

2021-2022 Parent/Student Handbook for Cardinal Mooney High School

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Philosophy of Education/ Mission Statement

Diocesan Philosophy and Statements of Belief regarding 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 foundation of Catholic belief and practice is 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 meet the religious, academic, personal, and social needs of children.

Strong Catholic schools are a ministry of the Catholic Church and strengthen all other programs of evangelization, service, catechesis, and sanctification.

Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and concern for social justice are proclaimed, practiced, and integrated into the total experience of students, their parents, and members of the faculty.

The Church calls parents, as the first educators of their children in knowledge and faith, to partner in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children.

The educational mission of the Catholic Church finds its center in the life and the teachings of Jesus, who reveals God's design for all creation.

Catholic schools are committed to integrating Catholic faith and culture as they help students develop into mature Christian persons whose lives are modeled on Christ and His Gospel, enabling students to hear, live, and proclaim the good news of the Gospel.

Catholic education sees all knowledge as sacred when human insight is combined with divine revelation in the pursuit of truth, goodness, and beauty.

Catholic schools aspire to excellence in all educational programs in order to meet the needs of the whole child.

Catholic education involves the active participation of the learner in studying and interpreting human experience in the light of faith, to advance God's glory and dignity of all people.

Catholic education encourages service learning with service projects that are acts of kindness and charity as well as education for global awareness and justice issues.

The Catholic educator - teacher, administrator, and pastor- is preeminent in creating the unique climate in which a Catholic philosophy and purpose can be realized.

The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership and the community of faith that supports the educational mission of the Church.

Catholic schools admit students because we are Catholic. Non-Catholic families who desire an educational experience founded on the Catholic philosophy of education are welcome in the school community.

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 prepare him/her for 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. Must have passed all subjects in the previous grading period.
3. Be scheduled according to the times that the class actually takes place.
4. Be able to provide your 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.

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 United States and World 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

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

All students must pass all state-mandated assessments as set forth by the Ohio Department of Education.

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 assessment 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 Schedule 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 School Counselor 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. There is a \$25 fee.
4. Any exceptions to these policies must be authorized by an administrator.

Credit Recovery

Credit Recovery will be applied for and managed by the administration of Cardinal Mooney High School. Students will be required to cover all costs incurred for the program, which will be above and beyond other tuition and fees. These classes will be scheduled if students do not meet the minimum requirements for passing courses that are graduation requirements for the State of Ohio Department of Education, or the Religious Education Curriculum of the Diocese of Youngstown. Grades earned will not replace previously earned marks, but credit will be awarded. Students requiring Credit Recovery may also be placed on an academic contract at the discretion of administration. The grade on the transcript will be P (passing).

Textbooks and Chromebooks

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



CI-30 Student Technology and Internet Responsible Use Policy

The schools in the Diocese of Youngstown, provide information and communication resources, and acquire, develop, and maintain devices, systems, and networks as a part of our mission to promote excellence in education. The following agreement aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology. Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. Students in the Diocese of Youngstown will have access to the Internet. Parents are expected to encourage their child(ren) to exercise personal safety and security, and utilize the guiding principles of digital citizenship

This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members and institutions. Although, no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety and by using firewalls and filtering software. We are in compliance with the *Child Internet Protection Act* and *The Protecting Children in the 21st Century Act*. However, no system or network is considered full-proof.

Important Considerations

- Technology resources are to be used for educational purposes only.
- Students will be educated in digital citizenship annually.
- Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
- The policy applies to access to the Internet through the school network whether equipment is owned by the school *or the student or student's family*.
- The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks).
- Students are responsible for all activity performed using *a personal login* or account, *whether or not they were the user*. Therefore, students must take care to *safeguard passwords* and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.
- In some instances, the policy applies to technology resources and school owned devices, whether or not on school property (See the section: Violations of the Responsible Use Agreement).
- The Student Technology and Internet Responsible Use Policy is contained in the Family Handbook. Students and a parent or guardian, as stated, are required to sign the Family Handbook Agreement Form which indicates acceptance of and compliance with this policy.
- The use of school systems and equipment is a privilege and use may be revoked by an administrator, technology coordinator, or other designated school official for misuse or violation of the agreement.

Related to Safety

A student of the Diocese of Youngstown agrees to not:

- interfere with, adversely impact the school operations, detract from or disrupt the school environment, as determined by school administration, by using technologies in a way that could jeopardize the safety or well-being of a school member or group to intimidate (cyberbully), tease, embarrass, offend, threaten, harass, deceive, or impersonate school members* whether directly or indirectly. This includes using school members' names, initials, logos, pictures, or representations when communicating electronically that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited, to comments, cartoons, jokes, unwelcome propositions or love letters.
- bypass or attempt to bypass school or device security software or attempt to use an alternate server including personal data plans.
- send or post personal information about self or a school member* via a school account.
- attempt to open files or follow links from an unknown or untrusted origin.
- view violent, obscene or similar inappropriate material while in school or while using school owned devices. If inappropriate content is accidentally accessed, the student must notify the supervising school staff immediately to avoid potential consequences.

Related to Privacy and Security

*A student of the Diocese of Youngstown agrees to **not**:*

- use a student or staff, password to access an account.
- access or attempt to access files or accounts, including G-Suite applications, belonging to another student or school employee without express permission from the owner.
- take pictures or record video, and/or audio on school property or within a remote learning environment without the express permission of a school staff member and persons involved. Parental permission may also be required.
- use and/or publish a photograph, image, video, personal information or likeness of any student, or diocesan employee without the express permission of that individual. Parental permission may also be required. Last names should always be omitted. See link to the Children's Online Privacy Protection Act (COPPA).
- hide one's identity and/or pretend to be a school member* and communicate via email, or messaging apps, photos, or videos.
- create any website or blog and post identifying information, a photo, image, video, or work of a school member* except with the express permission of that individual and a school official. Parental permission may also be required. The use of last names should always be omitted when posting on the Internet. Students should be careful to not share personally-identifying information online. (See link to the *Children's Online Privacy Protection Act* and to *Ohio Revised Code* §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
- create accounts or use apps or sites for school business when under the allowable age as in terms for the app or website.

Related to Educational Integrity

*A student of the Diocese of Youngstown agrees to **not**:*

- use diocesan and school created email and G-Suite applications for communications unrelated to schoolwork.
- access social networking sites or gaming sites or apps while in a school session, except for educational purposes, and with the permission and supervision of the responsible school official.
- access websites or apps while taking online quizzes or tests without a teacher's prior approval.**
- use an unauthorized device while taking a quiz or test without a teacher's prior approval.**
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.**
- share passcodes and passwords for learning platforms unless given express permission by a teacher or administrator.
- access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.**
- delete files, deny or attempt to deny school members* from gaining access to their files or work.
- use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.

- use any copyrighted material, including text, music, software, files, pictures, video or graphics from any Internet or software source in violation of United States Fair Use copyright laws.
- violate program or software license agreements (i.e. modify, copy, share protected media).

Related to Network and Systems Stability and Privacy

A student of the Diocese of Youngstown agrees to not:

- attempt to open files or follow links from an unknown, suspicious, or untrusted origin.
- remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- remove, move, alter or add equipment without express authorization from the school official responsible.
- access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g. hacking, cracking, phishing, etc.).
- damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- attempt to interfere with network transmissions or change system configurations.

Students must keep in mind that nothing in an email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors and recruiters look at students' Internet posts when considering applicants.

Teaching staff and administration has the right to deny a student access to applications provided by the school that are used for collaborative projects and social networking if conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies.

