



PURCELL MARIAN HIGH SCHOOL
2018-2019 Student Handbook

Purcell Marian High School
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PART I

Introduction and History

Purcell Marian is a Catholic, co-ed high school combining a rich tradition with a vibrant future. We are co-sponsored by the Society of Mary and the Sisters of Charity, and are supervised by the Archdiocese of Cincinnati. We provide a quality, integral education that celebrates the uniqueness of our students in a faith-filled, globally-minded, family environment. Our call is to exemplify the Characteristics of a Marianist Education and the ideals of the Sisters of Charity to develop young adults who are ready to be successful in their post-graduate opportunities. We are the future!

We are Marianist

Dedicated to forming people and communities of faith, the Society of Mary (Marianists) is an international Roman Catholic religious congregation of brothers, sisters, and priests.

The Marianists sponsor universities and secondary schools, as well as parishes and retreat centers, and work in spiritual formation, social justice, and environmental preservation.

Blessed William Joseph Chaminade founded the Society of Mary in France in 1817, and the Marianists have been present in the United States since arriving in Cincinnati, Ohio, in 1849.

As part of a wider Marianist Family that includes committed lay men and women, we are dedicated to forming people and communities of faith through education, parish work, social justice, the arts, and other ministries.

A Marianist Education

Education has always been a key element of the Marianist mission. The Marianists sponsor 19 secondary schools and three universities.

What does it mean to be a Marianist-sponsored school? It means that administration, teaching, and learning are focused around five “Characteristics of Marianist Education.”

- Educates for formation in faith
- Provides an integral, quality education
- Educates in the family spirit
- Educates for service, justice, peace and the integrity of creation
- Educates for adaptation and change

We are Sisters of Charity

The Sisters of Charity of Cincinnati are an apostolic Catholic community of women religious that exist to carry out the Gospel of Jesus Christ through prayer and service in the world. The Sisters of Charity are action people, highly committed to excellence in all that they do.

The Sisters of Charity continue their work of education, social service, pastoral ministry, health care and elder care in 15 states and two foreign countries through the sponsorship of institutions and programs that address education, healthcare and social service needs, with particular concern for building a more just society and providing direct service to the poor.

In the spirit of Elizabeth Seton, the Sisters of Charity are dedicated to serving where the needs are greatest. They minister as teachers and religious educators; healthcare professionals and wellness providers of all types; social workers and counselors; environmentalists and consciousness-raisers in many areas of society.

The Charity spirit is captured in their community motto: The love of Christ urges us.

The History of Marian High School

Marian High School began in 1908 as a co-educational parish school -- the first of its type in Cincinnati. It was originally named St. Mary's and was located at St. Mary Parish in Hyde Park. For years the high school shared facilities with the elementary school in the building that had been erected in 1903 as the St. Mary Mission Chapel. A new St. Mary School was constructed in 1923. In 1928, St. Mary's became a diocesan regional high school for girls only. The boys who had been enrolled there were transferred to the new Purcell High School. In 1963, a new high school called Marian High School was opened under the administration of the Sisters of Charity, and was staffed by nuns, Archdiocesan Priests, and lay men and women.

The History of Purcell High School

Purcell High School began in 1928 as an Archdiocesan high school for young men. The site was originally purchased in 1924 by the Rt. Reverend Monsignor J. Henry Schengber for the parish of St. Francis DeSales. Under the direction of the Most Reverend Henry Moeller, plans were drawn up for a school to occupy the site of the present Walnut Hills High School. In 1928, the Most Reverend John T. McNicholas decided to locate the school on Hackberry Street and gave it the name Purcell, in honor of the first Archbishop of Cincinnati, John Baptist Purcell. Purcell High School was under the administration of the Brothers of the Society of Mary, Marianist Priests, and lay men and women. The Eveslage Athletic Center was dedicated in 1971.

The History of Purcell Marian High School

The decision to merge Marian High School and Purcell High School was announced on May 1, 1980 by the Commissions of Education at both Marian and Purcell. The name of the new school would be Purcell Marian High School. The new school would be located at the Purcell site and begin with the 1981-1982 school year. The mascot would be the Cavalier, and the school colors would be crimson, blue, and gold. The school seal shows a picture of the Blessed Virgin Mary and Child. The inscription includes the school's motto, Praestans Inter Omnes (Outstanding Among All), and the date of the foundation of the school.

School Motto

“Praestans Inter Omnes”... “Outstanding Among All”

School Seal

The Seal shows the picture of the Blessed Virgin and Child. The inscription includes the school's motto and the date of foundation.

School Colors

Crimson, Blue, and Gold

School Fight Song

“Onward Cavaliers”

Let us sing the praises of the Bold Cavaliers
Let the hills and dales re-echo our cheers
As we march down the field let our voices cheer
Let the whole world know that we're all Cavaliers
For like those of old we will fight side by side
And our bravery will soon be told
For we will not be beat,
And we'll Fight! Fight! Fight!
For the Crimson, the Blue, and the Gold.
Onward Cavaliers, defeat the foe,
Your bravery show,
On to victory
Let every one among you Fight!

Originally written by William Walsh '31, and Edmund Birnbryer '31.

PART II

Core Beliefs and Mission

Mission Statement:

As a Catholic community, we cultivate the best in each for the benefit of all.

Core Beliefs:

1. Rooted in the traditions of the Marianists and Sisters of Charity, we foster faith, hard work, and service to others.
2. We believe love inspires learning.
3. We believe every student is different, and these differences strengthen our community.
4. We challenge our students to be open-minded risk-takers, and engaged global citizens who eagerly pursue knowledge and new experiences.

PART III

ACADEMIC STRUCTURE AND PROGRAMS

The Academic programs at Purcell Marian are dedicated to educating the whole person, body, mind, and spirit, as it prepares its graduates for both higher education and a diversified workforce. Purcell Marian is recognized for the academic excellence, rigor, and professionalism it offers students in a uniquely diverse learning environment. The school is accredited by the Department of Education of the State of Ohio and the Ohio Catholic Schools Accrediting Association.

Scheduling Process

The scheduling process begins in March.

The academic team will conduct class meetings to discuss requirements and elective choices. Our teachers will make academic pathway recommendations for students for their core content classes.

Considering teacher recommendations, graduation requirements, course requirements and post high school plans, and in conversation with their grade-level team teachers, students will complete a course selection sheet with their parents during re-enrollment week.

Students are required to have a full schedule of classes for their grade level.

Post Graduate Plans

Each Purcell Marian student will, upon graduation, have a plan in place for their life after high school, whether that is enrolling in college, enlisting in the military, or gaining employment in a career. Students and their families are expected to work in close collaboration with the College and Career Counseling center to develop that plan; students should keep their post-graduate field of choice in mind when choosing academic pathways and courses.

Graduation Requirements (Class of 2019, 2020)

The following are the current graduation requirements of Purcell Marian High School:

Please note: 1 credit = 1 Carnegie Unit

RELIGION	4 credits		HEALTH	.5 credit
ENGLISH	4 credits		PHYSICAL EDUCATION	.5 credit
SOCIAL STUDIES	3 credits		FINE ARTS	1 credit

MATHEMATICS	4 credits		ELECTIVES	4 credits
SCIENCE	3 credits			

The total number of credits required for graduation is **24**.

35 community service hours are required for graduation.

- Students are expected to carry a full schedule of classes each semester.
- Certain academic pathways can add additional course requirements

Graduation Requirements (Class of 2021 and beyond)

The following are the current graduation requirements of Purcell Marian High School:

Please note: 1 credit = 1 Carnegie Unit

RELIGION	4 credits		HEALTH	.5 credit
ENGLISH	4 credits		PHYSICAL EDUCATION	.5 credit
SOCIAL STUDIES	3 credits		FINE ARTS	2 credits
MATHEMATICS	4 credits		ELECTIVES	3 credits
SCIENCE	3 credits			

The total number of credits required for graduation is **24**

35 community service hours are required for graduation.

- Students are expected to carry a full schedule of classes each semester.
- Certain academic pathways can add additional course requirements

Grading Scale

Purcell Marian uses a numerical system based on the following scale:

A (100-90) **B** (89-80) **C** (79-70) **D** (69-65) **F** (Below 65)

Class Rank: Purcell Marian uses weighted grades for the sole purpose of class rank. Two factors are taken into account: (a) the actual grade, (b) the academic pathway of the course. Honors courses will be weighted 1 full point on the 4-point GPA scale. Advanced College Preparatory courses will be weighted .5 points on our 4-point GPA scale, our College Preparatory 1 courses will be weighted .25 point on our 4-point GPA scale, and our College Preparatory 2 courses will not be weighted. Elective course are weighted as Advanced College Preparatory unless otherwise specifically stated.

