service. The development of each student's knowledge of Christianity and the ongoing invitation to deepen his or her response through Faith and community service is the guide for living Sanctity and Discipline as an adult Christian.

God's Message

The theology curriculum at Cardinal Mooney High School centers around the Word of God, the teachings of the Catholic Church and modern moral issues which confront the student in everyday life. Throughout the four years of theology emphasis is placed on the teaching of the Sacred Scriptures. The sacraments, prayer, principles of the Catholic faith and church history courses expand the student's understanding of the Catholic Church.

Morality, justice and peace issues, human sexuality, life and death issues, and world religions assist the student in making good conscientious decisions and prepares him/her for the adult life.

Student's Faith Response

Sacrament of the Eucharist

The central act of Christian worship is the celebration of the Eucharist. The students are encouraged to celebrate Eucharist regularly with their own parish communities. All school Masses are celebrated to mark the opening of the school year, all Holy Days of Obligation, before Thanksgiving, and during the Christmas and Easter seasons.

Sacrament of Reconciliation

The Sacrament of Reconciliation is celebrated during the appropriate seasons of Advent and Lent. Communal Penance Services are scheduled during those seasons. The services consist of songs, scripture readings, reflection, and time for individual reconciliation. Priests from the nearby parishes assist in the services.

Daily Prayer and Liturgical Services

At the beginning of each school day, a member of the school community calls the school to prayer. Special needs and petitions for relatives and friends of the Mooney family are mentioned at that time.

In addition to the prayer at the beginning of the school day and prayer at the beginning of each class period, the Theology Department emphasizes the importance of personal and communal prayer. The entire student body participates in the celebration of the Liturgy of Hours when appropriate. The theology classes plan and celebrate other paraliturgical services also.

Retreat

Each student at Cardinal Mooney High School is required to participate in a school-sponsored spiritual renewal program once a year with his/her own class. The format and time to be used for such a day is determined by the Theology Department personnel in consultation with a committee of students. The purpose of the retreats that are offered is to draw the students closer to one another and to Jesus Christ.

Christian Community Service

"Go forth to love and serve the Lord . . ." Cardinal Mooney has a long-standing tradition of community service. Throughout the year each class is involved in service projects that reach out to our brothers and sisters in need. In addition, all students are encouraged to join the Service Club which provides more avenues of service to the local community.

Within the religion curriculum, seniors are given the opportunity to go into the community to be of service. Seniors are offered a Christian Service Course in which they are challenged to put their gifts, talents, and faith into practice. During their service class, the students will go into the community and be of service. Some of the service locations include: inner-city day care centers, nursing homes, soup kitchens, Catholic grade schools, and community help agencies. Each institution has defined rules and regulations which must be followed.

To qualify for this program, the student must:

1. Have at least a 2.0 grade point average in Theology classes.
2. Have at least a B in conduct in the previous quarter.
3. Not have failed any subject the previous nine weeks.

4. Have a minimal number of absences and tardies from prior school years.
5. Be scheduled according to the times that the class actually takes place.
6. Be able to provide own transportation (or have access to reliable transportation) to and from the service institution.

Liturgical Ministries

Students are also encouraged to actively participate in the liturgical ministries at the school. Seniors who are confirmed Roman Catholics are invited to attend training sessions which will prepare them to serve as Eucharistic Ministers. All students may train as Ministers of the Word. At the completion of their training, Ministers of the Eucharist and the Word will be commissioned at a school liturgy. All students in the school are welcome to participate in liturgies as a server or gift bearer. In addition to this, all students who like to sing or play a musical instrument are encouraged to audition to be a Music Minister.

8th Grade Retreats

Students are invited to participate in retreats which are held at the request of the Catholic grade schools. The students help plan and lead retreat activities for 8th grade students.

Pallbearers

In response to the needs of grieving families, senior boys are available to serve as pallbearers for those families in need of this charity. Area funeral directors call the school as the need arises. The service is voluntary and is intended to both recognize the dignity of the deceased person and to give the young men an opportunity to practice a Christian work of mercy. The religion of the deceased person or where the funeral rites are held need not be Roman Catholic. The only requirement is that there be a genuine need for this service, a need based on factors such as few survivors, mostly aged relatives, poverty, etc.

Academics

Curriculum

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The school follows Diocesan-approved courses of study.

Graduation Requirements

Cardinal Mooney is a Diocesan high school chartered by the State of Ohio and the Ohio Catholic School Accrediting Association. The following are the requirements for graduation as prescribed by the Ohio State Board of Education and Cardinal Mooney High School.

1. For graduation, each student must successfully complete a program of 25 total units of credit. The minimum program for graduation requires:

Theology	4 units *
English	4 units*
Social Studies	3 units (including American History and Government)
Mathematics	4 units**(including Alg. II)
Fine Arts	1 unit
Science	3 units (including Biological Science and Physical Science)
Health	1/2 unit
Physical Education	1/2 unit
Electives	5 units (only one credit each in Band or Choir can count towards these units)***

* This requirement will be adjusted for students who enter Cardinal Mooney after the ninth grade.

** For the class of 2013, only 3 Mathematics credits are required.

*** For the class of 2013, 6 credits of electives are required.

2. All students must pass the Ohio Graduation Test (O.G.T.) which will be given beginning in grade 10.

Participation In Commencement Activities

In order to participate in commencement and baccalaureate programs, a student must:

1. Meet all academic requirements for graduation including the requirements of the Religious Education Program and all tests required by the State of Ohio for graduation.
2. Be in attendance during the third and fourth terms of the senior year.
3. Complete payment in full of all tuition and fees.

Policies Regarding Scheduling Changes

The staff and administration of Cardinal Mooney High School are committed to scheduling students for the classes they request in the spring. Consultation with the Guidance Department and parental approval are required before course selections can be finalized. Following spring course registration, the school is staffed and supplies are purchased based on student requests. Therefore, schedule changes will not be permitted except for:

1. **Computer/Guidance Department errors. This does not include alternates which are approved during spring course registration.**
2. **Teacher recommended schedule changes based on academic abilities. Whenever possible, according to our schedule, these will be made on an individual basis and must have administrative approval.**
3. **Any recommended schedule changes must be in writing on the official form and be signed by the student's parent or guardian.**
4. **Any exceptions to these policies must be authorized by an administrator.**

Summer School

Summer school schedules, information and referrals are handled by the Guidance Department. A student must obtain the signature of a guidance counselor or school administrator before he/she is permitted to register for a summer course at a local public school. If a student who registered for summer school chooses not to attend the course, he/she must notify the school office immediately.

Textbooks

Textbooks are provided for student use in all subjects without charge. Each student is responsible for the care and use of all textbooks issued to him/her and should return all textbooks in the same condition as issued. A replacement charge will be assessed for all damaged or lost textbooks. No new textbook will be issued to a student until the replacement fee has been paid.

Technology

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools. Using school facilities for the Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

1. No student may use the Internet unless the school has on file an Internet Access/Educational Use Agreement which is signed by the student, the student's parent, and the teacher sponsor. This agreement must be completed annually.
2. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
3. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
4. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

5. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
6. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
8. There shall be no links from the school home page to a student's personal home page.
9. Inappropriate computer use will result in serious consequences.
 - a. In general penalties for minor infractions are determined by the teacher, Internet coordinator and/or network administrator, e.g. loss of computer privileges for a period of time. Students receiving the loss of privileges will have their password changed during the penalty time. Teachers may request reinstatement of privileges for a student only for the purpose of completing a required assignment. A student reinstated under this provision must be supervised at all times.
 - b. For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year. Suspension and/or expulsion may result according to the procedures in the Administrators' Handbook.
 - c. Notification of parents of a student's inappropriate computer use may be made at any time.
10. While the monitoring of a student's home use of the Internet is the responsibility of the parents, there are times when the results of home usage materially disrupts class work or involves substantial disorder. The school will use normal disciplinary procedures to deal with such situations. If the school becomes aware of criminal activity, the administration will report such activity to the appropriate authorities.

Testing

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests. The following tests are administered throughout the year.