*Student, school or diocesan staff

** Consequences for academic cheating may also apply.

Violations of the Student Technology and Internet Responsible Use Policy

School officials will strive for a fair, reasonable, and appropriate disciplinary action for infractions of the Student Technology and Internet Responsible Use Policy. Disciplinary action will be taken when, violations are intentional, school members* are “cyberbullied”, vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to: detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment.

Social Media

In the event students use social media applications such as, but not limited to, Instagram, Snapchat, Twitter®, YouTube, TikTok, or Facebook®, for public scandal or humiliation, where inappropriate defamatory, threatening, or socially and/or emotionally harmful comments or images are posted that adversely affect the reputation, the morale, and/or safety of the students, staff, and institution, every disciplinary measure deemed appropriate in the school's Code of Conduct will be used. Actions could include legal action, involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

Liability

The Diocese of Youngstown and its schools have taken available precautions to use firewalls and filters to restrict/limit access to controversial materials. Best efforts to avoid the collection and release of any student data for anything other than educational purposes will always carried out when using apps or websites. Students and their parents are alerted to the risks of the Internet and the use of technologies. However, on a global network it is

impossible to control all communication and materials. Refer to the Children's Internet and Protection Act and Protecting Children in the 21st Century Act.

It cannot be guaranteed that functions and services provided by the schools operate error free or without defect. Therefore, the Diocese of Youngstown and its schools will not be held liable for loss of data and interruptions of service. The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files,

data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for costs arising from unauthorized use of the systems or network, for unauthorized transactions conducted over the school network, or for any communications or transactions in violation of this Student Technology and Internet Responsible Use Policy.

Student Applications and Permissions

The use of technology in education is integrally related to a quality instructional program. The following items describe what platforms may be used. If a parent wants to opt out of any of the following, a written letter must be sent to the school principal indicating what the opt out request is and the reason for the request.

- **Google Apps for Education Account**

All email passes through Google's Postini security system and students' school accounts are restricted to receiving correspondence **only from school or district account holders** unless it is requested by an administrator that select educational institutions or programs are granted access. Please read the privacy policies associated with use of Google Apps for Education at <http://www.google.com/a/help/intl/en/edu/privacy.html>. The account will also include access to cloud storage, document and information exchange with Google Drive, Google Classroom, Google Slides, Google Forms, Google Sheets, Google Calendar and Google Keep.)

- **Student Personally Owned Device Agreement**

When students use a personally owned device at school, they must follow the terms of this policy when accessing the Internet. In addition, the student is responsible for safeguarding and maintaining the device.

- **Remote Learning Platform**

While remote learning is seldom an optimal substitution for face-to-face instruction and interaction, continuing to instruct and communicate with your student is essential when circumstances occur where face-to-face instruction must be suspended. This could be due to a health crisis (ex. COVID 19) or another cause. Internet-based tools such as Google Meet and Zoom may be used for audio and video instruction. Platforms such as Class Dojo, See Saw, and Google Classroom may be used to share and receive information and assignments. Other approved educational web-based services, applications*** and websites may be used at the discretion of the teacher.

In remote learning periods, a classroom teacher may conduct virtual classroom instruction. Video and audio may be used for teaching purposes, and at times may record classroom activities for educational use/ purposes. In the process of recording, a child's face may be seen, a voice may be heard. And a first name of a student may be used. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real time. The recordings will be stored, accessed, and disposed of within the confines of school accounts. Students are permitted to access such recordings within the school account in which they were distributed. They may not share or post to any other technology device or application.

The school filters and restricts access to controversial materials from school computers. However, web-based content accessed outside the school could put the student in contact with objectionable materials. It is the responsibility of the parent/guardian to restrict any access to materials deemed inappropriate.

***Many of the Terms of Service and or Privacy Policies for *some* applications (e.g., Class Dojo, Remind,

Zoom) state that due to federal law, any users under the age of 13 must obtain parental permission. An email address and a first and last name may be required to create a username, however, students are not required to have their own account.

If remote learning is mandated due to a health crisis or other reason, the school will assist parents in providing access to a device or internet access. Participation in remote learning should be under the supervision of a parent or guardian. School policies and regulations are in effect, including, but not limited to this policy and the School Code of Conduct.

- **Photo/Visual Recording***

A student may be photographed or videotaped at school. This includes the possibility of publishing a photo or video in a publication, on the school website, on social media platforms or another publication that is deemed appropriate for informational and instructional purposes. In addition, a child may be photographed for the class picture, the yearbook, and other school paper publications.

At times students may be photographed for a community newspaper or for publications to be used outside of the school (ex. Marketing brochure).

*Parents may send a letter to the school principal to opt out of any aspect of the Photo/Visual Recording.

- **Publishing of Student Material**

Student work will be published within the confines of Google Classroom or another remote learning platform used by the school.

A student's work material may be shared in publications, on the school's website, or other social media platforms under their first name and last initial.*

If a full name of a student is required for publication of student work in a public communication, parent permission will be sought.

*Parents may send a written request to the principal for a child to opt out of communications shared with the public.

Links and Supporting Resources

Children’s Internet and Protection Act and Protecting Children in the 21st Century Act

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

See part (4 A&B) Children's Online Privacy Protection Act (COPPA)

<https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

Copyright Law and United States Fair Use <https://www.copyright.gov/fls/fl102.html> “What should I know about my children’s Internet use?”

Internet and Social Media: A Legal Guide for Catholic Educators. Shaughnessy and Huggins.

Ohio Revised Code [ORC § 3314.21](#) on web filtering

Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#) on cyberbullying

Family Educational Rights and Privacy Act (FERPA) - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

B. School Code of Regulations

C. Related Diocesan Policies

- Copyright
- Educational Technology
- Internet Safety
- Student Anti-Bullying, Harassment, and Intimidation
- Student Code of Conduct

Initial adoption: 5.30.13

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7.28.2020

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 : ACT Aspire (Administered prior to entrance) or HSPT

Grade 10: PSAT and Pre-ACT

Grade 11: The Preliminary Scholastic Aptitude Test (P.S.A.T.)

The American College Test (A.C.T.)

Grade 12: The Assessment of Catechesis/Religious Education (ACRE)

The Scholastic Aptitude Test (S.A.T.) (optional-Off Site)

The American College Test (A.C.T.) (optional-Off Site)

Testing required for graduation by the Ohio Department of Education using approved IOWA Alternative tests in lieu of state end-of-course exams.

Results of all academic tests are communicated by the school counselor 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 emailing the teacher or administrator directly. 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 two 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.

PowerSchool

Parents can obtain updated information on their student's progress at any time by using **PowerSchool**, our school management software. Parents can view current grades, attendance and conduct grades. To access **PowerSchool** using the internet, go to <https://cardinalmooney.powerschool.com/public/home.html> and enter your student's 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 inform parents of their child's academic progress. 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	75 - 84	2.0

D	67 - 74	1.0
F	66 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	4.0
C	75 - 84	3.0
D	67 - 74	2.0
F	66 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 retaking a course failed in a previous term are permitted to audit a class.

Students must have earned these credits to be classified in each grade listed: 6 credits for grade 10, 12 credits for grade 11, and 18 credits for grade 12

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

The honor roll is published and posted following the completion of the first three nine week grading periods. Students who maintain at least a 3.5 grade point average will be listed on the honor roll.