Class rank will be calculated at the end of each quarter. Valedictorian and Salutatorian are distinguished awards given at graduation to the seniors with the 1st and 2nd class rank respectively. The Valedictorian and Salutatorian will be decided at the end of the 3rd quarter, senior year.

Grade Point Scale (Weighted GPA)

The following system is used for all course work completed at Purcell Marian High School. The numeric equivalents are given for comparison purposes:

NUMERIC	GRADE	Honors	ACP	CP1	CP2
97-100	A+	5.33	4.83	4.58	4.33
93-96	A	5.00	4.5	4.25	4.00
90-92	A-	4.67	4.17	3.92	3.67
87-89	B+	4.34	3.84	3.59	3.34
83-86	B	4.00	3.50	3.25	3.00
80-82	B-	3.67	3.17	2.92	2.67
77-79	C+	3.34	2.84	2.59	2.34
73-76	C	3.00	2.5	2.25	2.00
70-72	C-	2.67	2.17	1.92	1.67
68-69	D+	2.34	1.84	1.59	1.34
65-67	D	2.00	1.5	1.25	1.00
64-0	F	0.00	0.00	0.00	0.00

(continued)

Grade Point Scale (Unweighted GPA)

NUMERIC	GRADE	Unweighted GPA
97-100	A+	4.33
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.34
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.34
73-76	C	2.00
70-72	C-	1.67
68-69	D+	1.34
65-67	D	1.00
64-0	F	0.00

Academic Pathways

Purcell Marian High School offers four academic pathways in order to challenge the abilities of all students. Freshman placement is determined on the basis of grades, teacher recommendations, the results from the placement and state testing, as well as participation in the freshmen orientation program. At the end of each year, teachers and the academic team will evaluate students to ensure that they are performing at their highest potential. Adjustments are made as needed in consultation with the academic team, students, and parents.

Honors

This accelerated program of studies is designed for our most academically capable students. Once placed in the ADV/AP pathway it is the student responsibility to consistently perform at that level. Students will complete 4 credits each in English, Math, and Science; 3-4 credits of Social Studies; and at least 3 credits of foreign language. Students will be encouraged to take the AP® tests and/or College Credit Plus classes where they may earn college credit.

ACP (Advanced College Preparatory)

This program is designed to meet the academic curriculum requirements for acceptance at four-year colleges and universities. Students will complete 4 credits each in English, Math, and

Science; 3-4 credits in Social Studies; 2-3 credits of a foreign language. Students will be encouraged to take College Credit Plus classes where they may earn college credit.

CP1 (College Preparatory 1)

This program is designed to prepare students for post-secondary experiences including four-year colleges and universities, community colleges, the military, or other post-secondary training. Students will complete 4 credits in English and Math (including at least Algebra II); 3 credits in Science and Social Studies; and 2 years of foreign language. Students in this program may be scheduled for a support bell based on need.

CP2 (College Preparatory 2)

This program is designed to prepare students for post-secondary experiences including community colleges, the military, or other post-secondary training. Students will complete 4 credits in English and Math (including at least Algebra II); 3-4 credits in Science and Social Studies; and quality academic electives. Students in this program will receive a support bell which may include a resource bell as part of our SSST program requirements.

Credit System

Courses that run the entire school year are valued at 1 full credit. A full credit, year-long course meets for 120 school hours.

Courses that run for one half the school year are valued at $\frac{1}{2}$ credit, or $\frac{1}{4}$ credit. A $\frac{1}{2}$ credit or $\frac{1}{4}$ credit, half-year course meets for 60 school hours.

Credit: 1	Term is 1 year, 120 classroom hours
Credit: $\frac{1}{2}$ or $\frac{1}{4}$	Term is $\frac{1}{2}$ year, 60 classroom hours

Dual Credit Opportunities

Dual credit refers to receiving credit for both high school and college for the same class. Purcell Marian offers many dual-credit opportunities. These types of courses take many forms. Descriptions of these opportunities are outlined below.

The traditional dual-credit course is offered through the **Advanced Placement Program** sponsored by the College Board. AP courses follow an approved syllabus of the College Board and at a prescribed time students are tested on their mastery of that material. Possible scores range from 5 being the highest to the lowest score of a 1. Colleges and universities will either

accept or deny credit based upon their school policy. A minimum score of a 3 is required by most schools, but that is dependent upon the field of study of the student, the AP courses relevance to that field of study, and the overall standards of the university. There is a testing fee for AP courses.

AP courses are offered in:

Science	Mathematics	Social Studies	English
Physics	Calculus	American Govt.	Senior Literature and Composition
		US History	

There are a number of online dual credit opportunities listed in the course catalog under the EDGE program.

Collegium courses

Are offered by colleges and universities at Purcell Marian and taught by Purcell Marian staff. In these courses, the syllabus of the dual-credit course is either approved by the university or is provided by the university. These courses typically involve multiple assessments of student mastery and performance on these assessments determines the awarding of college credit. These credits will then be available to the student on the university transcript and are transferable from one university to another. The colleges and universities charge a minimal amount for these credits.

Collegium Courses are offered in:

World Language	English
Adv. Spanish IV/V	Senior English Composition

The College Credit Plus Program of the State of Ohio is sponsored by the State of Ohio. Students participating in this dual credit program must apply for acceptance into the college or university where the student intends to take the course. After acceptance, and within the time period determined by the State, the student must then additionally apply to participate in the program. Students may be taking College Credit Plus courses on the college/university campus along with the other college students enrolled in the course, and will be responsible for their own transportation to the university campus. Once accepted into the program, the State will pay tuition costs associated with the course as long as the student passes the course. Should the

student fail, the parents are responsible for these costs. Students are eligible to take any college class for which they meet the prerequisite requirements. Please note that there is limited funding available in the CCP Program, therefore priority is given to seniors and then juniors, etc., providing for 1 course at a time until the funds are exhausted.

It is very important before moving forward with the application process that both student and parent review the ODE website on this program as the parameters are changing. The CCP Program is a partnership between the student/parent/university and the State Department of Education, so although our counselors are willing to help guide families, responsibility for arranging classes, fulfilling application requirements, and navigating logistics are ultimately up to the parent and the university-provided advisor.

Transfer Students

Parents must contact the Director of Admissions and have records sent to Purcell Marian to begin the process requesting admittance. Students who are accepted as transfer students will be placed in the appropriate graduation class based on the number of credits previously earned, not years in high school. Students requesting readmission must present validation of course work taken during the break in attendance from Purcell Marian. The school reserves the right to require assessment of subject competence before granting re-enrollment.

Credit and grades for transfer students:

When a student transfers credits to Purcell Marian from a school which uses a different grading scale, the following conversion will be used:

A—96 D—74

B—88 F—68

C—81 I—I

Each quarter/term will be assigned a numerical grade. For mid-year transfers, final grades and credit will be determined by using the Purcell Marian conversion scale and averaging quarter grades at the previous school and grades earned at Purcell Marian. Numerical grading scales that do not match our scale may require individual consideration by school administration.

Students that attended non-Catholic Schools are not expected to make up religion classes which were unavailable at their previous school. Consequently, the credits required for graduation for such students will be adjusted.

Graduation

No senior may be awarded a diploma unless he or she completes all state requirements and all academic and other graduation requirements of Purcell Marian. Only students eligible for

graduation may participate in the graduation ceremony. The school administration retains the right to determine eligibility. Any student who does not successfully complete the graduation requirements of Purcell Marian will not participate in the graduation ceremony.

Report Cards

Report cards are issued to students four times a year to show quarterly academic progress. Dates are published in the School Calendar on the official school website. If at any time during the school year there are questions, parents are encouraged to call the school to speak with teachers or to email the teachers. Teachers' email addresses are available on the school website.

Progress Reports

Progress Reports are issued to the student and parent via email at the midpoint of each quarter. Dates are in the School Calendar on the official school website. Students and parents are encouraged to frequently login to the Parent Portal on Renweb to monitor academic progress as well as homework, events, etc.

Exams

Comprehensive exams are given two times a year. Exam grades are listed on the report card and count for 20% of the semester average. Students are expected to take exams on the day and at the time scheduled. Students will not be allowed to take exams early without proper school administration permission. Students absent on the day of an exam must contact the teacher regarding a makeup exam. Students failing to make up an exam will receive a zero which will be averaged in to compute the overall grade for the course. Any exceptions to this policy must be approved by school administration. Students may be exempted from their final exam for a full-credit course if the student has a 93 average or better. The use of the exemption is at the discretion of the teacher.

Semester and Final Grades

Semester grades are an average of two quarters and the semester exam. Quarter grades are given twice the weight of the semester exam. Therefore quarter grades are 80% and the semester exam grade is 20% of the overall semester grade.