- Grade 9 : Explore (Administered prior to entrance)
- Grade 10: P.L.A.N. (Preliminary A.C.T.)
- Grade 11: The Preliminary Scholastic Aptitude Test (P.S.A.T.)
- Grade 12: The Assessment of Catechesis/Religious Education (ACRE)
The Scholastic Aptitude Test (S.A.T.) (optional)
The American College Test (A.C.T.) (optional)

In addition, sophomores are given the opportunity to take the P.S.A.T. as practice for the actual exam situation in the following years.

The Ohio Graduation Test are administered as required by the State of Ohio.

Results of all academic tests are communicated by the guidance counselors to the students and their parents. Parents are encouraged to contact their son's/daughter's counselor regarding any questions about test results.

Homework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment; the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

Parent-Teacher Communication

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Individual parent-teacher conferences can be scheduled throughout the school year if necessary by contacting the Guidance Department (330-788-9589). If a problem in a specific class arises, parents should first privately contact the teacher with their concerns before seeking intervention by the school administration.

Special parent/teacher conference days are scheduled four (4) times a year. During these times, all teachers are available to discuss the progress of their students with the students' parents on an individual basis. No appointments are necessary for these conferences.

Power School

Parents can obtain updated information on their student's progress at any time by using Power School, our school management software. Parents can view current grades, attendance and discipline, and also check the school bulletin for announcements. To access Power School using the internet, go to <http://powerschool.cardinalmooney.com:8088/public/> and enter your username and password. Usernames and passwords will be given to freshman parents at the Freshman Parent Meeting at the start of the school year. If you misplace your username and password, please contact the main office.

Grading/Report Cards

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies. Report cards are issued at the end of each nine-week term.

The following grading system is used to indicate academic progress in all courses except those that are classified "honors" or "advanced placement."

<u>GRADE</u>	<u>GRADING SCALE</u>	<u>POINT VALUE</u>
A	93-100	4.0
B	85-92	3.0
C	77-84	2.0
D	70-76	1.0
F	69 and below	0.0
Inc.	(Incomplete)	0.0
P	(Passing)	0.0
S	(Satisfactory)	0.0
U	(Unsatisfactory)	0.0
W	(Withdrawn)	0.0
A	(Audit)	0.0

In those courses classified as "honors" or "advanced placement" the following point values will be assigned:

<u>GRADE</u>	<u>GRADING SCALE</u>	<u>POINT VALUE</u>
A	93-100	5.0
B	85- 92	3.75
C	77- 84	2.5
D	70- 76	1.25
F	69 and below	0.0
Inc	(Incomplete)	0.0
P	(Passing)	0.0
S	(Satisfactory)	0.0
U	(Unsatisfactory)	0.0
W	(Withdrawn)	0.0
*A	(Audit)	0.0

*Only students re-taking a course failed in a previous term are permitted to audit a class.

Power School Progress Reports

Since parents have the opportunity to obtain up-to-date information on their student's progress at any time, we do not mail interim progress reports. If you do not have internet access and need to receive mailings or interim progress reports, please contact the main office.

Honor Roll/Merit Roll

The honor roll/merit roll is published and posted following the completion of each nine-week grading period. Students who maintain a 3.66-5.00 grade point average will be listed on the honor roll. Students maintaining a 3.00-3.65 grade point average will be listed on the merit roll.

Academic Letters

Academic letters will be awarded to students who achieve a 3.75 GPA or higher for one school year.

Rank in Class

A student's class ranking is first published in June of the junior year and is computed based on half-term grades. Class rank is determined by using total quality points. This ranking factor is computed by taking the sum of all course credits multiplied by their respective grade point values. (Example: Honors English 9, 1 credit, grade A = 5 quality points.)

The following also apply:

1. The grade earned in Physical Education will be Pass/Fail and will not be included in computing rank in class or G.P.A. These credits will, however, be counted toward credits needed for graduation.
2. Students who take an Algebra 1 and/or Geometry course (or other approved high school course) in eighth grade will receive credit for the course(s) and the grade(s) will be included with their ninth grade courses in computing rank in class and grade point average. Receiving credit is dependent on the following:
 - a. An approved course of studies was followed for the class, an appropriate high school textbook was used, and the teacher was properly certified by the State of Ohio.
 - b. The student satisfactorily passes a test over the course material administered at the high school.

The grade earned in the eighth grade will be placed on the student's record; it will be counted as a weighted grade if it is a weighted class at Cardinal Mooney.
3. Grades obtained by attending college/university classes during the school year will be included in computing rank in class and G.P.A. The grades earned in such courses will not be weighted.
4. The grade obtained in a course taken in summer school will be included in the student's rank in class and grade point average.
5. The grade obtained in a course taken in night school or through correspondence will not be included in a student's rank in class and grade point average. However, these credits will be counted toward credits needed for graduation.
6. The maximum number of credits that will be included in computing rank in class and G.P.A. will be 31. If a student earns more than the maximum, the courses with the highest point values will be counted.
7. Students should be aware that the number of classes taken, as well as the grade earned affect the quality point total.

Graduation Honors

The graduating senior with the highest number of quality point total for four full years will earn the class valedictorian award. The class salutatorian award will be given to the senior with the second highest quality point total for four full years. In order to qualify for these graduation honors, a student must be enrolled for a minimum of three (3) continuous 18-week terms prior to graduation.

Honor cords will be awarded to those students who rank, based on total quality points, in the top fifteen (15) percent of the class academically.

Promotion/Failure Policy

A major goal of the school is to assist students to complete each academic year satisfactorily. The successful completion of a required course is mandatory. Ordinarily, a student who fails a required subject during the school year must re-take that subject during summer school unless special circumstances warrant against this.

Guidance Department

The services of the Guidance Department are designed to assist the student in adjusting to life during the high school years and beyond. Counselors provide personal and academic counseling, testing programs, career and college information, financial aid and scholarship information, and job referrals. Counselors can also arrange for psychological testing when needed and, upon request, will make arrangements for a student to receive assignments when he/she is absent for an extended period of time due to illness. While conferences between guidance counselors are generally confidential, the counselor may need to disclose certain information to parents, the school administration, or other authorities. Students may go to the Guidance Offices before and after school and during lunch and mentoring periods or may request appointments with their counselors by completing appointment slips in the main office. Parents may contact the Guidance Department directly by calling 330-788-9589.

Academic Integrity

Cardinal Mooney High School promotes a Christian environment which fosters the values of truth, integrity, personal accountability and respect for the rights of others. With this in mind, honest evaluation of student progress demands honest work by each student.

Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. This includes plagiarism, which is using the ideas or writings of another as your own or appropriating passages or ideas from another and using them as your own without proper citation. When academic dishonesty occurs, the student will receive no credit for the academic work or examination and his/her parents will be notified by the teacher.

Library

The school library offers a variety of books, magazines and audio-visual materials for student use. Facilities are also available for viewing and/or listening to audio-visual materials, for computer-assisted instruction, and also for word processing assignments.

The library is open from 7:30 a.m. to 4:00 p.m. daily. Students will be doing research projects during the school day when assigned by their classroom teacher.

Administrative Procedures

Admissions

Diocesan Initial Admission Requirements

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

General Requirements for Admission

Admission is contingent upon receipt of the following:

1. Completion of the application form;
2. Presentation of an original birth certificate, if evidence of this is not found on records received from elementary school or school from which the student is transferring;
3. Baptismal certificate for Catholic students, if evidence of this is not found on records received from elementary school or school from which the student is transferring;
4. Proof of adequate immunization as required by the Ohio Revised Code;
5. Completion of Emergency Authorization Form;
6. Proof of custody for students not living with either or both natural parents;
7. Social Security number (if U.S. citizen)

Additional Requirements for Admission

1. Educational and health records from previous school
2. If previously enrolled at a Catholic school in the Diocese of Youngstown, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new school.

General Conditions of Admission

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

Foreign Students

The Diocese of Youngstown endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons.