Academic Letters

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

GPA/Rank in Class

Cardinal Mooney High School does not publish class rank on final or unofficial transcripts. Rank will be calculated for internal purposes only, including that of presenting annual Valedictorian and Salutatorian Awards. Any internal ranking or GPA calculation will be based on the number of quality

points earned. Quality points relate directly to the weighted and non-weighted grade scales for classes as indicated previously.

The following also apply:

1. The grade earned in Physical Education will be Pass/Fail and will not be included in 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 a grade of "P"(pass) and credit for the course(s) on their transcript. The grade is not calculated into the high school GPA and the credit does not fulfill a graduation requirement.
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, the teacher was properly certified by the State of Ohio, and the student completed the course in the same school year.
 - b. For diocesan elementary programs, the Office of Catholic Schools has approved the program.
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 be weighted if Mooney offers a comparable course that is weighted.
4. The grade obtained in a course taken in night school or through correspondence will not be included in the student's rank in class and grade point average. However, these credits will be counted toward credits needed for graduation.
5. The maximum number of credits that will be included in computing G.P.A. will be 31.5. If a student earns more than the maximum, the courses with the highest point values will be counted.
6. 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 points total for seven semesters at Cardinal Mooney will earn the class Valedictorian award. The class Salutatorian award will be given to the senior with the second highest quality point total for seven semesters at Cardinal Mooney. In order to qualify for these graduation honors, a student must be enrolled for a minimum of three (3) continuous semesters prior to determination of these awards.

Honor cords will be awarded to those students who place, based on total quality points after seven semesters, 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 retake that subject through credit recovery unless special circumstances warrant against this. Students who cannot achieve at least 6 credits in a given academic year put their future attendance and/or graduation from Cardinal Mooney in jeopardy.

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. School Counselors provide personal and academic counseling, testing programs, career and college information, financial aid and scholarship information, and job referrals. While conferences between school 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 School Counselors before and after school and during lunch and mentoring periods or may request appointments with their counselors in the Guidance Offices.

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.

High School Credit Flexibility as an Educational Option

The Office of Catholic Schools and each diocesan high school seek to provide the most appropriate learning experience for each student. Each school strives to do this by expanding opportunities for students to demonstrate mastery of knowledge or skills, by broadening the scope of curricular options, and by increasing the depth of study possible for a particular subject. The credit flexibility program permits students to earn high school credit in a variety of ways. This can be done through the completion of courses; testing out of a course(s) or demonstrating mastery of course content; or pursuing one of more educational options, e.g., distance learning, educational travel, independent study, internship, tutorial programs, or community service.

1. Credit Flexibility Plan

The Credit Flexibility Program is available to any student capable of being able to complete the work outlined in a written Credit Flexibility Plan. There is no limit on the number of credits a student can earn under this program, but this does not mean that a student can complete any and every course in any manner the student proposes. The high school will not approve coursework or options that are inconsistent with the school's Catholic mission and philosophy. In addition, a Credit Flexibility Plan cannot change the fundamental nature or requirements of a course.

An interested student initiates the process by submitting a written proposal for credit flexibility to the designated school official. The designated school official will then meet with the student to develop the written Credit Flexibility Plan. This written Plan must be signed by the student, the student's parent(s) or (guardians), a designated school official and the principal. If the need arises, the Credit Flexibility Plan can be revised and/or modified, and this revised/modified Plan must be signed by the designated school personnel, the student and the student's parent(s) or guardian(s).

The credit to be awarded is the decision of the individual high school. The high school retains the right and responsibility to determine what counts as curricular content, learning outcomes, methods of learning, assessment and criteria for assigning grades, all of which are to be addressed in the written Credit Flexibility Plan. Credit will be full or partial and may be for more than one content/course area.

Credit will be determined based on credit equivalency for the Carnegie unit which is one credit per 120 hours of course instruction and 150 hours for laboratory courses.

2. Grading, Grade Point Average and Transcripts

The written Credit Flexibility Plan will stipulate the way progress will be monitored and proficiency measured. Unless otherwise specified, the student's grade will be reported the same as for a student taking the same or a similar course in a traditional classroom setting. The grade will be calculated in the Grade Point Average (GPA) the same as for a student taking the same or a similar course in a traditional classroom setting. The credits earned will appear on the transcript like all other courses for which credit was earned. If a student does not complete the work or meet the minimum proficiency threshold stipulated in the written Credit Flexibility Plan, the school reserves the right to award partial credit, place the student in a traditional course and/or assign a grade of F and deny credit for the option.

3. Athletic Eligibility

A student interested in participation in high school interscholastic athletics and/or intercollegiate athletics needs to discuss eligibility requirements with the student's parent(s) or guardian(s) and school officials. The written Credit Flexibility Plan should contain the mechanisms to meet OHSAA and/or NCAA eligibility requirements. Additional resources would be: OHSAA Student-Athlete Eligibility (website) and NCAA Eligibility Center.

4. Appeal Process

A student may present a proposal for a Credit Flexibility Plan that is denied. Such a student may invoke the appeals process outlined below:

1. Within 7 school days, the parent(s) or guardian(s) and student will send a letter to the Credit Flexibility Plan Committee, of which the principal will not be a member, outlining the specific issues relative to the appeal.

2. Within 7 school days, the Credit Flexibility Plan Committee will respond in writing to the appeal.

3. If the parent(s) or guardian(s) and student wish to appeal the decision of the Credit Flexibility Plan Committee, they will submit their appeal to the principal within 7 school days of the written response from the Credit Flexibility Plan Committee. The principal will respond in writing within 7 school days of receiving the appeal. The principal's decision will be final.

5. Communication

The Office of Catholic Schools and each diocesan high school acknowledges the value of the credit flexibility program in providing additional opportunities for students to enhance their learning experience. Therefore, the program and the policies related to this program will be communicated to students and parents through the following methods: the website of each diocesan high school and course description booklets of each high school

6. Data Collection for Credit Flexibility

Each high school shall collect and report the following information to the Office of Catholic Schools:

- the number of students participating in the credit flexibility program;
- the total credits earned by students;
- the extent to which student participation reflects the diversity of the student body.

College Credit Plus

College Credit Plus(CCP) is a dual-enrollment program that allows students to enroll in college courses for both high school and college credit. Students can take courses at CMHS (AP Calculus AB = Calculus 1), online through any Ohio public college (and some private), or on a college campus (typically YSU, Eastern Gateway, or Kent State local campuses).

PROCESS

In order to qualify for state funding for college courses, a detailed and time sensitive process needs to be completed.

1. Attend the CCP parent information session.
2. Tell your counselor that you want to participate in CCP and which college you'd like to attend.
3. Complete your ACT and meet the admission requirements OR complete the eligibility test through YSU and meet the admission requirements/minimum scores.
4. Apply for admission to the college or university that you want to attend for CCP courses.
 - a. We usually do this as an application day with YSU. If you want to attend another college, let your counselor know.
5. Upon acceptance into the program, complete the application for funding in your parent's OH ID account.
6. Receive notification of a state funding allowance. The state can award anywhere from 1 to 30 credit hours for the following school year. Upload the funding award letter to the school that you are attending for CCP. Keep a copy for your records, send one copy to the CCP school of attendance, and send one copy to the school counselor.
7. Make an appointment with your school counselor to talk about courses.
8. Discuss course options with your college academic advisor.
9. Decide on your goals for CCP courses.
 - a. example: take general education requirements to lessen course load in college.
10. Continuously check your college email to ensure that you don't miss deadlines.
11. Continue to stay in touch with high school counselors to let them know if anything changes.