Final grades are an average of four quarters and two semester exams. Quarter grades are given twice the weight of semester exam grades. Therefore quarter grades make up 80% and the two semester exams make up 20% of the final grade.

Homework Policy

Students will be assigned homework throughout the school year. Students must have their homework completed by the teacher's specified due date. Students who fail to complete the homework by the due date will receive a zero for that assignment. It is the student's responsibility to ensure that homework is being completed and turned in to the teacher when necessary.

Honor Roll

At the end of each quarter, an honor roll is calculated to celebrate the academic achievement of our students. Honor roll is calculated using the student's **unweighted GPA** for that term (quarter). There are three categories of honor roll.

Dean's List

Students have an **unweighted GPA** of a 4.00 or higher and are taking at least three honors level courses. Students may have no grade below a 70%, incomplete, or unsatisfactory grades. Students taking at least two dual-credit or college credit plus courses are eligible for Dean's List as long as the 4.00 GPA is reached.

First Honors

Students have an **unweighted GPA** of 3.67 or above and no grade below a 70%, incomplete, or unsatisfactory grades.

Second Honors

Students have an **unweighted GPA** of 3.34 or above and no grade below a 70%, incomplete, or unsatisfactory grades.

During the course of a school year, any student that has been on Dean's List or First Honors for the first three quarters shall be invited to the Academic Banquet held in the spring.

Any students that has earned Dean's List or First Honors for all quarters of their high school career will be recognized as an Honor Graduate at Graduation.

Academic Support

Any student experiencing significant academic difficulty may be advised by school administration to attend tutoring time after school in the library from 2:45 pm – 3:45 pm on Tuesday and Thursday.

Parents will be notified by school administration of this advisory. Students are required to sign into the library when attending tutoring time.

School administration will monitor the student's use of tutoring time and their academic progress. A parent meeting may be required if academic performance does not improve.

Academic Eligibility

Any student who does not pass at least five core classes at the end of a quarter will have their extra-curricular privileges revoked.

Academic Dismissal

Any student who fails more than two classes for the year will be asked to leave Purcell Marian. Purcell Marian can dismiss a student at any time during the year if their academic performance is determined to be excessively poor.

Course Failures

A student who fails a subject that is required for promotion or graduation must retake the course during the summer immediately following the failure, or they may be dismissed from Purcell Marian. Students failing non-required courses may be required to make up these courses as determined by the total number of credits needed to advance to the next grade. Students will not be permitted to retake a failed course during the normal school year that was not taken in summer school without permission of the Assistant Principal.

A student who has failed to make up a substantial component of a course, in a given quarter, may be issued an Incomplete for that quarter. Requests for Incompletes will be reviewed by the Assistant Principal in consultation with the subject area teacher and the academic leadership team. Incompletes will only be issued for medical or family emergencies that cause a student to miss a substantial component of a course. If approved by the Assistant Principal, the Incomplete will not be removed until the work is completed. A student will not receive credit for a course in which there is an Incomplete for any quarter.

Schedule Changes

Students are scheduled for classes during re-enrollment week. Students are expected to remain in the classes for which they are scheduled. Schedule changes can only be made by school administration.

College and Career Counseling

The College and Career Counseling center's main objective is to empower students to create intentional plans for their post-graduate field of choice and to help them prepare to achieve their highest potential in that field. The Counseling Center will work as a team with with students;

their families; other faculty and staff; college, career, and military representatives; and other community stakeholders to help students create their post-graduate plans.

Social-Emotional Counseling

Purcell Marian has created a partnership with Beech Acres, a student and family counseling service. Beech Acres will provide social-emotional counseling for our students as well as work with families to provide resources to help our families and students succeed.

Standardized Testing Program

College and Career Counseling coordinates with school administration to administer the standardized testing program.

All students are given the IOWA assessment as the required state graduation test during their freshman year. Students who fail to earn the required amount of points needed by the state for graduation will be re-tested their sophomore, junior, and senior years until the point requirement is met.

All students are required to take and pass the IOWA assessment unless they have a state testing exemption stated in their IEP.

All freshmen and sophomores will be given the PreACT to track academic progress and prepare students for the ACT.

Juniors will be given a national recognized ACT during the second semester of their junior year.

Student Academic Records

Purcell Marian High School adheres to the Family Rights and Privacy Act of 1974. Briefly, this means that student records are available to parents upon request and will not be released to a third party without permission of a parent or an adult student or adult graduate.

Parents/guardians must sign a records release form authorizing the school to send any student records to a third party.

Should a student wish to withdraw from Purcell Marian, parents/guardians must give formal written notice to the school by filling out a records release form and turning it into school administration. The parent/guardian must speak with a member of school administration in order for the withdraw process to continue.

Purcell Marian Library

The Marianist Library at Purcell Marian exists to support the lifelong learning goals of all Purcell Marian students, teachers and staff. Its mission is to foster an ongoing desire to read and learn in all members of the school community. To this end, the Library strives to provide a wide variety of educational resources to meet those needs in both academic and personal endeavors.

Normal Hours of Operation: 7:30 AM - 3:30 PM

Study table opportunities will take place in the Library on Tuesdays and Thursdays from 2:45 PM to 3:45 PM.

Guidelines:

Students are welcome to use the Library for reading and research during regular operating hours. They are expected to abide by all school rules. Computer/Internet acceptance use policies are in effect at ALL times. Students coming to the Library during school hours must have a pass signed by their teacher, and the student must also sign in and out of the Library.

Collection:

The Marianist Library features thousands of print titles in all genres, as well as e-books. Along with our Library Catalog, links are provided on the school website to a multitude of research databases; including Infohio, where students can practice ACT/SAT college entrance tests and career licensure practice tests, and conduct extensive research. Annually we host a Cincinnati and Hamilton County Public Library card drive to ensure all students have a Public Library account for full access to all resources.

Borrowing Materials:

Books circulate for three week and are renewable. There is a limit of 6 books per student at any one time. Students are not charged late fees; however, books not returned after notice has been given will result in suspension of library privileges. Additionally, any lost or unreturned items must either be paid for or replaced by the borrowing student.

Exceptional Global Digital Education “EDGE” Program

The EDGE Program is an online educational opportunity that provides a rigorous, comprehensive, educational experience that is unmatched in today’s online curricular offerings. EDGE provides semester and full-year equivalent courses in a variety of subject areas. These courses allow students to take greater control over the time, place, and pace of their learning. The experience of an EDGE class prepares students well for post-high school studies and the workplace. A student wishing to participate in a EDGE course must receive the appropriate recommendation indicated in the catalog, and then Purcell Marian will pay the additional tuition

associated with the course as long as the student passes the course. Should the student fail, the parents are responsible for these costs. Due to students' individual pacing with EDGE online classes, only the final course grade will be reflected across all areas of grading for each semester. The courses offered through the EDGE Program are listed in our course catalog.

Student Support Services

The Purcell Marian High School Student Support Services Team provides a supportive placement for high-school students in grades 9-12 diagnosed with Specific Learning Disabilities, Other Health Impairments, and Autism Spectrum Disorders. These students are in need of a program that will maximize their potential to be successful academically. The services offered include but are not limited to the development of organizational skills, developing both modifications and accommodations for assignments and assessments, and speech therapy. The supports are offered in the resource room, therapy room, and the general education classroom depending on the IEP/ISP of the student. The Student Support Services Team utilizes the case management model to facilitate communication with the parents and the student's school district of residence. The program is open to students entering high school as freshmen and transfer students that complete the admissions process with an IEP or ISP. The Student Support Services Team and Purcell Marian High School are providers for both the Jon Peterson and Autism Scholarships.

Global Educational Experiences

Purcell Marian offers global education experiences during spring break for any eligible student. These are voluntary educational opportunities that are promoted, coordinated, and facilitated by individual staff members or parents.

Certain academic and/or discipline requirements apply and are determined by the staff member(s) facilitating the experiences.

There may be fees above normal tuition expenses assessed for these experiences.

PART IV

The Framework of Discipline

At Purcell Marian, we believe in developing the character of our students through building habits of excellence that will help them succeed later in life. Discipline and structure are key values of any good Catholic education that will help form these habits.

We believe that there must be a partnership between the student, parents/guardians, and school that is based on mutual respect and singleness of purpose with the goal of the student reaching the highest level of success during his or her time at Purcell Marian.

The conduct of students, parents, staff and the administration must always be respectful, appropriate, and within the procedures, policies, and structures of this Catholic high school. A student can receive disciplinary consequences, including expulsion from Purcell Marian due to a parent/guardian's inappropriate conduct.