Since January 30, 2003 all schools in the United States wishing to enroll Nonimmigrant F-1 students by the use of an I-20 form have been required to register in the Student Exchange Visitor Information System (SEVIS.) Cardinal Mooney High School has registered with SEVIS and is qualified to enroll F-1 students.

Also required of the incoming student is:

1. I-20 Form (if applicable)
2. Diocesan Emergency Care Form
3. State Immunization Form
4. Local Admissions Forms
5. VISA

Class Placement

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Attendance

Absence

The school calendar provides for 179 days of classes. The number of days that a student is absent will appear on his/her report card and permanent record. A student is permitted to be absent from school for the following reasons only:

1. Personal illness
2. Illness in the family
3. Quarantine in the house
4. Death of a relative
5. Work at home due to the absence of parents or guardians
6. Observance of religious holidays
7. Family emergency or set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school.

When an absence is necessary, parents or guardians are required to call the school office (330-788 5007) between 7:30 a.m. and 11:00 a.m. stating the student's name and reason for the absence. If such notification is not received by the school, the student will be required to submit a written excuse from his/her parent to the main office before being permitted to attend classes. The excuse must be turned in within 48 hours upon return to school.

Since scholastic progress, to a considerable extent, is dependent upon regular attendance, unnecessary absence should be avoided.

Therefore, parents should attempt to schedule doctor or dentist appointments, driver's tests, vacations, etc. for after school hours or on days when school is not in session.

It is the responsibility of the student who has been absent with parental permission to see each of his/her individual teachers about making up all missed assignments.

When parents are going to be out of town, the school office should be notified in advance as to the adult who will be responsible for the student in his/her parents' absence.

Excessive Absence

Students are considered excessively absent when they have 4 excused or unexcused absences from any class in one half-term (9 weeks). Students who miss 5 or more class sessions in a half-term will not receive credit. Special consideration may be given to students who have documented medical reasons for prolonged absence or if there are other extenuating circumstances.

Extended Absence

If students are going to be absent for an extended period of time due to illness, parents can receive their assignments by requesting them from the main office (330-788-5007).

Vacation Absence Procedure

Although we discourage the scheduling of vacations during school time, we realize that sometimes this situation is unavoidable. If this situation occurs, the following procedure must be followed:

1. The parent/guardian must submit a written request to the Assistant Principal a minimum of two weeks in advance of the scheduled vacation. This request, which must be signed by the parent or guardian, should indicate dates of departure and return as well as destination.
2. The student assumes full responsibility for obtaining, in advance, assignments and materials that will be covered during the absence. However, teachers cannot reasonably be expected to furnish students with all materials, activities, etc. that will occur during the absence.
3. Teachers are not expected to tutor students for work missed during planned absences and are not obligated to permit make-up work if the necessary arrangements have not been made prior to departure.
4. Vacation days are counted as days absent. **Also, vacation days do count against the school's excessive absence policy described elsewhere in this handbook.**

College Days

Seniors are permitted one college day during the senior year. This may be used to visit a college of their choice or to attend a job interview. In order to obtain this day, a note from the parent or guardian is required two days in advance of the requested day. A form will be issued by the office and must be signed by the admissions officer or interviewer and returned to the office. If all procedures are followed, this day will be considered a valid school day and not counted as a day's absence.

Funeral Attendance

Students whose parents wish them to attend the funeral of a deceased parent, brother, or sister of another student during school time, may do so by presenting before school on the day of the funeral a written parental request for excusal. Permission will be granted to attend the funeral liturgy only and does not extend to the cemetery service or to the function following the funeral unless specifically stated in the request.

Truancy

Truancy is absence from school, classes, lunch, or assemblies without parental approval or for reasons other than those judged to be legitimate by the administration.

Excusals From School

All requests to leave school during or before the end of the school day must be made in writing by a parent or guardian. **This written excuse from a parent or guardian should be presented in the main office prior to 8:00 a.m. on the day the student is to be excused.** This written excuse should contain a phone number where the parent or guardian can be reached and the reason why the student is being excused. The student will then be given an excusal slip which should be turned into the main office before the student leaves. **A parent may stop in the office to excuse a student without written notification. There are no phone dismissals.**

If the student returns to school after his/her appointment, he/she should report to the office for an admit slip.

Tardiness

Punctuality is a necessary quality for successful living. Therefore, all students are expected to be on time for school in the morning. Any student who is not in his/her first period at 8:00 a.m. will be deemed tardy and should report to the main office for a tardy admit slip. **Any student who does not arrive by 8:20 will be deemed ¼ absent for the day. Loss of academic credit could be a potential result as outlined in the Excessive Absence policy.** The student will receive one administrative detention and two (2) conduct points will be deducted for each thirty-minute block of class time missed until 9:30 a.m. A student arriving after 9:30 a.m. will be considered truant from class and the penalties for truancy will apply. The penalty for tardiness may be excused if the student produces a written excuse from his/her

parent/guardian or the parent/guardian calls the main office within 24 hours of the tardiness. Students are permitted five excused tardies each semester. After that, no excuse will be accepted and students will be given detention. Students who are late to school will not be able to make up missed assignments unless the tardiness is considered excused.

A student is considered tardy for class if he/she is not inside the classroom door when the bell begins to ring. The student must report to the office for an admit slip. Administrative detentions will be given and conduct points deducted. Excessive tardiness (5 or more in a semester) may also result in student driving privileges being revoked.

The number of times that a student is tardy for school will appear on his/her report card and permanent record.

Work Permits

Students may request information concerning how to obtain a work permit from the main office of the school. The Assistant Principal will then file the Age and Schooling Certificate electronically with the Bureau of Wage and Hour of the Ohio Department of Commerce.

Transferring To Another School

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at Cardinal Mooney. All school-owned materials such as textbooks, library books, and student ID card must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school or the CMHS school office. All fees and tuition **MUST BE PAID** prior to the release of the student's records. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

Lunch Program

The school cafeteria provides a full, hot lunch daily and also has available "a la carte" items for those students who prefer to bring their lunches. **Lunch accounts are set up through the cafeteria.** Cardinal Mooney High School participates in the federal free and reduced-price lunch program. Families qualifying for this program can submit the appropriate application form to the school office any time during the school year.

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

General School Policies

Administrative

Student Custody and Guardianship

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a certified copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

Access to Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

The school administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

Transfer of Records

Records are released to another school only when the parents provide a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released.

Only copies of student records may be released.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations.) However, health records and testing results which have been obtained through state or federally-funded programs will be forwarded.

School Visitors

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds to obtain a Visitor's Badge. This badge must be worn the entire time the visitor is on school premises.

Student Visitors

Under certain circumstances, students are permitted to bring student visitors into the school building during school hours if the following procedure is followed:

1. Permission to bring visitors must be obtained at least 24 hours prior to the visit.
2. Written permission from the visiting student's parent or guardian should be brought to the office on the morning of the visit. A visitor's pass will then be issued.
3. The visiting student will follow the schedule of the Cardinal Mooney student hosting the visitor.
4. The visiting student will follow the school rules and regulations including the dress code.

School Communications

All Cardinal Mooney families will receive a **bi-monthly** newsletter from the school during the school year. This newsletter will contain pertinent information regarding activities at school.

Any organization wishing to have an item included in the newsletter should submit the written copy to the principal at the beginning of the month.

Use of School Phones

In emergency situations, students may request to use the office or clinic telephones.

Phone Messages

Students will be given phone messages during school hours from parents only. In consideration of office personnel, parents are asked to limit phone messages to absolute emergencies. Students will not be called from class for phone messages.

Inclement Weather/School Closings

State law requires a minimum of 178 student attendance days. Ohio law provides for five calamity days (inclement weather or other non-weather related emergencies) which a school does not need to make up. The school has built into its calendar possible make up days to be used if the school exceeds the limit of days that can be missed.

In the case of bad weather, announcements as to school closing will be made on local radio and television stations **and a One-Call will be issued**. Calling the school office is not necessary.

On any day in which classes are canceled due to severe weather conditions, all other school-related activities (school-sponsored social events, meetings, extracurricular activities, or athletic events/practices held on or away from school property) shall likewise be canceled on that day and evening. The exception to this is if the host team is in session on the day of the event. Other exceptions to this policy can only be made by the Office of Catholic Schools.