Online: CMHS may provide the student with computer access and time to complete work during the school day. Students first meet with an advisor and then register for courses on or after the campus registration date. Space in the course is not guaranteed. Online courses follow the same calendar, policies, and procedures as courses on campus.

Students receive college credit upon successful completion of the course. Students have two options:

- **Option B (state-pay):** The state pays your tuition and CMHS purchases textbooks through Auxiliary Services funds. You will earn high school and college credit for the

classes (not to exceed 30 college credit hours per school year INCLUDING high school courses)

- In order for CMHS to pay for textbooks, you must be receiving CCP tuition funds allotted to a nonpublic school student and you must get your textbooks at the YSU Barnes and Noble bookstore. Mooney Counselors will add your name to the list at Barnes and Noble. If you purchase a book on your own prior to being added to the bookstore list or through another sales site (i.e. Amazon), you will not be reimbursed.
- **Option A (self-pay)** is another option where you choose to receive high school and college credit OR only college credit. You will pay for all tuition, books, and fees.
 - If you choose the self-pay option, CMHS DOES NOT have to accept the credits as dual credit. You may only receive college credit for those courses. The course will need to be pre-approved PRIOR to registering for the course to be approved as a possible dual credit course.

Mooney Requirements

- Remember that you are a Mooney student FIRST so your college courses need to work around your Mooney schedule.
 - Online courses work best because they can be completed at any time throughout the day and are the most flexible option.
- You may not exceed 30 credit hours per school year (including the summer prior to the start of the school year). *See how to calculate your total yearly credit hours below.*
- Schedule courses that work with your high school course load by talking through it with your school counselor.
- Always have courses pre-approved by CMHS counselors.
- Remember that Mooney DOES NOT need to accept self-pay courses. If you want a self-pay course to be included on your high school transcript, you will need to have it pre-approved.

High School Transcript/Graduation Requirements

- Apply college credit to high school graduation requirements, earning high school and college credit at the same time.
- College grade is factored into your high school GPA and carries the same weight as AP or honors courses IF the college course matches up with a current AP/Honors course in our handbook. *See list below for more details about course GPA's.*
 - Example: YSU course US History would be a 5.0 weighted scale because CMHS has an AP US History course.
 - Example: If you take a Communications course at a college, it would be on a 4.0 scale because CMHS does not have an honors or AP communication course.
- High school graduation or athletic eligibility could be affected if you do not pass your college course.
- Transfer your credits to the University System of Ohio schools – visit <https://transfercredit.ohio.gov> to learn more.

- Are you planning to attend a private or out of state college?
 - You need to check with those schools to see how credits may or may not transfer.

Calculating Credit Hours:

College classes are typically 3 or 4 credit hours per course. However, high school courses are .5 or 1 credit hour.

To calculate your total credits per school year, you must take the high school credit and multiply it by 3. Then add together all of the high school and college credits. The total for the ENTIRE school year (including the previous summer) must be 30 or below. This is state law.

Sample Credit Calculation:

Mooney Courses:

History	1 x 3	= 3 credits
Math	1 x 3	= 3 credits
Science	1 x 3	= 3 credits
Elective 1	.5 x 3	= 1.5 credits
Elective 2	.5 x 3	= 1.5 credits
Theology 1	.5 x 3	= 1.5 credits
Theology 2	.5 x 3	= 1.5 credits

College Courses:

Writing 1	= 3 credits
Writing 2	= 3 credits
Communications	= 3 credits

Total = 24 credits

Course GPA Equivalent

Listed below are GPA equivalents for some of the more popular college courses taken during CCP. If you are taking a class that you are unsure of the GPA equivalent, you must seek clarification from your counselor to determine if it is a 5.0 or 4.0 scale.

College Course	College Credit Hours	Mooney Course Equivalent (if any)	Quality Point Scale (GPA points)
ART 1501: Foundation of 2D Design	3	AP 2D Art	5.0
ART 1521: Foundation Drawing	3	AP Drawing	5.0
BIOL 2601/L: General Biology I with Lab	4	AP Biology	5.0

BIOL 2602/L: General Biology II with Lab	4	AP Biology	5.0
CHEM 1515/L: General Chemistry I w/ Lab	4	AP Chemistry	5.0
CHEM 1516/L: General Chemistry II w/ Lab	4	AP Chemistry	5.0
CMST 1545: Communication Foundations	3	Creative Communications	4.0
EDFN 1501: Introduction to Education	3	Elective course	4.0
ENGL 1550: Writing I	3	English Course	5.0
ENGL 1551: Writing II	3	English Course	5.0
ENGL 2618: American Literature and Diversity	3	English Course	5.0
ENST 1500/L: Intro to Environmental Studies w/ lab	4	Environmental Science	4.0
GEOG 2630/L: Weather w/ Lab	4	Weather	4.0
GEOL 1505/L: Physical Geology	4	Science Elective	4.0
HAHS 1511: Investigations into Social Class	3	Social Studies Elective	4.0
HIST 1500: Discovering World History	3	Social Studies Elective	4.0
HIST 1501: American Dreams: Introduction to US History	3	AP US History	5.0
ITAL 2605: Advanced Intermediate Italian	3	Italian	4.0
MATH 1510: College Algebra	4	College Algebra	4.0
MATH 1511: Trigonometry	3	Honors Algebra II and Trigonometry	5.0
MATH 1571: Calculus I	4	AP Calculus AB	5.0
MATH 1572: Calculus II	4	AP Calculus BC	5.0
MUHL 2621: Music Lit and Appreciation	3	Music elective	4.0
PHYS 1501: Fundamentals of Physics w/ lab	4	AP Physics	5.0
STAT 2601: Introductory Statistics	3	Elective math	4.0

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.

To begin the admission process:

1. The parents are invited to contact the school to request information and learn about the process. Mrs. Lori Radinsky is the contact person for admissions.
2. Complete and submit the application for admission that is available on the website. Include the documents requested. The school may include an interview as part of the admissions process..

Provide these document with the application for admission:

- Educational records from previous school (including grades, discipline record, and standardized testing results)
 - Current IEP or 504 plan, if applicable
 - 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;

Once notified you are accepted, complete the registration process:

- Sign up for a registration meeting.
- Complete the registration form and tuition intent documents.
- Provide these documents for the file:
 - 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
 - Health records, including proof of adequate immunization as required by the Ohio Revised Code
 - Custodial Family Information (where applicable). The documents must also be appropriately signed and court certified
 - Emergency Medical Form;
 - INS Documentation (if applicable), see Foreign Student Policy below
 - Acceptable use policy for technology
 - Other forms that the school may provide at registration

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 178 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. Observance of religious holidays
6. Family emergency or set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school, such as:
 - a. an act of nature or an accident which causes the person to be house bound;
 - b. required appearance at court or other judicial procedure;
 - c. work at home of an emergency nature;
 - d. appearance at a community function to receive an award or to represent the school;
 - e. visitation to a college, university, vocational/technical school with the prior approval of the school counselor and Assistant Principal (junior and senior students only with a maximum of two visitations);
 - f. students who accompany their parent/guardian on vacation during the school term. (Please refer to Extended Vacation Policy for the procedure that must be followed prior to the vacation for the absences to be excused.)

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. The excuse must be turned in within 48 hours upon return to school. **“Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce.” (Ohio Department of Education)**

Since scholastic progress is, to a considerable extent, dependent upon regular attendance, unnecessary absence should be avoided. Therefore, parents should attempt to schedule doctor or dentist appointments, driver's tests, senior pictures, 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, assuming the absence has been excused. Students can find assignments in Google Classroom.

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.