General Policies Regarding Discipline

Reporting an Issue or Concern

If a parent has an issue, problem, or question for a faculty member that they would like to discuss, the following procedure should be followed:

- Contact the faculty member directly via phone or email to discuss the issue or set up a time to meet.
- If the issue is not resolved and is academic in nature, contact the student's Class Dean or the Assistant Principal.
- If the issue is not resolved and involves discipline, contact the Dean of Students or the Director of Student Life via phone or email.
- Lastly, if the issue is still not resolved, contact the Principal via phone or email.

Off-Campus Contact

Students are expected to represent Purcell Marian High School in an exemplary manner at all times. Any behavior deemed detrimental to Purcell Marian High School and/or the Purcell Marian community by the school administration, regardless of when or where it occurs, is subject to disciplinary action up to, and including, expulsion. Students involved in pending legal investigations may be suspended from school until the legal situation is resolved.

Courtesy and Respect

Courtesy and respect to and from fellow students, staff members, and visitors to our school has been a longstanding tradition at Purcell Marian High School and is expected to be maintained at all times. Each member of the Purcell Marian Family should strive to be considerate and respectful of all others, regardless of race, religion, age, ethnic background, gender, disability, or any other differences.

Any student who is experiencing problems of any nature with adult members of the Purcell Marian staff should immediately present those concerns to school administration.

Care of Property

Any student who in any way is connected to damaging, defacing, or destruction of school property will be disciplined including being subject to suspension and/or expulsion. Restitution for any damage to the property may be required.

Profanity and Vulgar Language

There is no place for profanity or vulgar language at Purcell Marian High School, either inside the school building or outside on school grounds. Students may not defame any person, nor use language that is demeaning, harassing, or threatening to others.

Harassment, Intimidation, and Bullying Policy

General

It is the policy of Purcell Marian High School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

“Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred.

Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and

- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints

Formal Complaints: Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints: Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints: Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

School Personnel Responsibilities

Teachers and Other School Staff: Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

In addition to addressing both informal and formal complaints, School personnel are encouraged

to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

Administrator Responsibilities

Investigation: The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Response

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her

designee.

Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

Report to the Parent or Guardian of the Offender: If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

Report to the Parent or Guardian of the Victim: If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

Police and Child Protective Services: Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Miscellaneous

No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student's involved, the student's perceived maturity level, the conduct at issue, the student's attitude and degree of cooperation, the student's disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Discipline Procedures and Policies

Conduct not consistent with the expectations for a Purcell Marian student will result in firm and appropriate consequences. Inappropriate behavior will generally be categorized, reviewed, and enforced in the following manner:

Minor Infractions: Consequences for a minor infraction would include but are not limited to a teacher detention, all school detention, and 1-2 demerits. Minor infractions include but are not limited to:

- Uniform Violations
- Excessive Talking
- Late to Class
- Illegal use of electronic devices
- Disrespect
- Not following instructions in and out of the classroom
- Disruption of Class

Serious Infractions: Consequences for a serious infraction will be given by the administration and include but are not limited to detentions, 3-5 demerits, and up to out-of-school suspensions. Serious infractions include but are not limited to:

- | | |
|---|---------------------------------------|
| -Repeated minor infractions | -Forgery |
| -Disrespect | -Use of Tobacco in the vicinity of PM |
| -Disruption of the school day | -Horseplay |
| -Inappropriate public displays of affection | -Verbal Conflict |
| -Misuse of the Internet | -Destruction of property |
| -Leaving class without permission | -Skipping Class |
| -Cheating | -Profanity |
| -Theft | -Bullying and/or Harassment |
| -In unauthorized area without adult supervision or permission | |

Major Infractions: These are infractions which should be directly reported to school Administration. Any single major infraction can cause a student to be expelled from Purcell Marian depending on the severity. Students with two major infractions in one school year or three major infractions in their career at Purcell Marian can be asked to withdraw or be expelled. Major infractions include, but are not limited to:

- | | |
|-------------------------------|-------------|
| -Repeated serious infractions | -Disrespect |
| -Bullying and/or Harassment | -Fighting |

- Substance Abuse Violation
- Truancy
- Possession and/or use of weapons, drugs, or alcohol
- Possession of any pornographic or sexually suggestive materials
- In unauthorized area without adult supervision or permission
- Any other dangerous, destructive or unlawful conduct

-Theft

Each student will be held accountable and is responsible for his or her actions. School administration will meet with students and staff before assigning appropriate consequences, then will communicate the consequences with parents/guardians.

Because it is impossible to list every possible infraction and violation of rules, school administration reserves the right to assign disciplinary consequences to a student regarding any inappropriate behavior. Each situation will be addressed on an individual basis.

Disciplinary Consequence Options

Teacher detentions: Infractions may be handled by the teacher within the classroom at his/her discretion. The detention will be held with assigning teacher before or after school. Any student failing to serve a teacher detention will receive a demerit and an all-school detention.

After school detentions: Whenever a teacher or administrator finds it necessary to discipline a student by issuing an after-school detention, the penalty takes precedence over other school activities or any other conflicts. Students who choose to miss detention will be subject to additional disciplinary action. School detentions will last from 2:50 to 3:30 on Tuesday and Thursday.

Demerits: Instead of, or in addition to, alternative disciplinary action taken within the classroom by the classroom teacher, a student may be issued demerits. Generally, the following consequences apply for an accumulation of demerits:

5+ Demerits Parents are notified by school administration.

10+ Demerits Parents are notified by school administration. Student will be withheld from school until a parent meeting takes place.

15+ Demerits Parents are notified by school administration. Student will be withheld from school until a parent meeting takes place.

20 Demerits Parents are notified by school administration. Student will be asked to leave Purcell Marian High School.

Out-of-school suspensions: Suspensions can be issued for an accumulation of demerits and/or as a consequence for serious/major infractions. The length of suspension will be determined by school administration. Students may not participate in any school-related activity while serving a suspension. In-class work missed while the student is serving a suspension cannot be “made up.” Only tests and major projects will be allowed to be “made up” at the discretion of the teacher. Days missed while serving a suspension will count towards a student’s total number of days absent.

Probationary Contracts: These are used to help a student adhere to the behavioral expectations of Purcell Marian. Note that school administration may put a student on contract at any point throughout the year if it is deemed a necessary step to help ensure the student’s success. Students and parents will be notified as to the terms and conditions. If a student is asked to be put on contract, the contract must be signed by the parent and student. Conditions must be met or signs of improvement noted in order to remain a Purcell Marian student.

Violation of the contract or refusing to sign the contract will result in possible expulsion from Purcell Marian.

Expulsion: a student may be permanently dismissed from Purcell Marian for the following:

- Any single major infraction or an accumulation of serious infractions.
- An accumulation of 20 demerits or more in a single school year or an accumulation exceeding the limit of demerits set on a probationary contract.
- A violation of the absence policy.
- Poor academic performance.

In cases in which a student may be expelled or asked to withdraw from Purcell Marian, the following procedures will be followed:

- Information will be gathered from appropriate persons.
- Parents or guardians will be notified of the expulsion by school administration.
- A meeting will be held between school representatives, the student, and the parents.
- Written notice of the determination will be sent to the student and parents following the hearing. Any student expelled from Purcell Marian may not take part in or attend any

Purcell Marian activity without the permission of the Purcell Marian High School administration.

Exclusion: Occasionally, a single major infraction or a series of serious incidents will necessitate that a student be immediately removed from class or from school until the administration can meet with the parent(s) or legal guardian or until the administration can conduct an investigation and/or decide on the appropriate course of disciplinary action. When it is necessary to send a student home, parents will be contacted immediately, given a brief description of the incident, and a meeting time will be set. Students can be excluded from Purcell Marian for part of the school year for disciplinary problems, including a violation of contract or an accumulation of 20 demerits. Students excluded from school may not participate in any school activity while excluded. Students may be excluded from other school activities and events for violations at Purcell Marian school sponsored functions outside the normal school day.

Appeal Process: If a parent or guardian wishes to appeal a suspension, exclusion, removal from class, and/or an expulsion, they must file an appeal in writing with the Principal within three (3) days of being notified of the disciplinary consequence. The Principal will hear any appeal and will be answered within three (3) days of the appeal hearing. The student in question, MAY NOT attend classes during the appeal process.

Student Reviews: At any time during the school year, especially at the semester or end of the year, students who have experienced serious academic, disciplinary, or financial problems during the past semester or school year will have their records reviewed by school administration. If a student's record is considered unacceptable, he or she may not be permitted to return to Purcell Marian the following semester or school year, or may be allowed to return on a Probationary Contract.

PART V

General School Policies and Procedures

Notice of Non Discrimination Policy

Purcell Marian High School admits students of any gender, race, color, nationality, disability, sexual orientation, or ethnic origin who are otherwise qualified and for whom an appropriate academic program can be provided. Once admitted, students are afforded all rights, privileges, and access to programs, and activities generally accorded or made available to students at Purcell Marian High School. Purcell Marian High School does not discriminate on the basis of religion, race, color, nationality, ethnic origin or disabilities in the administration of education policies, loan programs, athletic and other school-administered programs, or in the hiring of employees.