Two-Hour Delay

At times, some public school districts will announce a two-hour delay. Students in those districts will be excused for those two hours. The public school district should provide bus transportation for our students on the two-hour delay schedule.

If it is necessary for Cardinal Mooney High School to follow a two-hour delay schedule, that change will be announced on local radio and television stations **and a One-Call will be issued**.

Release Of Directory Information

In compliance with FERPA (Family Educational Rights and Privacy Act), this school considers the following to be FERPA Directory Information: student's name; student's parent(s), guardian (s) name(s), addresses, phone numbers; dates of attendance; honors; organizations and teams to which a student belongs; and pictures taken of the student participating in school activities. This directory information may be released without prior consent of the holder of FERPA rights. Nonetheless, the school will withhold such information upon written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

Schools are required to use the Waiver/Right to Object form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet. Any student or parental publications are subject to review and approval of the school administration prior to publication.

Field Trips

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations. They are considered an extension of the school day and the code of conduct will apply. Students may be denied participation if they fail to meet academic or behavior requirements. **Students must adhere to school dress code regulations.**

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity. Parents will be furnished with detailed information about the field trip and will have the opportunity to "opt out" their children from the field trip. Children not enrolled in the school may not attend field trips. This includes children of parents who may be volunteer drivers.

If the principal approves the use of private vehicles, the following considerations apply for volunteer drivers:

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
3. The vehicle must have a valid registration.
4. The vehicle must be insured for a minimum limit of \$100,000 per person/\$300,000 per occurrence. The vehicle owner's insurance must be primary. The diocesan insurance is secondary. The driver must provide a copy of proof of insurance which should be kept on file. (The insurance follows the car.)
5. No driver should take more children than the number of seat belts in a car.
6. Each driver should be given directions to the site and rules and procedures for student behavior in cars.
7. Each driver must follow the schedule and not deviate from it. (i.e., taking a side trip to an ice-cream stand or fast food restaurant.)

The driver needs to complete the Volunteer Driver Information supplied to the driver by the teacher.

Adult Organizations

Parents and friends of Cardinal Mooney contribute to the school and its programs in many ways. Parent organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. All parent organizations are subject in all respects to the control of the school, and all parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

Below are some of the parent organizations at Cardinal Mooney High School.

Alumni Association
Athletic Booster Club
Music Parents' Organization
Home & School Association
Speech Team Booster Club

Fund-Raising

Any program of fundraising at the school must have the approval of the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted.

Transportation/Parking

Busses

Bus transportation to and from school is provided by many of the school districts in which our students reside. Questions or problems relating to school busses should be discussed with the school district providing the service or should be referred to the main office of Cardinal Mooney High School.

Parking/Driving

Students who drive to school will be issued a parking permit after filling out the parking request form bearing a parental signature and the license information card. A \$20.00 fee will also be charged. The permit must be displayed in the lower left side of the dashboard or hung on the rear view mirror of any car which is to be parked in the school lot.

The following rules apply to all students driving and parking at Cardinal Mooney:

1. All students must have a valid parking permit whose number corresponds to the number on the parking space.
2. Students must park within the yellow lines in the space corresponding to their parking tag number.
3. If using the main parking lot, students should enter the parking lot only from the Indianola Avenue entrance. Students parking in the back of the school must exit through the Indianola Avenue exit and student parking on the side or front of the school must exit the lot onto Erie Street.
4. If using the auxiliary parking lot, students must follow the signs that are posted.
5. Caution is to be exercised at all times. Maximum speed is 5 miles per hour.
6. Students are not permitted in or around cars during school hours.
7. Once a student drives into the lot, he/she must park his/her car and exit the car.
8. Students who park in the auxiliary lot must use the sidewalks that lead to the school. Students are not to walk on the grass.

Failure to comply with the parking regulations will result in detention or could result in the revocation of a student's parking privilege.

Finances

School Tuition Policies

Each spring parents receive information regarding tuition for the next academic year. A tuition payment preference form must be completed and the initial down payment made before a student receives his/her schedule for the new academic year.

Tuition Schedules

The tuition schedule for the 2012-2013 school year is:

	Participating Member of Contributing	
	<u>Catholic Parish</u>	<u>Other</u>
First Child	\$6,800.00	\$7,250.00
Second Child	6,500.00	6,950.00
Third Child	3,450.00	3,675.00
Fourth Child	No Charge	No Charge
Choffin	4,600.00	5,050.00

Tuition includes all fees except the freshman registration fee and a graduation fee of \$100.00. The graduation fee covers the rental of caps and gowns and the rental of facilities for graduation and baccalaureate as well as the cost of diplomas, senior yearbook, and the senior appreciation dinner-dance.

Financial Assistance And Scholarships

Realizing that a Catholic high school education entails a significant financial sacrifice for our families, Cardinal Mooney High School provides a tuition assistance and scholarship program. Applications for both programs are available from the school office in February of each year.

Diocese Of Youngstown Tuition Assistance Program

Application Process & Requirements

1. All families seeking tuition assistance from the Youngstown Diocesan Catholic School Scholarship Fund must submit an official application from (available in English and Spanish) along with a processing fee payable to the private scholarship/financial aid processing service designated by the school.
2. To become eligible for receiving funds from this program, students must attend or be accepted by a Catholic school of the Diocese of Youngstown.

3. The deadline for submitting applications to the scholarship/assistance service is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are available.
4. The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

Co-Curricular & Extra-Curricular Activities

Cardinal Mooney offers an extensive student activities program. Each student is encouraged to broaden his/her involvement in the school by participating in one or more of the following activities. Involvement will enable the student to contribute his/her talents and at the same time to further develop these talents by working with others.

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities.

Below is a sampling of the activities offered:

Academic Challenge Art Club Band & Auxiliary Lines Card Control Cardinals For Life Cheerleading Chess Club Christian Service Club Class Activities Class Officers Dances Drama Productions Envirothon Team French Club Future Business Leaders German Club History Day	Ice Hockey Intramural Sports Lacrosse Math Club (Mathletes) Mediation Ministers of the Eucharist Ministers of Music Ministers of the Word National Honor Society Newspaper Peer Mediation Science Club Spanish Club Speech Team Student Council Student Tutors Yearbook Staff YSU English Festival
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Varsity Sports

B = Boys G = Girls

Fall

Cross Country (B,G)
 Football (B)
 Golf (B,G)
 Soccer (B,G)
 Tennis (G)
 Volleyball (G)

Winter

Bowling (B,G)
 Basketball (B,G)
 Swimming (B,G)

Spring

Baseball (B)
 Softball (G)
 Tennis (B)
 Track (B,G)

Athletic Eligibility

Students participating in school-sponsored athletic activities must have proof of an annual physical on file with the school. Also, according to the Ohio High School Athletic Association, a student must have received passing grades during the preceding grading period in a minimum of five one-credit courses or the equivalent which count toward graduation.

Block scheduling does not change the calculations of credit equivalencies as required by Ohio High School Athletic Association bylaws. Courses taken over 18 weeks or 9 weeks carry a factor of 2 and 4, respectively.

Therefore, if a student takes an English course during the first eighteen weeks only and receives one credit for passing that course, that class carries an equivalency of 2 (1 credit x the factor for an eighteen-week course (2) = 2).

Example:

<u>Subject</u>	<u>Credit</u>	<u>Length</u>	<u>Grade</u>	<u>Equivalency</u>
English 10	1	18 wks	B	$1 \times 2 = 2$
Spanish 2	1	18 wks	A	$1 \times 2 = 2$
Health	$\frac{1}{2}$	9 wks	C	$\frac{1}{2} \times 4 = 2$
Art	1	18 wks	A	$1 \times 2 = 2$

Total Equivalency: 8
Eligible for participation

In other words, a student may not fail more than 1 course per half-term (9 wks.) to remain eligible.

In addition, according to Diocesan policy, students must maintain at least a 1.0 grade point average for the previous grading period in order to be eligible academically.