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). See the Remote Learning supplement for additional details during the COVID pandemic at the end of this Handbook.

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, materials and following assignments on Google Classroom 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 and are excused only if approved in advance.

College Visit Days

Seniors and juniors are permitted two college days which may be used during their junior or senior year. This may be used to visit a college of their choice or to attend a job interview. In order to obtain these days, a note from the parent or guardian is required two days in advance of the requested day. If all procedures are followed, this day will be considered a valid school day and not counted as a day's absence. Students should provide a note from the college that confirms the visit occurred.

Funeral Attendance

Parents may provide a written excuse for a student to attend a funeral for a family member or close friend.

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. If the excuse is deemed acceptable by administration, 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 in order to provide written notification.

If the student returns to school after his/her appointment, he/she should report to the office for an admit slip and present a note from the doctor verifying the appointment in order for the absence to be marked as excused.

Tardiness.

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. If a student is late, they are expected to park in the lot by the tennis courts and enter the main doors to the office. Any student who does not arrive by 8:20 will be deemed ¼ absent for the day. Students who report late after a morning visit to the doctor or dentist should present a signed slip from the doctor/dentist to the attendance secretary. A student arriving after 9:30 a.m. will be considered absent from class. A student will have four (4) tardies without penalty each quarter. After the fourth tardy, each instance of tardiness will result in a lunch detention. After the fourth (4) detention (9th tardy), will result in a conference with student, parent and Dean of Students to work out a solution codified in a behavioral contract, any additional lunch detentions due to a student being tardy will result the student and their parent appearing in front of the disciplinary council.

A student is considered tardy for class if he/she is not inside the classroom door when the bell rings. The student must report to the office for an admit slip.

Work Permits

Students may request information concerning how to obtain a work permit from the main office of the school. The secretary 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

All fees and tuition MUST BE PAID prior to the release of the student's records. 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 the Chromebook and charger, 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. In addition, students transferring or withdrawing are required to complete an Exit Form (available through the school office).

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 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. This is a school to school transaction.

Only copies of student records may be released.

Official records are not given to parents or students to hand-carry to a school. If an emergency requires this, the records are to be placed in a sealed envelope, signed by the administrator over where it is sealed, 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.

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. Parents can also set accounts using www.payschoolscentral.com. 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.

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 sign the Visitor's Log and obtain a Visitor's Badge. This badge must be worn the entire time the visitor is on school premises. Due to COVID, visitors are not permitted at this time..

Student Visitors (This policy is not currently in effect due to COVID.)

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 and badge 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 weekly newsletter from the school during the school year. This newsletter will contain pertinent information regarding activities at school. Especially this year due to COVID, email and social media will be primary means of communication with families. Families may always call administrators with questions.

Use of School Phones. During this school year, due to COVID, phone calls would be made by the nurse or office personnel for the student.

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 1001 student attendance hours. The school has built into its calendar possible make up days to be used if the school exceeds the limit of hours 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 to clarify if it is a remote learning day. 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 a written request of the parents, except where other state or federal law may require disclosure to legitimate authorities.

The technology policy as revised due to COVID addressed the use of Zoom, Google Meet, and other tools for conducting class remotely.

Field Trips: Field trips are not allowed during the pandemic due to health protocols.

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. Any student who is failing a class will not be permitted to participate in a field trip. Teachers will verify eligibility. 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.

Extracurricular Fundraising

Any program of fundraising at the school must have the approval of the President. Fundraising activities should be organized and executed so that the school program is not interrupted. The scheduling of fundraisers must be done in advance. In addition, all expenses will be requested and paid out from the school extracurricular account, signed by the President, and all revenue must be deposited with the school treasurer within one business day from collection.

Transportation/Parking

Busses

Bus transportation to and from school is provided by some 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 \$10 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 .
2. Students must park within the yellow lines.
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 on 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.
9. Students may not go to their cars during the school day.

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 **2020-2021** school year is:

	Participating Member of Contributing Catholic Parish	Other
First Child	\$7,700.00	\$8,700.00
Second Child	\$6,950.00	\$7,850.00
Third Child	\$6,200.00	\$7,000.00
Fourth Child	\$5,450.00	\$6,150.00

All students will be assessed a **\$300 Student Life fee**. This fee covers technology including wi-fi and computer access, student insurance, mailings and communications, school retreats, and other student programming. The Student Life fee does not include costs for: parking, schedule changes, yearbook, graduation, AP Exams, PreACT testing, individual field trips and/or course related fees or any additional specific extracurricular/athletic fees. The Student Life fee is non-refundable.

All seniors will be assessed a **\$300 Graduation Fee** to cover Senior Appreciation and Commencement activities, Senior Yearbook, and cap and gown. The senior fee is nonrefundable.

A student's transcript may not be released if tuition and fees are not paid in full.

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.

There are also several private scholarships available as well. These scholarships have a separate application process and are independent of the Scholarship Committee role. Please contact the school office at (330)788-5007 for more information on these scholarships and/or to request an application.

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 form (available in English and Spanish) along with a processing fee payable to FACTS: online.factsmgt.com/signin/3x74L.
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 April 24, 2020. 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 extracurricular activities.

Below is a sampling of the activities offered:

Art Club	Ministers of the Eucharist
Astronomy Club	Ministers of Music
The Beakon (newspaper)	Ministers of the Word
Cardinals For Life	National Honor Society
Cheerleading	Quizbowl
Christian Service Club	Prayer Shawl Ministry
Class Activities	Robotics Club
Dances	Ski Club
Drama Productions	Spanish Club
History Day	Speech Team
Hospitality Club	Student Council
Interact Club	Student Tutors
Intramural Sports	Yearbook Staff
Leaders of Tomorrow	YSU English Festival
Link Crew	

Student publications are subject to review and approval of the school administration prior to publication.

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)

Spring

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

Participation on school athletic teams and all other school-sponsored extracurricular activities where applicable (ex. school dances) will be in accordance with a student's biological sex. School and athletic uniforms, and appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips will be according to biological sex. Reasonable accommodations to a private bathroom for any student who desires increased privacy will be provided.

Extracurricular activities are not to be scheduled on Sundays before 1:00 p.m., on Holy Days of Obligation, Holy Thursday and Good Friday.

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. The Athletic Directors and Assistant Principal monitor athletic eligibility during each quarter. Eligibility changes 5 days after the end of each quarter grading period

A student may not restore eligibility over the summer for the first quarter of the school year.

Students are reminded that 1 semester of PE only earns $\frac{1}{4}$ credit in Ohio and may impact the credits required for eligibility.

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.

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 **and must have completed all appropriate forms as provided by the activity supervisor**. 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. 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. Due to COVID, there are changes required for issuing tickets that require students to purchase tickets.

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 **3.75** 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 moral 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 (including e-cigarettes or vaporizers) 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.

Cardinal Mooney students' conduct outside of school is also expected to be exemplary, conduct reflecting 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.

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.

Discipline Procedures- Minor Offenses

For minor offenses in the classroom, there is a two-step process. Each teacher will keep a log of any interactions with the student.

Step 1:

1st offense: Verbal warning- **conversation with the teacher and the student to discuss the issue and how to resolve the issue.**

2nd offense: **Phone call to parent from the teacher,** possible teacher-student detention, additional assignment etc.

Step 2:

Conduct card comes to the office.

3-5 offenses: Conversation with administration, lunch detention.

6th offense: In School Suspension.