Policy Concerning Adult-Age Students

Since Purcell Marian High School is a Catholic, non-public school, we reserve the right to expect parental/guardian permission, signatures, etc. for adult students unless some prior arrangements have been made with the principal. Also, adult age students are expected to follow all the rules and policies of Purcell Marian High School.

Non-Custodial Parent

In the absence of a court order to the contrary, Purcell Marian High School will provide non-custodial parents with access to academic records and to other school-related information regarding their children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School Safety

Students who suspect that another student or person may jeopardize the safety of the school should report the suspicious person(s) to school administration or the nearest staff member immediately. Students can also call the safer school Ohio hotline at 844-723-3764.

Gangs and gang activity is not permitted at Purcell Marian and should be reported immediately. Any student who jeopardizes the safety or threatens to jeopardize the safety of the Purcell Marian community will receive consequences including but not limited to suspension, expulsion, and legal action.

Visitors

All visitors must report to the main office after being let in by school staff to obtain a Visitor's Pass and sign in. A visitor is anyone who is not a student enrolled at Purcell Marian or a member of the staff.

- Students will not be called out of class to see anyone other than a parent or parent designee.
- Students may not have visitors accompany them to classes or visit at any time during the day.

Serious Injury or Illness

If a student is seriously ill or injured, the school will call 911 and make every attempt to contact parents. Any information required by the paramedics will be given from the student's emergency medical authorization and/or school records.

Cancellation of a School Day

Any day that there is cause for school to be canceled or delayed, the media will be informed as well as a phone call, text, and email will be made to parents/guardians no later than 6:00 am.

Attendance Policy

Regular attendance and punctuality builds good habits for a lifetime. Regular attendance at school is important to the academic development of the student and is required by Ohio state law. Students who are absent from school miss educational instructional time that includes the presentation of new material, explanations, demonstrations, class discussions, and various forms of cooperative learning that cannot be replicated by a simple assignment. Absences from school are serious because students cannot "make up" the instructional time missed. All parents/guardians have the responsibility to ensure regular daily school attendance of their children.

Absences fall into two general categories - excused and unexcused.

- Absences are considered unexcused if proactive parental contact regarding the circumstances of the absence has not been made. Proactive parental contact, described below, is required for the absence to be considered an excused absence.
- Absences can be categorized as unexcused at the discretion of the Administration.

Reporting an Absence and or Tardy

When a child is absent or tardy, the following steps should be taken to be considered proactive parental contact:

(1) On each day of the student's absence or tardy, a parent must call the school before 9:00 a.m. to report the reason for the absence or tardy. Parents/guardians should report the absence or tardy to the Director of Student Life via phone at (513)751-1230x142.

In your message please make sure to include the name of the student and reason for absence.

(2) If a phone call is not placed by 9:00 a.m. by a parent/guardian, then a phone call will be placed by Purcell Marian staff checking on the status of the student. If contact is not made, then a message will be left, and it is the responsibility of the family to make proactive contact with the school and report the reason for absence.

Foreseeable absences

Absences due to a special family event, travel with the family, or participation in a special event of a religious, educational, civic, cultural, or athletic nature fall into this category. These absences are strongly discouraged when possible -- there is no guarantee any request will necessarily be permitted.

Though the student is permitted to make up lost work for an absence, classroom time cannot be replaced.

These absences can be excused if the following conditions are met:

- The parent informs the Director of Student Life by note or telephone call at least one week in advance.
- Once permission is given, the student must inform each of his or her teachers.

Foreseeable Absences on Exam Day

In order to preserve the integrity of the exams, absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made for situations or events beyond the control of the student/family.

College Visits

Seniors and juniors are permitted three (3) college visits per year. Forms are in the guidance office, and a completed form must be submitted to the Director of Student Life no less than one week prior to the visitation in order to be "excused." The student is responsible for finding out what work he or she missed and for making up all that work (including tests and quizzes) in accordance with the make-up policies established by the classroom teacher. If a student does not follow proper approval process on time, the college visit may be registered as an "unexcused absence" and the student may be required to make up the missed class time after school.

Chronically Absent Students:

Students are required to be in attendance from the first day of the school year through the last day. The following disciplinary consequences will apply for students with excessive absences:

- Once a student accumulates 4 total absences a semester, they will be withheld from school until a parent meeting takes place.
- Once a student accumulates 8 total absences a semester they will be considered excessively absent and will be withheld from school until a parent meeting takes place.
- Students who are excessively absent will not be allowed to participate in extracurricular activities for the remainder of the semester and will be required to report during Christmas break and/or the week after school concludes to recover their semester grade for their classes.
- Once a student exceeds 10 total absences per semester they may be asked to leave Purcell Marian.

State and federally funded scholarships may be revoked if a student exceeds 20 unexcused absences in one school year.

If a student has a medical emergency that causes him or her to miss a number of school days or class periods, the student may receive an Incomplete (I) for the quarter. The administration will determine if the student will receive an I or a zero and properly communicate this to their teachers and family.

The administration of Purcell Marian reserves the right to extend the number of acceptable absences and tardies based on individual circumstances. Documentation is required for any mental health related absences.

Absent from Class

Students who are absent from a particular class 12 times a semester will lose credit for that class for the semester and be required to report during Christmas Break and/or the week after school concludes in order to earn the credit back.

If a student arrives more than 10 minutes past the start of the class, they will be considered absent from the class.

Missing Work

If a student misses work due to an absence, it is the student's responsibility to communicate with the teacher upon their return. Individual teachers will communicate when all missing work is due. If a student fails to successfully complete the missing work by the established due date, they will receive a zero for the assignment(s).

Tardiness

Students who are not in their classroom and ready for instruction when the bell rings at 7:55 a.m. are tardy and must report to the Main Office to obtain a tardy pass.

The administration will determine whether tardiness is excused or unexcused. Excused tardiness will receive no disciplinary consequences.

Excessive tardiness will result in disciplinary action stated below:

- 4 unexcused tardies equal 1 day absent
- Students with excessive tardies will be penalized via the attendance policy

Students who are excessively tardy may not be allowed to participate in extracurricular activities for the remainder of the semester and will be required to report during Christmas break and/or the week after school concludes to recover their semester grade for their 1st bell class.

Truancy

Students are truant if they leave school grounds during the school day without proper permission or without signing out at the main office.

Students are also truant if they are absent from school or class without a legitimate reason.

Truant students will receive disciplinary consequences determined by the administration.

According to Ohio Revised Code Section 3321.191, a student with five or more unexcused absences on consecutive school days, or seven or more unexcused absences in one school month, or 12 or more unexcused absences in one school year, may be considered “habitually” truant. A student with seven or more unexcused absences on consecutive school days or 10 or more unexcused absences in one school month, or 15 or more unexcused absences in one school year, may be considered a “chronic” truant, under Section 3321.191 of the Ohio Revised Code. In the case of either “habitual” or “chronic” truants, Purcell Marian High School may:

- require the student and/or parent to receive appropriate counseling
- lead to disciplinary action such as suspension or expulsion
- require the student to make up missed class time outside of school

The administration of Purcell Marian reserves the right to extend the number of acceptable absences and tardies based on individual circumstances. Documentation is required for any mental health related absences.

Late to Class

Students have 3 minutes to move from one class to another. Classroom doors will be shut when the bell rings. Any student who is late to class without a note from a teacher will be sent to the

Director of Student Life. These students will be assigned a lunch detention and will be given a note back to class. Students who accumulate multiple infractions will be assigned greater disciplinary consequences. Students who fail to report to the Director of Student Life in a timely manner will be given skipping class consequences, which is a serious infraction.

If a student does have a valid note from a teacher excusing their lateness, they will be allowed into class with no consequence issued.

Leaving the Room during Class Time

If a student needs to leave the room during class time, they will be required to give their cell phone to the teacher and sign out in order to receive a hall pass.

Students will receive their phones back once they return to class and turn in the hall pass. Any student who is seen outside of the classroom during class time without a hall pass or a teacher note will be referred to the main office.

Lockers

Students are only permitted to use the locker that has been officially assigned to them and may not change lockers without permission from school administration. Official school locks sold in the Purcell Marian spirit shop are the only locks permitted on school lockers. Students should make sure that lockers are securely locked at all times.

- School lockers remain the property of Purcell Marian High School and may be checked at any time by school administration.
- If a student is using a non-official school lock, it may be cut off if school administration needs to check the locker.
- Valuable items should not be kept in lockers.

Purcell Marian is not responsible for any articles lost or stolen from lockers.