To maintain athletic eligibility, students must also meet the conduct requirements as stated on page 67.

Transportation Of Athletes

Schools may arrange for the transportation of student athletes by Ohio State Patrol inspected and approved school buses or by licensed public or private bus conveyance. Schools may not arrange for the transportation of student athletes by private cars, vans or other vehicles.

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents.

School Insurance

A program of accident insurance for the protection of students is in effect for the school year. Students are covered by the accident policy while they are participating in school-scheduled, school-supervised, and school-funded activities during the regular school year.

The school purchases the accident insurance to assist parents that may be without insurance or need to supplement their own personal insurance program. The school policy will not provide 100% reimbursement for all medical expenses incurred but has very definite limits and benefits. If a student is injured during a school activity and the injury requires treatment within 30 days after the date of injury by a licensed physician, the insurance company will pay the usual and customary expenses for necessary hospital, medical, physician's, or dental services incurred within one year from the date of injury up to a maximum medical benefit per covered accident subject to the policy limits.

IMPORTANT: If you have any other insurance or source of coverage such as HMO, PPO, Blue Cross, Champus, you must first file a claim with your other insurance source. The school insurance policy is not intended to replace family or group health insurance policies.

The following procedure must be followed in case of an injury or accident:

1. The student is to report the injury immediately to the person in charge (teacher, coach, etc.) or school nurse or principal.
2. The person in charge then fills out an accident form which is submitted to the principal.
3. The school office will send the proper insurance form to the student's parent/guardian. The properly completed insurance form is to be sent to the insurance company. From that point on the insurance company will communicate directly with the student's parent or guardian.

Student Identification Cards

Each student will be issued an I.D. at the beginning of the school year. The showing of this I.D. will entitle the student to free admission to all home football, basketball, soccer, and volleyball games. Transferring of the I.D. to another student is not permitted. The replacement cost for a lost, stolen, or destroyed I.D. is \$10.00.

Student Publications

All materials published under the name of Cardinal Mooney High School are subject to review by the publisher's advisor and the school's administration. These publications are expected to reflect the values of the school, and the administration or the advisor of the activity reserves the right to reject or request revision of material that does not reflect this standard.

National Honor Society

The National Honor Society is an honorary organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Membership in local chapters is an honor bestowed upon a student. No student has a right to be selected for membership in a chapter of the National Honor Society. Selection for membership is by faculty council and is based on outstanding SCHOLARSHIP, CHARACTER, LEADERSHIP, and SERVICE. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates become members when inducted at a special ceremony.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

Each chapter shall determine one or more service projects for each year. All members shall regularly participate in these projects.

The criteria for selection into the National Honor Society are:

Scholarship

The student who demonstrates scholarship maintains a **3.6** Grade Point Average or above.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability
- Demonstrates leadership in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: church groups, volunteer services for the aged, poor, or disadvantaged; family duties
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work uncomplainingly
- Shows courtesy by assisting visitors, teachers, and students

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Actively helps to rid the school of bad influences or environment

Student Responsibilities & Behavior

Code Of Conduct

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic morals values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a catholic school environment. These basic components include:

Teachers have the right to teach. Students have the right to learn. No student **will disrupt the educational process.**

The school observes this Code of Conduct because it is built on fundamental Catholic school teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Weapons

The possession of, use or attempt to use, a weapon at school or a school-related activity will be grounds for expulsion from Cardinal Mooney High School.

1. A "weapon" is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that an individual intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a weapon. Weapons include, but are not limited to, any pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Facsimiles of weapons used in a threatening fashion are subject to this policy. Dangerous objects include, but are not limited to, clubs, nunchakus, brass knuckles, knives, butterfly knives, stun guns, and billy clubs.
2. Possession includes bringing a weapon onto school property, to school-sponsored events either on or off school property, storing a weapon in one's locker or other area of the school property, or having a weapon on one's person.

Alcohol And Drug Abuse

Recognizing that alcohol and drug use pose a significant threat to the physical, intellectual, emotional, and social development and health of students, Cardinal Mooney has adopted a policy which emphasizes both prevention and intervention.

Prevention is accomplished by seeking to foster student self-esteem and morale and by educating students and the school community of the symptoms and effects of the use of controlled substances.

The use or possession of alcohol, drugs or drug paraphernalia is prohibited while on school grounds and at all school related activities. For purposes of clarification, drugs are defined as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. This includes counterfeit substances which are represented as controlled substances. The parent/guardian of the student will be contacted immediately and a conference with the assistant principal will be scheduled at which the student must appear with his/her parent or guardian. The student will be suspended from school for a period of three (3) to five (5) days and will be placed on

disciplinary probation. In addition, students must become involved in Insight groups (anti-drug/alcohol educational sessions) or undergo a professional controlled substance dependency evaluation and, if recommended, begin rehabilitation. The administration will choose in which program (Insight group or dependency evaluation) the student must participate. By participating in this intervention the student will receive help with his/her problem. Any financial expenses resulting from these programs will be the responsibility of the parent/guardian. This policy also applies to anyone who comes to school or a school event under the influence of alcohol or drugs.

Also, permission for the student to attend or participate in future school activities, sporting events, or special programs such as dances, baccalaureate, graduation, etc., will be at the discretion of the administration.

Students involved in distributing and/or selling drugs or counterfeit controlled substances will be liable for immediate expulsion and local law enforcement authorities will be contacted.

Destruction Of School Property

In keeping with the philosophy of Cardinal Mooney High School, students are expected to respect both school property and the property of others. Failure to do so by vandalism, destruction, or the theft of school property could result in suspension or expulsion. In addition, the repair/replacement of such damage must be reimbursed by the student(s) responsible.

Gangs

YOUTH GANGS and GANG-RELATED ACTIVITY ARE PROHIBITED. A gang is defined as any non-school-sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which, by virtue of color, arrangement, trade mark or other attribute denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang-related activity, or has been approached for recruitment, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Police, Juvenile Court and other appropriate authorities will be notified of violence and/or illegal activities.
7. Students may be suspended and/or expelled as already outlined in the school discipline policies.
8. Parents/students will be held liable and financially responsible for all forms of vandalism.

Disciplinary Procedures

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

Conduct System (Refer to Conduct Card)

General classroom discipline is handled by each individual teacher. Infractions of general school policy, however, are handled by the use of the conduct card.

Students begin each nine-week grading period with 100 points in conduct. Students who receive a conduct card will have those points indicated on the card subtracted from the 100 point grade. If a student's conduct grade falls below 70 points, he/she fails conduct for the nine-week period.

In addition, when a student's conduct grade falls below 70 points, he/she will become ineligible for a period of two weeks to participate in any extracurricular activities, including athletic, where he/she represents the school. This two-week period will begin on the Monday following the day the conduct grade falls below 70. **If, at any time during the remainder of the quarter, the student conduct grade falls below 65, the student will be ineligible for the remainder of the quarter.**

If a student's conduct grade falls below 70 points again during another nine-week period, the student will **immediately become ineligible for the remainder of the quarter and the student will be placed under a written disciplinary contract.** This contract will spell out the terms under which the student may remain at Cardinal Mooney High School.

The conduct grade will appear on the report card but not on a student's transcript.

Students running for an office in student government must have a minimum of a C in conduct during each grade period of the year in which the election takes place.

Detentions

Administrative and private detentions are to be served on the **next-designated administrative detention day**, though it may be served the day the detention is received, **if it is offered.**

Private detentions are administered by an individual teacher for an infraction of his/her code of conduct in the classroom. Administrative detentions are given for those offenses listed on the conduct card by having a student sign the card. If a student receives both a private and administrative detention on the same day, the private detention should be served first but the student is responsible for informing the assistant principal of the situation. The serving of detention is a priority over extra-curricular activities and work. Any exceptions to this policy must be approved by the assistant principal.

Administrative detention days will be designated on Monday, Wednesday, and Thursday of each week. Students who receive an administrative detention will be automatically assigned to the next available day it is offered. If an administrative detention is received on a Monday or Tuesday, the student will be automatically scheduled for Wednesday detention. If a detention is received on a Wednesday, the student will be automatically scheduled for Thursday detention. If a detention is received on a Thursday or Friday, the student will be automatically scheduled for the following Monday's detention.