Discipline Procedures- Major Offenses

These are offenses that are deemed serious enough where administration steps in immediately. **A conduct card is sent to the office, a conference with administration, phone call home to parent/guardian with the student present.** Followed by the disciplinary action: detention, saturday detention, probation, suspension or asked not to come back.

The following behaviors are major infractions:

Use of Tobacco or Vape

Alcohol or drug use

Dismissal from class

Bullying- online, in person

Harassing behavior

Class cutting (truancy)

Unauthorized use of school grounds

Insubordination or defiant behavior of any instructor, staff member

Verbal, written, or implied use of obscene language

Fighting

Premeditated threat of violence or fighting
Theft
Forgery
Gambling
Possession of any weapons
Destruction of school property
Violation of school's computer network/Acceptable Use Policy
Other

Types of Disciplinary Actions:

Verbal Warning (minor infractions)
Lunch time detention
School-imposed sanctions- revocation of privileges (driving to school)
Conference with student, parents or guardians, teacher, counselor and/or administrator
Saturday Detention
In-School suspension
Out of school suspension
Disciplinary warning
Disciplinary Probation
Disciplinary Council Hearing

Disciplinary Warning and Probation- Cumulative throughout a student's enrollment

A student who receives ten (10) detentions will be placed on disciplinary warning. The Dean of Students will send a letter home notifying the parents or guardian and indicating that any further accumulation of detentions (ten or more) or any single major offense will result in the student placement on disciplinary probation.

A student who receives a total of twenty (20) detentions will be placed on disciplinary probation and will be asked to appear before the disciplinary council. The student and his or her parents/guardians will receive a notice from the Dean of students.

Disciplinary Council

The disciplinary council that is responsible to the Principal and made up of members of the faculty, that is chaired by the Assistant Principal and the Dean of Students. The council will meet with the student and their parent/guardian to discuss problems resulting from accumulated detentions or infractions of school policy.

After meeting with the student and their parent/guardian, the council will make one or more of the following recommendations to the Principal concerning the student:

Additional detentions
Counseling (in school or professional)
Disciplinary probation from extracurricular activities and sports
Suspension
Withdrawal

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.

Masks: This is in effect during the pandemic.

Under the guidelines from the Governor, masks must be worn at all times except for eating breakfast

or lunch, drinking water or exercising in PE. Students will be provided with one (1) mask. A gator mask may be worn. A mask should not display inappropriate or political messages or graphics. The administration reserves the right to make the final decision about whether a mask meets these criteria. Masks may be cloth or paper. A shield does not substitute for a mask.

Mooney Shirts:

Short Sleeve Option:

On most days, students wear Mooney polos purchased through the Cardinal's Nest and also online through the school website.

Long Sleeve Option:

Mooney crewneck sweatshirts or quarter-zips bought through the Cardinals Nest, clubs, or other student activities and approved by the administration may be worn. Cardinal Mooney hooded sweatshirts are permitted during the regular school dress code.

(All shirts must be free of rips, splits or frayed hems).

Pants:

Long Option:

All pants should be free of rips, splits, or frayed hems and should be neat and clean.

Pants need to be solid black, grey, navy or khaki color. No denim fabric is permitted.

Yoga, leggings, jeggings, spandex, workout pants, sweatpants or joggers of any kind are not permitted. "Skinny" cut or form fitting pants are also not permitted.

Short Option:

Shorts or capris:

Optional for men and women. Shorts must be dress style shorts (casual, i.e. cotton twill or golf) and of solid color- black, grey, navy or khaki. Shorts may not have rips, splits or frayed hems. Shorts must have at least a 9" inseam. Athletic, mesh, dry-fit, form fitting, spandex shorts, jean shorts, etc. are not permitted. **Shorts may be worn April 1st- November 1st.**

Shoes:

Shoes must be worn at all times. Clean and neat tennis shoes, casual and dress shoes are permitted. Shoes with laces must be tied. Pants are not to be tucked into boots and boots should not be higher than the calf. **Open toe and open back shoes, Flip flops, sandals, slippers/houseshoes and shower shoes are not permitted.**

Guidelines for Spirit Days

(The following guidelines are for the *now combined dress down and color days*).

On these days, students may choose to wear any Mooney apparel from the regular Mooney dress code, in addition to:

- Any Cardinal Mooney Shirt
- Cardinal Mooney Hoodies are permitted (hoods must be down at all times)
- Cardinal Mooney T-Shirts are permitted
- Jeans (no holes) or sweatpants may be worn
- No head coverings may be worn
- No facial or body paint may be worn

- **Yoga pants or leggings are NOT allowed at any time.**

Guidelines for Women:

- Ear piercings only.
- Body piercings of any other kind may not be visible at school or school functions Band-aids may not cover, nor clear plastic studs be used, to disguise piercings
- Make-up must be modest and appropriate
- Hair must be neat and clean at all times
- Moderate and naturally occurring highlights are permitted
- Non-natural occurring hair color is not permitted
- Eyelashes must be of a natural length
- All tattoos must be covered at all times
- All clothing should be free of rips, splits, or frayed hems and neat and clean.

Guidelines for Men:

- Hair must be neat and clean at all times
- Hair must be no longer than collar length. Ponytails, "man buns" or headbands are not permitted
- Sideburns are not to be below the earlobes
- Must be clean shaven
- Body piercings of any kind (ears, nose, etc.) are not permitted at school or at school functions. Band-aids may not cover, nor clear plastic studs be used to disguise piercings.
- All tattoos must be covered at all times.
- All clothing should be free of rips, splits, or frayed hems and neat and clean.

Consequences for not following dress code:

First violation: verbal warning and review with an administrator of the code to clarify any confusion about what is allowed

Violation 2: written warning and phone call with parent/guardian by administrator to clarify any questions about what is allowed

Violations 3-4: detention over lunch

Violation 5: requires conference with student, parent and Dean of Students to work out a solution codified in a behavioral contract

Any additional violation: Suspension

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 pants, yoga pants or leggings 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 Bookbags

Backpacks and bookbags may be carried during the school day to protect their chromebook. Gym bags may only be carried to gym class.

Cell Phones

Cardinal Mooney High School is not responsible for cell phones that are lost or stolen. All cell phones are expected to be turned off and put away while the students are in class and in the hallways. Students are permitted to have their cell phones out during their lunch period. If a student is caught with their cell phone, the following consequences will occur:

Step 1:

1st offense: Verbal warning- **conversation with the teacher/administrator with the student to discuss the issue and how to resolve the issue.**

2nd offense: **Phone call to parent from the teacher,** possible teacher-student detention, additional assignment etc.

Step 2:

Conduct card comes to the office.

3-5 offenses: **Conversation with administration, lunch detention.**

6th offense: In School Suspension.

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 a choice of a table, but once seated may not leave the cafeteria until dismissed by the teacher on duty.

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 restroom 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 provided by their 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, the school may initiate disciplinary action for student behavior that occurs outside of school if it violates school policies or disrupts the school program and environment.

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 or report to the media center. Parents will be notified that on second offense disciplinary action will be taken.

Dances

Due to COVID, dances may have to be cancelled to comply with health guidelines.

School dances are open to Cardinal Mooney students only unless otherwise specified. Dances normally end at 10:30 p.m. and students are expected to stay until the end. After entrance into the dance, students are not permitted to leave and then reenter.

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 in this handbook.

Attire must be appropriate at all times and dresses may not include any cutouts or exposed midriffs, sides, low-cut tops, or anything else that may be deemed inappropriate. Final decision on appropriateness rests with administration and students may be denied entry as a result.

Attendance at Athletic Events: This may be restricted due to COVID protocols.