Cafeteria: Food and Drink

All students will be assigned a lunch bell. Students may report directly to the Library, Ministry Office, Counseling, or to the Main Office before reporting to the Cafeteria if needed.

All students and staff are expected to clean up after themselves when finished eating in the cafeteria and all trash and uneaten food should be disposed of in the waste cans.

Students cannot order food to the school and no food should be delivered to the school by any person, including parents at any time. Food delivered to the school will be declined.

Food should only be eaten in the classroom with permission from the classroom teacher. The only drink allowed in the classroom is water in a clear water bottle.

Dress Code

Proper dress and grooming helps to build habits of professionalism and personal pride. Therefore, students at Purcell Marian are required to follow the dress code. Students who do not follow the school dress code guidelines for appearance will be asked to change into proper dress code or be sent home.

All clothing worn by students should be clean, in good repair, not torn or ripped and fit appropriately.

Periodically during the school day, school administration will perform “dress code checks.” Students not following proper dress code will be referred to the main office to change or if noncompliant will be sent home.

Only the following clothing may be worn during the school day. If it is not listed, it is not acceptable. The Administration will make all final decisions on a dress code violation.

Shirts: Only Purcell Marian embroidered blue, gold or red uniform shirts that are sold online by the official Rokkitwear uniform site may be worn unless a special dress day (see below – Spirit Days, Out of Uniform Days, Dress Up Days) is scheduled.

- Uniform shirts may not be altered in any way. Only solid color (no logo or writing) t-shirts and turtlenecks may be worn underneath the official school shirt. No hoodies or jackets are to be worn underneath school shirts.
- Shirts must be tucked in at all times.

Sweatshirts: Only Purcell Marian sweatshirts that are purchased through the official Rokkitwear uniform site are permitted to be worn during the school day.

- Hoodies and jackets are not permitted to be worn during the school day.

Pants/Shorts: navy blue or tan-khakis or dress slacks with belt loops are acceptable.

- Pants and shorts are not brand specific, However, they may not have: elastic waistbands or ankles, draw strings or cargo pants pockets, extra buttons/jewels/stitching/zippers or embroidery.
- Sweatpants, jeans, leggings, and jeggings are never permitted as pants.
- Shorts both male and female students may wear navy blue or tan-khaki colored dress shorts with a length just above the knee.
- Short length should not exceed three inches above the knee.
- Cut-off shorts, short-shorts, cargo-shorts or baggy, oversized shorts are not permitted.

Pants and shorts are to be worn at the waist level at all times. Students who fail to wear their pants at waist level will be required to wear a belt.

Skirts: Skirts can only be purchased through Schoolbelles. No other brands will be permitted.

- Girls may opt to wear a solid navy blue or tan-khaki uniform skirt.
- Solid color leggings/tights are the only permitted clothing item to be worn underneath skirts. No sweat pants underneath skirts.
- The skirt's length should not exceed three inches above the knee.

Shoes: Gym shoes or dress shoes are required.

- Shoes must be fastened/tied at all times.
- Shoes must cover the heels and toes of the feet.
- Flip flops/sandals, house shoes, clogs, and slippers are not permitted.
- Socks are required to be worn.

Hair: Must be neatly trimmed and groomed at all times. Purcell Marian students are to have natural hair color only.

- Students will be asked to change any hair style if decided improper for the community/school atmosphere by the administration.
- Students can be suspended while the change is being made.

Parents and students should check with school authorities before the student adopts a new hairstyle or color that may be questionable.

Hats/Scarves: hats and scarves of any style should not be worn inside the school building.

- This includes bonnets, head scarves, and head wraps. All hats, scarves and head covers

should be removed and placed in the student's book bag or locker upon entry to the building.

Facial Hair: Male students are permitted to have neatly groomed and trimmed facial hair. School administration will make all final decisions regarding acceptable facial hair.

Sunglasses: are never permitted to be worn inside the school building.

Body Piercing/Tattoos: ear and nose piercings are permitted. All other facial piercing is not permissible.

- Students will be asked to remove all piercings that are considered unacceptable. Failure to comply will result in the student being suspended until the student is in compliance.
- Any inappropriate tattoos will be asked to be covered. Failure to comply will result in the student being suspended until the student is in compliance.

Jewelry: all students must adhere to a modest display of jewelry. The administration will have the final decision regarding the appropriateness of any jewelry.

PMHS Spiritwear: PMHS Spiritwear refers to any shirts/tops that have Purcell Marian on them.

- PMHS Spirit shirts may be worn on specific days determined by the administration.
- School dress code pants, shorts, or skirts are still required with spirit wear tops on Spirit Days. Spirit shirts do not have to be tucked in.

Out of Uniform Days: are special days pre-determined by school administration. Any deviation from the dress code on out of uniform days will be addressed by the administration. Students wearing inappropriate clothing may receive disciplinary consequences up to being sent home. School administration will make all final decisions on what is appropriate.

Students may wear: Jeans, shorts, skirts, capris, sweatpants, or pants in good repair:

- All shorts and skirts must be worn no shorter than approximately three inches above the knee.
- No excessive rips or holes may be visible.
- No sleeveless shirts or low-cut V-necks.
- No hats or headgear of any kind, unless told otherwise by administration.
- No leggings, jeggings, running tights, or yoga pants of any kind.

- No offensive clothing of any kind.
- No open toe footwear, no slippers
- No sunglasses, No excessive jewelry.

Dress-Up Days: refer to certain days throughout the year in which students will be required to come to school in standard everyday uniform dress code or have the opportunity to wear professional attire. School administration will specifically address requirements associated with the dress-up day.

Internet and Technology User Agreement

Account Information

Student and adult* access of the Internet with either school accounts, school-sponsored accounts, or adult personal accounts in the school setting is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Acceptable use adheres to the Children's Internet Protection Act, and may be further governed by the policies of the Data Acquisition Sites or other Internet service providers. Students, including those 18 and over, are not allowed to access personal accounts at school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to the provisions of this policy.

**The term adult refers to administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults. It does not include students who are 18 years of age or older. There shall be no reasonable expectation of privacy. The school has the right of access to any school computer and all school provided user accounts.*

School Responsibility

It is the school's responsibility to maintain contact with the Internet provider, ensure educational use not open access to the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise and monitor student access, guard against the access of objectionable material, and to comply with all technology protection measures of the Children's Internet Protection Act. The school shall take measures to provide for the safety and security of minors if using electronic mail, chat rooms, and other forms of direct electronic communications. The school shall forbid and take measures to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.

User Responsibility

Each user is responsible for all the information that is sent and received under his/her account and/or school account. Log-on procedures and all related passwords are to be guarded and not displayed nor shared with others. In addition, the user must strictly adhere to the copyright laws. Unethical and/or illegal activities will not be allowed. Unauthorized access, including so-called “hacking” is strictly forbidden. Internet privileges will be revoked for those who violate the educational intent of Internet access.

Student Responsibility

Each student will be issued a Purcell Marian device before the school year begins. It is the responsibility of the parent and student to come into school and sign out their device during the specified dates and times in order for that student to begin the school year with their class. Parents and students must sign out the device by filling out the required paperwork and agreement forms.

Students are responsible to bring their devices with them every day and to every class. Failure to have a device will result in being referred to the office and may result in being sent home. Students should always carry their device in its designated protective case.

Students are required to return their device at the end of the school year. Failure to do so will result in the family being charged fees stated in the beginning of the year agreement forms. Students will not be allowed to return to Purcell Marian if they owe technology fees or fail to return their device.

Academic Network and General Guidelines

Computers and use of the school network are to support learning and to enhance instruction. Personal storage mediums, including but not limited to CDs, DVDs, and USB Drives, are to be scanned with virus protection software prior to use. All computers are to be used in a responsible, efficient, ethical, and legal manner. General school rules for behavior and communications apply.

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

Use of the computer and/or network will not be for any financial gain or for any commercial activity. Violating copyright laws, using another's password, and copying software are also prohibited. Use of the system to encourage the use of drugs, alcohol or tobacco, or to promote unethical practices is prohibited.

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

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

Failure to adhere to this policy may result in the suspension of the user's access privilege, issuance of demerits, and/or restitution for damages. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken. The school reserves the right to amend or add to the Internet and Technology User policy and procedures so as to conform with any changes mandated by law, the Archdiocese of Cincinnati, or otherwise deemed necessary by Purcell Marian High School.

Cell phones and other electronic devices

Purcell Marian cell phone and other electronic devices policy has been established with the goal of educating our students to responsibly use of technology in a professional setting.