Administrative detention begins in the designated room five minutes after the dismissal bell and will last forty minutes. Students who are late for detention will not be admitted. Written work will generally be assigned in detention. Therefore, students are to bring paper and pen with them to detention.

Saturday Detention

Students who do not serve their detentions **on their assigned day** will be assigned to Saturday detention.

1. Saturday detention will be held from 8:00 a.m. to 12:00 noon. It will be held each week school is in session with the exception of Saturdays that precede a school vacation period.
2. Regular school dress is required.
3. Students must bring textbooks, library books, or assignments to read and keep busy for the time they have been assigned. No inappropriate magazines or materials will be permitted. Students will not be permitted to go to their lockers. Therefore, all books and supplies must be brought with them.
4. No eating, drinking, sleeping, talking, or visitors will be permitted at Saturday detention.
5. Assigned students will attend a continuous four (4) hour period.
6. Students must arrive on time at 8:00 a.m.
7. Students must provide their own transportation to Saturday detention.
8. Failure to report to Saturday detention will result in out-of-school suspension.
9. Students will only receive 3 Saturday Detentions per year. All further referrals will be out-of-school suspension. This does not apply to dress code infractions.

Expulsion From Class

Students, whose behavior in class is so unruly that it warrants expulsion from class, should report immediately to the main office. The teacher will notify the parents by telephone of the expulsion and the student will be given detentions.

If the misbehavior is extreme or habitual the student may be removed permanently from the class.

Suspension

Serious or repeated misconduct may lead to suspension from class or school. It is the authority of the local building administrator to suspend a student from class or school. The diocesan schools shall not suspend a student for more than five (5) consecutive days. If the suspension is for an offense which can only be addressed through counseling in substance abuse or anger control or requires the assistance of an outside agency, the suspension may be of a duration to allow such counseling to occur.

Suspendable offenses are:

1. A serious offense involving the use of violence, force, threat, coercion or other conduct which violates the safety of others. Police should be informed of these incidents.
2. Use/possession of a weapon. Police must be informed.
3. Vandalism, destruction or theft of school property.
4. First offense involving possession, use or being under the influence of drugs, alcohol or other chemical substances (counseling may be required where necessary).
5. Repeated disregard for school rules and regulations.
6. Other offenses serious enough to warrant a student's removal from school.

At the discretion of the administration, suspension may be in-school or out-of-school.

For in-school suspension, the student will report to the designated room at the beginning of the school day with a packed lunch.

Students on suspension are not permitted to participate in or attend any school functions or extracurricular activities. Academic work missed during the period of suspension may not be made up.

Expulsion

Expulsion is the most serious disciplinary action taken by Diocesan schools and may be used for serious disciplinary infractions, when public behavior affects school morale, safety and/or when the student remains incorrigible. Only the Superintendent of Schools may expel a student. In Diocesan schools, expulsion is the permanent removal of a student from the school community. When a student has been expelled, official school records and withdrawal papers will so indicate that.

Student Regulations And Procedures

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

Searches

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

Students and Student Property

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. **It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach during physical education classes and when participating in athletic events.** Also, students are encouraged to bring a lock for their gym lockers. These locks are to be used only during the time of the physical education class and must be removed at the end of the period.

Locks and Lockers

Each student is assigned a lock and locker for use throughout the school year. These lockers should be kept locked at all times. If a lock is lost or stolen, a new lock should be requested from the main office. A fine of \$5.00 will be charged for each lost lock. All locks will be collected at the end of the school year.

Ownership of school locks and lockers resides with Cardinal Mooney High School. As these lockers are loaned to students for their use, they may be inspected at any time by a school administrator.

Stickers or any kind of tape, other than masking tape, may not be used on or in lockers. The school lock must be kept locked on the locker at all times. Failure to do so will result in the student receiving a conduct card.

Care Of School Property

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Lost And Found

A lost and found cupboard is maintained in the main office. Lost and found articles should be turned in and claimed in the main office.

Dress Code

The purpose of the dress code is to promote an atmosphere conducive to learning, to develop moral standards of modesty, to encourage students to take pride in their appearance, to try and eliminate competition in dress, and to keep clothing costs to a minimum. The responsibility of following the student dress code rests with both parents and students. The administration has the authority to determine the appropriateness of all attire.

Students who are in violation of the dress code will be issued a conduct card and a chance to contact the home for a change to proper attire. Students may not return to class until adhering to the proper dress code. Loss of class credit will result for instructional time missed. Any type of dress or grooming that detracts from the educational process, or causes concern for the health, safety, and general well-being of the students will be considered improper. This determination will be made by the principal. Final decision on compliance with dress guidelines shall rest with the building principal.

Girls' and Boys' Regulations

1. **Uniform style pants of black, tan or navy color must be worn. The pants must be worn on the waist and fit appropriately (i.e. tight-fitting pants are NOT acceptable).**
2. **A red, gold, or black short-sleeved or long-sleeved official school polo shirt.** This official polo is available at school in the Cardinal's Nest. It is a full-cut, **red, gold or black** polo shirt, bearing the Mooney logo. The polo shirt may be worn un-tucked when worn alone (e.g., not with sweatshirt). The hem of the un-tucked shirt may not hang below the hips.
 - a. **For the classes of 2013, 2014 and 2015 official school polo shirts of any solid color may be worn for the 2012-2013 school year only. Beginning with the 2013-2014 school year, all students must wear either the red, gold or black official school polo shirt.**
3. **Short-sleeved, solid white t-shirts only** may be worn under the official school polo.
4. Only official school apparel may be worn over the polo shirt. This apparel includes uniform Mooney fleece or zippered sweatshirt pullovers, uniform Mooney crew-neck sweatshirts and v-neck or crew-neck sweaters with the Mooney logo. The shirt collar must be visible under the sweatshirt or sweater and the shirt must be tucked in. These items are available for purchase in the Cardinal's Nest or at S&T Engraving in Poland.
5. Hose or socks visible above shoes must be worn at all times.
6. **Black or brown leather dress shoes must be worn. They can either be of a loafer or tied-style. All shoes worn must have a closed-toe and a full back. (Tennis or athletic shoes are no longer permitted)**
7. For girls, hair should be well groomed and worn in an appropriate style for school. Make up should be no more than is expected for normal daytime use. For boys, hair must be kept neat, trimmed and well-groomed and no longer than the bottom of the earlobes on the side, the base of the neck in back, and the eyebrows in front. Sideburns must be no lower than the earlobes. Boys must be clean shaven at all times.
8. Boys are not permitted to wear earrings. Girls are permitted to wear earrings only. No student is permitted to wear jewelry related to body piercing other than earrings for girls.

Not Permitted (Girls and Boys)

- Coats, jackets, hats or other head coverings are considered outside apparel and may not be worn in school.
- Visible tattoos.
- Extreme hair color and styles including ponytails and tied-back hair for boys.
- Clothes that are ripped or torn.
- Chains/lanyards worn from the keys or wallet.
- Band-aids or any other type of covering that conceals facial piercings or tattoos.

Dress Code for Dress-Up Days

1. Dress should be in good taste, consistent with the value of modesty, and appropriate for school.
2. No jeans, cargo pants, T-shirts, sweatshirts, or athletic shoes may be worn.
3. The length on skirts and dresses may be no more than two inches above the knee.
4. No backless, midriff, or sheer tops should be worn.

Guidelines for Dress-Down Days

1. Instead of uniform pants, jeans, sweatpants, or swishey pants may be worn. Jeans may not have holes. No shorts may be worn.
2. Instead of a uniform polo, a standard t-shirt (no scoop necklines) or sweatshirt (no hoodies) may be worn. Any print on t-shirt or sweatshirt must be in good taste (no alcohol or tobacco advertising, no sexual reference or offensive words.)
3. Athletic or tennis shoes may be worn.
4. All other regular dress regulations remain in effect.