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 officials, 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.
- Student ID's must be presented at the time of entry for home athletic events. If a student does not have their ID, they must pay the student entry fee. Replacement ID's may be procured from the Assistant Principal.

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 COVID protocols will be followed during the pandemic.

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 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, in total silence, and move to the designated area with their teacher.

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 the 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.
- If 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 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 until a meeting is scheduled with the Disciplinary Council, the student, and parents. The students' parents will be notified by the Dean of Students or Assistant Principal

The Disciplinary Council will recommend the consequences for the student. In general, a student may appear only once before the Disciplinary Council and remain enrolled.

Anti-Bullying/Harassment/Intimidation and Anti-Retaliation Policy

All people have dignity because they are created in God's image and thus are to be treated with respect. Bullying, harassment, and intimidation are contrary to Gospel values and have no place in a Catholic school. Cardinal Mooney High School is committed to eliminating and preventing student harassment, bullying, hazing, intimidation, and any so-called initiation activities that affect its students and school personnel.

The school will treat complaints of bullying, harassment, and intimidation of both students and school personnel seriously and will respond to such complaints in a prompt, confidential, and thorough manner to those occurring:

1. On school grounds owned, leased, or used by the school or on property immediately adjacent to school grounds.
2. At school bus stops and on a school bus or any other vehicle owned, leased, or used by the school.
3. At school-sponsored events, activities, functions, or programs, both on and off campus.
4. At a location, activity, function, or program not school-related, when there are possible effects for students or adults in the school.
5. Through the use of technology or electronic devices owned, leased, or used by the school.
6. Through the use of technology or an electronic device not owned, leased, or used by the school if it interferes with or adversely impacts the school, as determined by school administration, if the act or acts in question:
 - * Creates a hostile environment at school for the target.
 - * Infringes on the rights of the target at school.
 - * Materially and substantially disrupts the education process or the orderly operation of the school, by using technologies to bully, tease, embarrass, offend, threaten, harass, deceive, or intimidate other people whether directly or as a forwarded message.

Bullying, harassment, or intimidation are defined as any intentional written, electronically transmitted, verbal, graphic, or physical act, either overt or covert, by a student or a group of students, toward other students/school personnel and the behavior both:

1. Causes mental, physical, emotional, or psychological harm; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

The elements of bullying are intentional aggressive behavior that involves unwanted, negative actions, an exhibited pattern over time, and an imbalance of power or strength. Peer abuse of any kind is not tolerated.

Bullying, hazing, or intimidating behavior may have the following effects:

1. Causes mental, physical, emotional, or psychological harm to the targeted student or school personnel or damage to the targeted person's property or effects, or places another person in reasonable fear of physical harm or damage to property.
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, hostile, or abusive educational environment.

3. Disrupts the orderly operation of a school or classroom and alters the conditions of another student's education.
4. Has the purpose or effect of unreasonably interfering with an individual's right or performance or otherwise adversely affecting an individual's opportunities at school or a school-sponsored event.
5. Is considered electronic bullying (cyberbullying) which is defined as bullying through the use of technology or any electronic communication including, but not limited to, computer, internet, cell phone, smart phones, tablets, other smart devices or any other wireless device, involving any transfer of signs, signals, writings, images, sounds, or data.

Examples of cyberbullying may include, but are not limited to:

- Electronic mail, social media, internet communications, instant messages, or facsimile communications, etc.
- The creation of a web page or blog, email, or social media account, or other means of electronic communications in which the creator builds a fake profile of another person or knowingly impersonates another person as author of posted content or messages.
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

The following examples are a non-exclusive list of possible forms of bullying, harassment and intimidation:

1. Physical: hitting, punching, poking, strangling, hair pulling, kicking, slapping, beating, biting, spitting, stealing, pinching, unwanted tickling, damaging or destroying personal property, etc.;
2. Verbal: name-calling, mocking, teasing, taunting, spreading gossip and rumors, threats, insults, intimidating phone calls, etc.;
3. Written: threatening or inappropriate notes, jokes, stories, cartoons, or drawings, etc.;
4. Intimidation: getting in someone's face, taking things, demanding money or items (extortion), hazing, retaliation, etc.;
5. Emotional: threatening gestures, staring, excluding, ridiculing, etc.;
6. Electronic Cyberbullying: threatening/intimidating social media messages, wall posts, text messages, emails, etc.;

7. Sexual: inappropriate touching, dirty jokes, inappropriate comments' etc. (See DOY Sexual Harassment/Sexual Violence/Sexual Misconduct Policy);
8. Actions or comments based on personal characteristics: age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation, or socio economic status.

Cardinal Mooney High School has specific reporting mechanisms in place, outlined below, that allow a student or school personnel to report acts of bullying, hazing, or intimidation activities. When a student or school personnel is reporting, attempting to report, or intending to report an act of bullying, hazing, or intimidation activities, other students/school personnel are specifically prohibited from retaliation against the reporting individual. "Retaliation" includes any form of intimidation, reprisal, reprimand, or harassment directed against a person who reports, attempts to report, or intends to report any misconduct, provides information during an investigation of bullying, was a witness to any misconduct, or has reliable information about bullying, hazing, or intimidation behavior.

Cardinal Mooney provides students with two ways to report acts of bullying, hazing, or intimidation:

1. A formal, written report that includes the person(s) involved, alleged behavior(s), date of occurrence(s), and place(s) of the alleged conduct, as well as names of any potential witnesses. Blank report forms are available in the main office from the principal, assistant principal, or dean of students.
2. An informal verbal complaint, by the victim student/school personnel, a witness, or other student/school personnel with information, that are promptly documented by the staff member receiving the information.

In making a report, the reporting individual may request anonymity and his or her name will be maintained in confidence by the school staff member(s). Regardless of the form, Cardinal Mooney will keep the report confidential and will only share it as necessary with appropriate members of the administrative team. A student identified in the report as an aggressor is entitled to review a copy of the report so long as the report is appropriately redacted to preserve the reporting individual's confidentiality. If an individual other than the victim made the report, the victim is similarly entitled to review an appropriately redacted copy of the report.

Cardinal Mooney High School requires staff members who observe or become aware of an act of bullying, hazing, or intimidation to report the incidence and to take immediate, appropriate steps to intervene.

Cardinal Mooney High School requires students and parents who become aware of an act of bullying, hazing, or intimidation on school grounds, or at any school activity on or off campus that has an effect at school, to report the incident(s) to a member of the administrative team for investigation.

An investigation will be conducted within a reasonable amount of time by at least two impartial members of the administrative team or other individual(s) designated by the administration if appropriate. The investigation may include interviews or conferences with any student, parent or school personnel with information regarding the incident(s). In the case where the aggressor is a

student outside of Cardinal Mooney, the administration of that student's school shall be notified as well.

Within a reasonable amount of time following the completion of the investigation, those responsible for conducting the investigation will make a finding regarding the incident. Regardless of the outcome, both the victim and aggressor students and their parents will be notified of the investigators' findings, determination, and recommended penalty, if applicable.

A student who has been found to have committed an act of bullying, hazing, or intimidation will be subject to an appropriate consequence. Consequences may include oral or written warnings or reprimand, required counseling, detention, suspension, written behavioral contract and/or probation, and/or expulsion depending on the outcome of the investigation. Following a report, investigation, and appropriate penalty, if a subsequent report of bullying is made against the same aggressor student, the aggressor student may be subject to a more severe penalty.

Any student who has been found to provide a false report, or who retaliated against any student/school official for filing, attempting to file, or intending to file a report of misconduct will be subject to the same consequences described above.