- Students may not use cell phones during class time, unless specific instructions from the classroom teacher allow its use.
- If a student's cell phone or other electronic device is seen, heard, or being used during classroom time, the classroom teacher will confiscate the cell phone, turn it into administration, and a disciplinary consequence will be applied up to confiscation of the cell phone for a determined amount of time.
- If a student refuses to give the electronic device to the staff member, the student will receive an office referral and may be sent home.
- Students will be allowed to use their cell phones or other electronic device outside of classroom time.
- Students should not have earbuds in their ears when present at school.

Purcell Marian reserves the right to define the educational value of any new electronic audio or visual wireless communication devices that are or may become available to the general public and to prohibit their use if they are deemed to have little or no educational value or if such devices disturb or distract from the general learning environment.

Purcell Marian is not be responsible for confiscated items.

Prescription and Over-the-Counter Medication

If a student requires medication, it is his/her parents' responsibility to make the necessary arrangements with school administration for the student to take the medication. All medication will be kept locked in the main office and dispensed by the school secretary or other authorized personnel. The student must store and take the medication in the main office, unless granted permission by school administration. All medication must be in the original container with the student's name and prescription label in place.

School Policy Regarding Alcohol/Drug Possession or Usage

Any student who buys, possesses, is under the influence of alcohol and/or illicit drugs, or in possession of drug paraphernalia at school or at any school function, will be subject to disciplinary action including but not limited to suspension, exclusion, and/or expulsion from Purcell Marian. Such students are also subject to the following:

- The student will be withheld from school until a meeting takes place with the student's parents/guardians.
- The student may be required to submit to an alcohol or drug evaluation and assessment of the school's choosing. Failure to fully comply with these stipulations can result in expulsion from Purcell Marian.
- School administration will make a recommendation or requirement including but not limited to therapy and/or counseling.

End of school day and extra-curricular dismissal

Students may not remain inside the school building, athletic complex, or on school property after 3:00 PM unless they are under the direct supervision of a teacher, moderator or coach. It is the responsibility of parents/guardians to arrange for transportation upon dismissal from school. Any student found in an unsupervised area without staff permission will receive serious to major infraction consequences.

Students participating in extracurricular activities that extend beyond the school day must be picked up by a parent or guardian in a timely manner.

Purcell Marian reserves the right to order a Uber or taxi to transport any student home if the parent or guardian has failed to pick them up within 15 minutes of the extra-curricular end time. The fee associated with the Uber or taxi will be charged to the student's tuition.

School Dances

All rules and regulations in relation to the code of conduct and expectations of behavior required of students during school hours remain in effect during school dances.

Students and parents are required to sign a dance rules and regulation form for each individual dance in order for that student to purchase a ticket for the dance.

Poor academic performance, excessive absences and/or tardiness, and significant behavioral problems may prohibit a student from attending a dance. Depending on the circumstances of a certain infraction, the student may also be prohibited from attending future dances.

If a student withdraws or is expelled from Purcell Marian, they are not permitted at any school dances without the permission of school administration.

Students are responsible for the actions and/or behavior of any non-Purcell Marian guest they bring to the Purcell Marian dance. A guest form must be completed and approved by school administration in order for a student to bring a guest from a different school.

Home and Away Sport Events

All rules and regulations regarding behavior that apply to students during the school day also apply to students at both home and away sporting events. Respect for opponents and for opposing fans is of the utmost importance. Students who exhibit behavior deemed to be highly inappropriate, embarrassing to our school, or disrespectful to our opponents will be disciplined and, depending on the circumstances, may be banned from attendance at future athletic events.

Student Parking Lot

Purcell Marian students may park in the designated student parking spots in the South Entrance Parking Lot only after the car has been officially registered with school administration and the annual parking permit fee of \$100.00 has been paid. Student must apply for a parking spot by the predetermined date at the beginning of the school year. A drawing will then take place to determine parking spots.

- Students are only allowed to park in their designated space.

- Students parking in other neighborhood parking lots, including DeSales', may be towed at the owner's expense.
- Cars parked in the student lot can be checked daily and randomly for authorization and may be searched if there is reasonable suspicion to do so.
- Should a student lose parking privileges due to a violation of school policy, rules, or regulations, the permit fee will be forfeited.

Bus Passes

Students who reside in the Cincinnati Public School District will be issued a Metro bus pass in order to ride to and from school. The type of bus pass is determined by the Cincinnati Public School Transportation Office. The application is in the Main Office. A copy of the student's birth certificate along with a document proving residency in CPS District must be submitted with the completed application to the Main Office.

The privilege of having a bus pass carries certain rules and responsibilities which include but are not limited to:

- Only those who live one mile or more from Purcell Marian will be issued a pass.
- The bus pass received cannot be transferred to another person
- If the bus pass is lost or damaged, please report this to the Main Office immediately. There is a \$10.00 fee to replace a lost bus pass. For a damaged card, the fee is waived if you return the original card.
- Misconduct on the bus, not only will result in the bus pass being confiscated but will also bring disciplinary action from the school.
- This bus pass will only be accepted for transportation to and from Purcell Marian Monday through Friday 6:00 – 9:30 a.m. and 1:00 – 4:45 p.m.

Metro Xtra Route information is posted on the Cincinnati Public Schools website at <http://www.cps-k12.org/parents-students/transportation/metro-information>.

You may also check out routes and other information on www.go-metro.com. For questions regarding Metro Xtra Route service, contact Metro at xtraservice@go-metro.com or (513) 632-7528.

Students who live outside the Cincinnati Public School District may apply for transportation from their public school district board of education.

PART VI

Tuition

Tuition Payment Policy

- Registration fee of \$300.00 must be paid at registration of the preceding school year.
- Technology fee of \$150.00 must be paid prior to the start of school or it will be added to the tuition balance of the family.
- All fees are non-refundable.
-

Tuition for the 2018-2019 school year is \$8,995.00. An additional fee of \$3,050.00 is assessed for the SSST Program.

- If you are a contributing member of a parish of the Archdiocese of Cincinnati, you will receive a discount of \$400.00
- If you have more than one child in school during the same school year, the second child will receive a discount of \$2000.00.
- Any bad checks will be assessed a \$30.00 fee that will be charged directly to tuition account.
- Purcell Marian reserves the right to decline acceptance of personal checks.
- Tuition can be handled via VISA/MASTERCARD.

Students may be sent home if financial obligations are delinquent.

Graduation

All seniors must pay a graduation fee of \$200.00. This fee is billed throughout the school year. This fee includes the yearbook, cap and gown, and other graduation related expenses. All senior tuition and fees are due by May 1st to insure participation in the Graduation exercises.

Senior transcripts will not be released and diplomas will be withheld until all financial obligations to the school have been satisfied.

Miscellaneous Information

The Business Office is open from 8:00 a.m. to 4:00 p.m. each school day and on a reduced schedule during the summer vacation and other breaks. All checks should be made payable to Purcell Marian High School and should include the name of the student and the purpose of the check. If a bank returns a check for insufficient funds, a charge of \$30.00 will be added to the account and future payment may be required to be made in cash or money order.

Grants and Financial Aid

There are several Financial Aid grants available for students attending Purcell Marian. Information on these financial aid grants is available from the Business Office.

The Student Work Program and the Parent Work Program offer assistance to students who demonstrate financial need to help pay for their tuition by working at the school. All salary earned is applied to the students tuition. Contact the Business Office to obtain additional information on these programs.

Sports Program and Global Education

All student accounts must be current for students to be eligible to participate in sports programs and participate in any global educational experiences.

Withdrawals

Any student who withdraws from Purcell Marian during the school year is responsible for tuition through the quarter during which he/she withdraws. Records will NOT be forwarded to the new school until all financial obligations are satisfied.

PART VII

Activities and Extracurricular Organizations

Extracurricular activities provide students with opportunities to pursue interests, learn new skills, serve others, grow mentally and physically, and gain personal satisfaction. Following is information regarding the activity program at Purcell Marian High School:

Family Program

Purcell Marian has created a family system to foster our sense of school community, encourage student involvement, and promote our Marianist Charism, Family Spirit. Each student at Purcell Marian is placed in a family and stays with that family throughout their high-school career. Families meet throughout the school year during the school day to participate in service projects, quarterly activities, competitions, etc.

Campus Ministry

Campus Ministry's main objective is to create a faith-filled student body. Working in concert with the Religious Education Program, this office seeks to promote our Marianist Charisms. The Office of Ministry offers programs in the following areas:

- Liturgies and Prayer Services
- Retreat Programs: Every student has the opportunity to attend a retreat program each year.
- Programs for justice and peace
- Community service opportunities that compliment and support the school's service requirements
- Peer Ministry

L.I.F.E. (Living In Faith Experience)

L.I.F.E. is a nationally recognized Marianist student organization whose main objective is to build student based faith-filled communities within the school. Students who participate in the program are also eligible to attend the summer L.I.F.E. retreat that gathers students from all over the country together to share their faith and ideas.