Color Days Dress Regulations

1. A "Cardinal Mooney" t-shirt or sweatshirt (no hoodies) may be worn instead of the uniform polo shirt.
2. "Cardinal Mooney" sweatpants/swishy pants or plain red or plain gold sweatpants/swishy pants may be worn **instead of the uniform pants.**
3. Athletic shoes may be worn **instead of the black or brown dress shoe.**
4. No head covering may be worn.
5. No facial or body paint may be worn.
6. No "homemade" Cardinal Mooney shirts or pants may be worn.
7. "Cardinal Mooney" shorts of knee length may be worn **prior to October 1st and after May 1st.**

The above mentioned regulations are the only exceptions to our dress code on a Color Day. Otherwise all of our regular dress regulations must be followed.

Dress Permits

If, on a particular day, a student is unable to conform to the dress regulations, he/she must present a note from his/her parent or guardian before school stating the reason why he/she is unable to abide by the regulations. A dress permit will then be issued for that day. Dress must still be appropriate for school -- no jeans, sweat suits, tennis shoes, or shorts may be worn. Exceptions will be made for medical reasons. It is the student's obligation to show his/her permit to each teacher before class.

Backpacks And Book Bags

Backpacks and book bags may not be carried during the school day. They must be left in a student's locker. Gym bags may only be carried to gym class.

Electronic Devices/Cell Phones

The school environment is one of learning and academics. Therefore students are not permitted to use or carry portable cell phones, radios, iPods, mp3 players, hand-held computer games, laser pointers or any similar electronic device during the school day since these items can interfere with the learning process. **These items must be left in the student's locker.** Such items will be confiscated and the student will also receive an administrative detention. For a first offense the confiscated item will be kept by the Assistant Principal for three (3) school days. For a second offense the item will be kept for five (5) school days and at the end of five days will be returned to the parent. For every offense after the second, the student will be suspended. Failure to relinquish the item will also result in suspension **and the device in question must be turned in to the Assistant Principal before the student can return to school. This policy is non-negotiable.**

Cafeteria

Students may purchase lunches from the cafeteria or bring one from home. Some students may prefer to bring a sack lunch and supplement it with food from the cafeteria. Students must clear all paper and refuse from the tables by the end of the lunch period. Cardinal Mooney High School operates on a closed lunch period. All students are required to eat in the cafeteria, whether they purchase their lunch or carry it. A student may have his choice of table, but once seated he may not leave the cafeteria until he is dismissed by the teacher on duty. Seven (7) students shall sit at round tables and eight (8) students can be seated at rectangular tables.

Any discourteous or excessively noisy student will be disciplined accordingly. Students are not permitted to receive carry-in orders. Food and drink should not be bought or brought that cannot or will not be consumed in the cafeteria during the lunch period. Students are not permitted to take food from the cafeteria. No food or open containers are permitted in the hallways.

Boys may use the rest room on the first floor nearest the cafeteria only and girls the rest room on the second floor across from the art room only. **Students are not permitted to go to their lockers, visit other classrooms or leave the cafeteria for any reason without approval of the Assistant Principal.** All students must be in the cafeteria and seated during the last five minutes of the lunch period.

Hall Passes

Students who leave class or are in the halls after the class tardy bell rings must have a hall pass contained in the student planner signed by a teacher. Office request slips will also serve as hall passes.

Student Behavior Outside Of School

Cardinal Mooney students' conduct outside of school is expected to be exemplary, a conduct that reflects Christian values and represents the values and principles that are a part of the philosophy of the school. **At the discretion of the administration, disciplinary action may be taken.**

Pregnancy Policy

In accordance with Diocesan Policy, an unmarried girl who becomes pregnant will be treated with pastoral concern. The administration will decide on continued attendance and subsequent return of the girl (and boy, if he also is a student at Cardinal Mooney) after counseling with the student(s) and parents/guardians. Each case will be determined individually considering the students involved, the protection of the unborn child, the health of the mother, and the welfare of the school.

Loitering

After 3:20 p.m. students may not remain in the building unless supervised by a teacher or coach. Parents are responsible for making transportation arrangements so that students are transported home within a reasonable time frame following the dismissal bell. Athletes or those students who remain after school to participate in an extracurricular activity should report to the room designated by the teacher or coach in charge. Students are not to congregate in the halls or lobby area. Students who are unsupervised after 3:20 p.m. will be asked to leave the building immediately. **Parents will be notified that on second offense disciplinary action will be taken.**

Dances

School dances are open to Cardinal Mooney students only unless otherwise specified. Dances normally end at 10:30 p.m. After entrance into the dance, students are not permitted to leave and then reenter. Freshmen, sophomores and juniors are not permitted to leave dances until 9:30 p.m., but seniors are permitted to leave at any time.

No students will be permitted to enter the dance after 8:45 p.m.

Student behavior at dances should be consistent with the values of Cardinal Mooney High School. All dancing should be modest and respectful of self and others.

All students attending dances must take a breathalyzer test. Anyone who fails the test will be subject to the penalties of the Alcohol and Drug Abuse policy (p.63).

Attendance At Athletic Events

Students are encouraged to support athletic teams through their attendance at athletic contests. Admission to these events is a privilege and the following standards are to be observed by Cardinal Mooney High School students at all home and away athletic contests.

- "We are for Mooney and against no one." Therefore, any taunting or verbal insult to any player, coach, or official is not acceptable.
- Respect should be shown to opposing players, coaches and fans.
- Use only positive cheers that support and uplift the team.
- Student attire must be appropriate for an athletic contest. No costumes, cross-dressing, or immodest attire will be permitted.

Health & Safety

Student Health And Safety

Parents and guardians have the primary responsibility for the health and well being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

School Nurse

A school nurse is present in the building on a daily basis. Students who become ill during the school day may report directly to the clinic or, if the nurse is not available, to the main office. If the student is too ill to remain in school, parents will be notified and the student will be sent home. Students who are not ill or in need of the nurse's assistance should not visit the clinic during class time. **Students are not permitted to contact home via cell phone. All communication will be initiated by school personnel. Discipline for cell phone use may be enforced.**

The nurse also maintains all student immunization records required by law as well as the emergency medical forms which are to be completed each year. Parents are encouraged to communicate any health concerns that may affect a student's performance or behavior here at school directly to the nurse.

Accidents and First Aid

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

If it is necessary for the student to be taken to a doctor or hospital for emergency treatment, the parents will be informed as quickly as possible. Either a parent, a staff member or those listed on the EMAF (Emergency Medical Authorization Form) will accompany the child to the doctor or hospital.

Illness

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

Administering Prescribed Medication To Students

When a student is required to take prescription or nonprescription medication during school hours, the following procedures for dispensing medication will apply:

1. Authorization to Administer Medication
 - a. The physician must sign a form granting the school permission to administer prescription or nonprescription medication.
 - i. Forms will be supplied by the school.
 - ii. The medication and signed permission forms shall be brought to the school by the parent.
 - iii. The physician's signature must be on the original medication permission.
 - b. In special cases (to be determined by the school nurse, principal or designee), the signed permission form may stipulate that a student is to be allowed to self-administer medication in the presence of the school nurse, the principal or designee.
 - c. Request forms must be submitted each school year for all medication.

2. Transportation of Medication To and From School

- a. The parent assumes the responsibility of getting medication (prescription or nonprescription) to the school and furnishing the school with an adequate supply of medication.
 - i. At no time shall a student of any age be permitted to carry medication to school unless authorized in writing by the parent and/or physician.
- b. A supply of medication, in its original container, should be delivered on the day on which it is to be given.
 - i. Unused medication will be returned ONLY to a parent or unless authorized, in writing, by the parent or to another individual authorized in writing, by the parent.
 - ii. It is the responsibility of the parent to claim any unused medication within one week after the school year ends or within one week after the medication is no longer needed. Any unclaimed medication will be destroyed.
 - iii. Empty containers may be returned home with students.
- c. If any of the information stated on the permission form (FORM Med-1) changes, the parent agrees to immediately furnish to the school a revised statement signed by the physician who prescribed the medicine.