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.

The Student Wellness Committee

Administrators, counselors, Student Council moderator, the Campus Minister, and the school social worker form the Student Wellness Committee. This group monitors data and reports regarding the academic, social emotional, and mental health issues of students, especially during the difficult days of the COVID pandemic. This group will work with teachers, parents, and students as well as community resources to serve the needs that arise for students. This committee will also develop mentorship programs on topics related to student needs.

This committee also manages the Response to Intervention (RTI) process for students. The process is designed to improve the tracking of data that provide evidence of behaviors that could require intervention. The areas of focus include social/emotional and mental health as well as academic success. The RTI process for both any social-emotional/behavioral/mental health issues and academic challenges of students takes a three-tiered approach.

1. The first tier involves working with coaches, parents, faculty and staff to help the committee identify student challenges, report them to a member of the committee, and work collaboratively to help that coach, parents, or faculty/staff member to guide the student to find a way to resolve the issue at hand.
2. The second tier of intervention is either a follow-up to Tier One interventions or initial intervention for a more serious student challenge that is identified. For a Tier Two intervention the appropriate member(s) of the team would develop a written plan of action and monitor its implementation, communicating with coaches, parents, and faculty/staff for feedback. There are also regular meetings with the student to discuss what is going well in the written plan and revising it as necessary.
3. The third tier of the RTI would involve contacting appropriate community agencies when the actions in the first two tiers have not resolved the student issue or when the nature of the student issue demands outside intervention.

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.

Students who have a current IEP and ETR can apply to be accepted at Cardinal Mooney High School utilizing the Jon Peterson Special Needs Scholarship. Students receive Intervention Services from qualified, credential staff. Our Intervention Specialists assist the students in the General Education classroom and also provide Specially Designed Instruction to the students to service their IEP goals and objectives in our Resource Room by adapting as appropriate to the needs of the eligible student the content, methodology, or delivery of instruction.

The Scholarship amounts are based on the student's Special Education category and must be applied for every school year. Parents/Guardians are responsible for any costs exceeding the amount of the scholarship.

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. The Peterson Program will then evaluate the information and submit a plan for their education. This is contingent upon whether those educational needs can be met within the department. Final determination of this shall rest with building administration in conjunction with Peterson Program staff.

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, utilizing the proper assessment used in accordance with Ohio law.

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

If needed during the 2021-2022 school year, this Remote Learning Contract will be revised and added to this Handbook before the beginning of the school year.

Revised 11/19/20

**Cardinal Mooney High School
Parent Contract for Virtual Learning due to COVID-19
2020 – 2021 School Year**

When parents choose to have students participate remotely from home (for health and safety reasons) instead of attending school or when the school notifies the parents that a student is to switch to remote learning, the following guidelines will apply:

As described in the Reopening Plan, students will adhere to the regular school schedule, checking in on-time for each of the day's classes and participating in those classes. Attendance is based on the student being present throughout the class period in this way.

Parent/Guardian responsibilities:

- Meet with administration to plan for remote learning and sign Virtual Learning contract. If the school initiates the remote learning, the school will notify the parents.
- Make sure the student takes care of, charges and uses the Chromebook provided by CMHS to access classroom instruction and complete assigned work. Smart phones and iPads are not effective devices for remote learning.
- Provide Internet access with band width that will allow students to participate in classroom instruction, live streaming, and complete assignments. Parents will notify the school if there is a problem with the home's Internet capacity.
- Provide an appropriate space with no distractions (no television, radio, or other distractions) when a student is participating remotely in classroom instruction and all related school activities.
- Monitor appropriate use of technology and the Internet. All school policies including the school Code of Conduct and the Technology and Internet Responsible Use Policy are expected to be followed.
- Provide the school with current phone numbers (available during school hours), current address, and current email address.
- Make appointments to bring the student to school for testing and monitoring
- Parents will not post or repost any lessons (recorded or otherwise), grades, and/or assignments that result from participation in Cardinal Mooney High School.
- Notify the school and meet with administration when your child plans to return to the classroom to discuss the transition from remote learning. This contract is on a semester basis and may be renewed or terminated at least one month before the semester ends and the new one begins. *This clause does not apply if the school initiates a short-term, remote learning plan.*
- Pay all tuition and fees according to the school tuition contract.
- Keep an open line of communication with teachers, counselor, and administration about the student's success and challenges. Follow updates as posted in the school's Bulletin each week.

Student Responsibilities:

- Use the Internet appropriately as agreed to in the Student Technology and Internet Responsible Use Policy contract.
- Follow the daily routine of your class schedule and complete all assignments. Check in on time and participate throughout the class or Office Hours.
- Complete and submit all assigned work according to the timeline established by each teacher.
- Use only the school- assigned Google gmail account (@cardinalmooney.com) for communicating with the teacher during direct instruction or submitting assignments.
- Communicate with teachers using school-assigned @cardinalmooney.com account in appropriate ways, especially when participating in livestreaming of a class or activity. Be respectful of the teacher's time and correspond with the teacher during class time or his/her planning period, or after school until 4 pm. Do not email teachers after 6 in the evening. Allow the teacher 24 hours to respond to any communication from you.
- Students will not post or repost any lessons related to work for Cardinal Mooney High School.
- If a student is ill, the parent or guardian must call the student off for the day.
- Students should dress appropriately for school, as outlined in the reopening document.. (dress code expectations, behavior and procedures when on video chat platform, etc.)
- A student may participate in school virtual extra-curricular activities but not in-person ones.
- If a student falls behind academically or fails to attend/participate in classes during the first quarter of a semester, the school reserves the right to cancel this contract and require the student to return to in-person schooling in hopes of remediating student performance for the second quarter of the semester.
- Students must remember that earning an education is their primary job and not seek to find work during the regular school hours of 8am-3 pm.

Inappropriate use of technology (bullying, cyber bullying, social media, unauthorized websites, etc.) during school hours or as designated by the school Code of Conduct will require a meeting with the principal and will result in disciplinary action.

Teacher and School Responsibilities:

- Instruct students in the use of technology that will be used.
 - Student will receive a Chromebook and charger and be responsible for its upkeep
 - Student will adhere to the technology and Internet Policy and parents will ensure the student has working Internet service or contact the school for a resolution.
 - G Suite will be the primary learning management system used by the school. Google Meets and Google Classroom are important elements for instruction and assessment. The teachers also will use Zoom. Other apps would be individualized for the needs of the content area and student.
- See the schedules as noted in the reopening document. The alternative bell schedules will remain the same as previous years.
- The teachers will provide classroom instruction following the curriculum aligned with state standards.
- Teachers will use Google Classroom as the primary learning management system to post assignments, a calendar for due dates, assessments, and all aspects of the classwork.
- Grade student work and provide feedback.
- Monitor student progress.
- Respond to emails from students and parents.
- Teachers will be available daily during the normal school hours by email. Parents or students can email the teacher and he/she will respond within 24 hours. A mutually agreed upon time for the teacher to call the student or parent can be arranged. We always encourage the students to take the first step in problem solving by initiating a conversation about any questions or difficulties they have in order to learn to take active responsibility for their learning.
- Provide technology support.
- Assume the cost of any school-chosen instructional programs used by the student for virtual learning.
- Keep ongoing communication channels open and active.

For the Virtual Learning Experience to be successful, all parties agree to work together and communicate with each other. The school reserves the right to amend the terms of this contract if the need arises. Any amendments will be communicated to the parent and student.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Principal Signature

Date