T.A.P (Teens Acting for Peace)

Students work with St. Francis DeSales School and Moeller High School to teach peaceful ways of dealing with a variety of issues.

Student Groups and Organizations

Academic Team

This team represents Purcell Marian in interscholastic academic competitions.

Art Club

This organization is open to all students interested in art. It provides students with opportunities for further study and to develop their artistic talents in partnership with the Cincinnati Art Academy.

Book Club

This group meets throughout the school year to discuss different types of literature.

Building Student Unity

This organization, open to all students, promotes student unity and school community.

Queen's Men

This group strives for high level of professionalism in the world of drama. The Queen's Men produce multiple shows each year.

Girls Creating Change (GC2)

Our Mission is to inspire young women to be the change they want to see in the world. We are a community of intellectual young ladies dedicated to supporting, promoting, and building friendships. We also like to increase self-awareness and self-respect in our school and community and each other.

Language Clubs

These clubs promote interest in language and culture of different countries. Students are given opportunities for foreign travel. Language clubs include the Latin and Spanish clubs.

Men Creating Change (MC2)

We're a group of exemplary young men of character, who will become outstanding leaders in the school, community, and the world. There are four main areas the group will focus on: Christian brotherhood, leadership, knowledge and respect for others.

Mock Trial

Students on the mock trial team work on a case created by The Ohio Center for Law Related Education and competes in trials presented at the Hamilton County Courthouse in late January to volunteer attorneys. Students who like to argue will find a welcome home on the mock trial team, and so will students who like to act, write, think, laugh, or keep others motivated and working toward a team goal.

National Honor Society

Students are selected for membership on the basis of academic achievement. Applicants are judged on the basis of SCHOLARSHIP, SERVICE, LEADERSHIP, and CHARACTER. Members are expected to maintain these qualities through various projects to support the school and community.

Student Council

Student Council promotes involvement in all phases of school life and helps to coordinate and plan all school events.

SAA (Student Athletic Association)

This organization provides support for Purcell Marian interscholastic teams and members receive an admissions discount on the purchase of presale tickets.

Student Ambassadors

The Student Ambassadors are the face of the school. They are utilized at events like open house, freshmen orientation, and for 8th grade shadow visits. Students are selected for membership.

Athletics

League Memberships

Purcell Marian is a member of the Greater Catholic League (GCL) and the Girls Greater Cincinnati League (GGCL) as well as a member of the Ohio High School Athletic Association (OHSAA).

Athletic Teams

Purcell Marian offers the following athletic teams:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Golf	Bowling	Boys Track
Boys Soccer	Swimming	Girls Track
Girls Soccer	Wrestling	Boys Volleyball
Girls Volleyball	Cheerleading (BBB)	
Cheerleading (FB)		

Athletic Regulations

Athletes may participate in practices and/or games only after they have:

- Paid the participation fee.
- Completed all documents using Final Forms application.
- Has a valid Physical Form on file with the Athletic Director that is signed, stamped and dated by their physician. Only one physical exam is required per year.

Athletes may drive themselves to practice and/or games only if a signed Driving Release Form is on file with the Athletic Director and the athlete has the permission of his/her coach. This form is on the Final Forms application

Athletes must maintain academic eligibility as mandated by the OHSAA. The students must have successfully passed **5 one-credit courses or the equivalent** in the preceding grading period. Students who go on academic probation at Purcell Marian during the school year may not participate in extracurricular activities, including athletics, until they are no longer on probation.

Students who have been suspended by school administration are ineligible for participation in athletics during the period of suspension. The Athletic Director and the coach of the individual

sport may impose additional consequences. Involvement with tobacco, alcohol, drugs, theft, vandalism, fighting or other conduct unbecoming a Purcell Marian student, on or off campus, may render an athlete ineligible for practice or competition. All athletes must abide by the rules and regulations established by their coaches.

Athletes who are ejected from a contest will serve at least the mandatory state suspension. The circumstances of the ejection will determine if that suspension is sufficient or if additional disciplinary action is appropriate.

Athletic Schedules

Please to our website www.purcellmarian.org for information about athletic events.

Part VIII

School Schedules

Normal Schedule

Bell	Time
1	7:55 – 8:45
2	8:48 – 9:38
3	9:41 – 10:31
4	10:34 – 11:57
	1st lunch
	Lunch 10:34 - 11:04
	Class 11:07 - 11:57
	2nd lunch
	Class 10:34 – 11:24
	Lunch 11:27 – 11:57
5	12:00 – 12:50
6	12:53 – 1:43
7	1:46 – 2:36
Announcements/ Dismiss	2:40

School Assembly Schedule

Bell	Time
1	7:55-8:39
2	8:42 - 9:26
School Assembly	9:29 – 10:13
3	10:16 – 11:00
4	1st Lunch
	Lunch 11:03 – 11:33
	Class 11:36 – 12:20
	2nd Lunch
	Class 11:03 – 11:47
	Lunch 11:50 – 12:20
5	12:23 – 1:07
6	1:10 – 1:54
7	1:57 – 2:40
Announcements/ Dismiss	2:40

Early Dismissal Schedule

Bell	Time
1	7:55 – 8:37
2	8:40 – 9:22
3	9:25 – 10:07
5	10:10 – 10:52
4	10:55 – 12:10
	1st lunch
	Lunch 10:55 - 11:25
	Class 11:28 – 12:10
	2nd lunch
	Class 10:55 – 11:37
	Lunch 11:40 – 12:10
6	12:13 – 12:55
7	12:58 – 1:40
Announcements/ Dismiss	1:40
Staff PD/ Student Groups	1:55

Mass Schedule

Bell	Time
1	7:55 – 8:35
2	8:38 – 9:18
Mass	9:18 – 10:30
4	10:34 – 11:47
	1st lunch
	Lunch 10:34 - 11:04
	Class 11:07 - 11:47
	2nd lunch
	Class 10:34 – 11:14
	Lunch 11:17 – 11:47
3	11:50 – 12:30
5	12:33 – 1:13
6	1:16 – 1:56
7	1:59 – 2:39
Announcements/ Dismiss	2:40

Part IX

Faculty and Staff

<u>Staff Member</u>	<u>Department</u>
Tiara Anderson	Math
Barret Bell	Freshmen Class Dean, English
Stephanie Born	Beech Acres Counselor
Vicki Boschert	Science
Allie Brizzi	Campus Ministry
Dave Brown	CISE/Counseling
Phil Brueggeman	Drama
Maryann Buchino	Consultant
Andrea Caldwell	Business Office
Genise Caldwell	Speech Pathologist
Patricia Clancy	Senior Class Dean, Religion
Maureen Corgiat	Religion
DJ Dowdy	Assistant Athletic Director
Jim Duggan	Sophomore Class Dean, Social Studies
Peter English	Math
Andrew Farfsing	Principal/CEO
Lindsay Farfsing	Auxiliary Clerk
Kathy Fischesser	Speech Pathologist
Peggy Flick	Librarian
Jason Friedhoff	Social Studies
Joe Gerhardt	Technology
Ian Goddard	SSST, Senior Intervention Specialist
Lenny Hamm	Latin
Andrea Heile	Spanish
Bob Herring	International Baccalaureate Director
Dennis Johnson	Development
Johnnetta Johnson	Dean of Students, Sign Language
Marian Johnson	Title 1 Math
Jenny Jostworth	CFO
Abasi Key	Road Map to Success
Emily LaForge	College and Career Counselor
Janet Linz	Lavatus Powell Program, LPP
Mark Majick	Academic Specialist
Marde McHenry	Science

Brian Meyer	Athletic Director
Sebastian Misleh	English
Jamar Mosley	MUSP
Kenny Pope	Director of Alumni Relations
Rob Preston	Facilities Manager
Nate Pucke	Drama
Elizabeth Pyles	Nurse
Alexandra Ray	SSST, Freshman Intervention Specialist
Tammy Reasoner	Director of Marketing/Communications
Dave Roberts	Science
Kevin Schoemaker	Math
Micki Spencer	Assistant to the Principal/COO
Zach Stakley	School and Sports Information Director
Jon Tobin	Assistant Principal/CAO
Charlie Ulrich	SSST, Sophomore Intervention Specialist
Joey Versoza	Art
Kendra Wendeln	Admissions/Band
Mike Wendeln	Steel Band/Drumline
Mary Wiesenberg	SSST, Junior Intervention Specialist
Julie Wilke	Lavatus Powell Program, LPP
Stephanie Willenbrink	Main Office/School Secretary
Dionne Winfrey	Director of Student Life
Dave Wirth	Religion
Ann Wittenauer	Junior Class Dean, English
Anthony Wyatt	English