3. Labels on Medication

- a. Prescribed medication containers shall have the affixed label as it was prescribed by the physician and dispensed by a licensed pharmacist. Medicine not in the original container will not be dispensed.
 - i. Medication must be clearly labeled and accompanied by the following information:
 - ii. on prescription bottle:
 1. full name of the student;
 2. name of the medication;
 3. dosage and time intervals for administration; and
 4. name of the physician (required for prescription drugs only).
 - iii. on the permission form:
 1. possible side effects, any severe reactions; and
 2. any special instructions for administering the drug such as storage or sterile conditions.
- b. Nonprescription medication should also be in the original container and be accompanied by the completed permission form with the necessary details for storage and administration.
- c. The parent is responsible for notifying the school, in writing, if there is to be any change in dosage or time of administration or if the administration of medication is to be terminated.

Chronic Medical Conditions of Students

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

Infectious/Communicable Diseases

Disease

The protection and welfare of each individual student is of importance in the schools of the Diocese of Youngstown. In an effort to enhance protection of students:

1. All students must be immunized and/or tested according to the current Ohio Board of Health requirements found in the Ohio Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation and complete a Religious Exemption form from the principal. The completed form will be submitted to the superintendent for approval. The school must keep a copy of the documentation on file.
2. The school utilizes the Ohio State Health Department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

Fire/Rapid Dismissal/Tornado/Emergency Drills

Fire Drill

In order to provide a prompt and orderly evacuation of the school building, the following procedures must be followed:

1. The teacher shall take charge and signal the students to rise and supervise their evacuation.
2. Any student who has a physical handicap shall be assisted by the teacher.
3. Students are to leave the building quickly, in an orderly manner, and in total silence.

Tornado Drill

As soon as the tornado warning has been signaled, the following directives should be followed:

1. Students near the windows should open the windows as previously assigned.
2. If the room is next to a rest room or vacant room, the student in the second seat from the door should check that room, and if anyone is in the room, instruct him/her to proceed with this group to the shelter area.
3. The student in the seat nearest the door should open the door and lead the students to the designated area by the route indicated on the directives for the room. The teacher will follow the group, securing the door OPEN. He/she will take the attendance register or class record with him/her.
4. Personal articles should not be carried.
5. The students shall move quickly without running and quietly without talking.
6. All should keep calm, regardless of the situation. All should listen for instructions.
7. Upon arrival at the designated area, the teacher will check the roll and report the absentees to the supervisor in the P.A. room.
8. Upon arrival at the designated area, the students will stand facing the wall.
9. The group will stay together in the assigned area until authorized to return to the room or until dismissed.

Rapid Dismissal

If an emergency in the school building or on a local or national level should develop for the necessity of evacuating the school, the students will be dismissed from school as quickly as possible. Precise instructions will be given over the P.A. and school will be dismissed immediately.

Crisis Management Plan

Cardinal Mooney High School works cooperatively with the Office of Catholic Schools and other government and community agencies to prevent, assess, manage, and follow-up on any threat to the safety of the students, faculty or staff.

All decisions pertaining to school safety and security will be made by the administration of the school in conjunction with the Superintendent of Schools.

A comprehensive Crisis Management Plan has been developed by the school. As part of that plan, the following general security procedures are in place:

- Visitors will be required to check in at the school office. The school will keep a daily log of visitors, as to name, date, time in/out, reason for visits, and visitor's signature. Logs will be kept one school year.
- In case of emergency situations, the appropriate local law enforcement and safety agencies will be notified immediately.
- Crisis counseling plan will be in place in case needed.
- Early intervention will be continued to identify students needing help handling emotional problems to prevent situations from arising which might lead to violence. The school counselors will periodically review identified pupils.
- Emergency procedures will be made known to staff.
- Consultation with Mahoning County Disaster-Emergency Services will be continued.
- The Youngstown Police Department and Fire Department will continue to be asked for input relative to safety measures.
- Outdoor clothing and/or book bags will not be permitted to be worn or carried after arrival at school except for departure from building.
- No gang apparel, no clothing or symbols that would encourage derogatory comments or negative responses from other students will be allowed.
- Appropriate signs at entrances will direct visitors to the main office.
- All outside doors other than the main entrance will be locked after arrival times.
- Staff members are asked to question the presence of visitors whom they do not recognize.
- In an emergency arises in a classroom, the teacher should contact the main office using the phone in the classroom.

Sexual Harassment--Students

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Youngstown endeavors to provide for its students an atmosphere free from sexual harassment.

For the purposes of this policy, sexual harassment includes the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of electronic communication, music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/parish grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene t-shirts, hats or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency and severity of the action, the ages of the offender and victim, the history of similar actions by this individual and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all the following:

- verbal warning/reprimand and apology to the victim;
- a parent/student/principal conference;
- written warning/reprimand and parent notification entered in the student's file;
- detention or removal from selected school activities and/or extracurricular activities;
- behavior/probation contracts, possibly requiring professional intervention;
- suspension; and/or
- expulsion.

Sexual Violence

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, pastor or other school authority is required, under state law, to report the incident (ORC 2151.421). The Department of Human Services and the police will be contacted immediately if there is any "reason to believe" (ORC 2151.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law, including Gross Sexual Imposition (ORC 2907.05), Sexual Battery (ORC 2907.03), Rape (ORC 2907.02),

Importuning (ORC 2907.07), Voyeurism (ORC 2907.08), Public Indecency (ORC 2907.09), or Felonious Sexual Penetration (ORC 2907.12) as examples. In each one of the above examples, the Department of Human Services and the police will be contacted immediately.

Sexting/Transmission of Illegal Materials

“The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.”

Fighting

Students involved in a fight on school grounds or at a school related activity will be immediately suspended from school for a period of **5 days or possible request for expulsion**. The students' parents will be notified by the Assistant Principal and a conference with the parents and student will be scheduled.

The student is then placed on disciplinary probation and is liable for expulsion if he/she is involved in another fight.

Bullying/Hazing

Cardinal Mooney High School is committed to eliminating and preventing student harassment, bullying, hazing, and any so-called initiation activities. **Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.**

The Office of Catholic schools expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. The staff member must report acts of bullying or reports of student bullying to school administrators.

The Office of Catholic Schools expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff and reviewing records.

Consequences of students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Mediation

Mediation is a process of resolving disputes and conflicts, such as arguing, pushing, name-calling, fighting, etc., with the help of a neutral third party, a mediator, who facilitates the process. Students will have the opportunity by choice or by invitation to participate in Mediation. Mediation allows disputing parties to bring their problems to the Mediation table in order to cooperatively work out their differences. Mediation provides an opportunity for persons who are in conflict to listen to, to understand, and to respect the views of others. Communication between the disputing persons is improved and cooperation is sought for solving a common problem. The conflict is defined as a win/win situation and a mutually satisfying solution is agreed upon and implemented.

Mediation is non-judgmental. The goal of mediation is not to determine guilt or innocence, but rather to work out differences constructively.

Mediation adheres to the school's policy regarding discipline procedures. It is not an alternative to this policy.

Concerned Persons Group "Support Groups"

Whenever possible, Cardinal Mooney provides a school-based "Support Group" program that is facilitated by qualified personnel. The school recognizes the many complex problems students may encounter and the struggles to find answers to their situations.

The following Support Groups may be available as needed: Conflict Resolution; Peer Pressure; Prevention and Intervention in Alcohol and Drugs; Death and Dying; Stress Management; Self-Esteem and Family Life Situations.

Students gain insight by absorbing the information presented by the facilitator and by observing and listening to other members of their group. In a spirit of confidentiality students are given support and acceptance by other group members.

Students may sign up for a group, or may be recommended by the parents, administration, faculty member, or community agencies.

These support groups take place within the context of the school day.

Students with Special Needs

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school upon application for registration. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Failure to disclose known special educational needs will void the application for registration.

Special educational needs that are identified after a student has been accepted will be addressed in compliance to the rules of IDEA as they apply to chartered nonpublic schools in the State of Ohio.

Students with disabilities are expected to follow the school's policies and honor code.

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