

# Carroll High School

## 2016-2017

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **AUGUST 2016**

Dear Parents and Students:

Students and parents/guardians are required to sign the following Handbook Acknowledgement and Advancement/Promotion Release and return this page to

Carroll High School on or before Schedule Pick Up Day. Students will not be permitted to pick up their schedule or attend classes if this page is not signed and other required forms are not returned to the school.

### **HANDBOOK ACKNOWLEDGEMENT**

I have read the 2016-2017 edition of the Student/Parent Handbook of Carroll High School and agree to abide by the rules and regulations stated therein. I agree to cooperate with the school in carrying out these directives. I understand that the handbook is not an exhaustive summary of all the policies, practices and procedures of Carroll High School. I am aware that the policies, practices, and procedures of Carroll High School, whether or not identified in the handbook may be revised or discontinued by the school administration at any time. Any revisions or changes will be communicated in writing to students and parents. I also understand that failure to abide by school policies and regulations or failure to meet obligations as outlined in the handbook may result in a student being required to withdraw from Carroll High School at any point in the school year.

I acknowledge that I have read the Responsible Use of Technology Policy contained in this Student/Parent Handbook. I understand that technological resources are provided for educational purposes only. I understand that failure to adhere to this policy may result in the issuance of demerits, the revocation of a student's access privileges, a student's suspension or dismissal from school, or some other consequence determined at the discretion of the Carroll High School administration. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, additional disciplinary action may be taken.

I (student) agree to abide by the terms and conditions stated in this policy. I (parent) give permission for my son/daughter to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

In consideration of my acceptance and the acceptance of our son/daughter for the academic school year 2016-2017, by Carroll High School, we acknowledge that we have read the Student Handbook for this academic school year and agree to abide by all the rules, regulations, and procedures contained therein. We also understand that our child may appear in CHS publications, news releases and/or the CHS website.

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Print Father's name

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Father's signature

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Print Mother's name

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Mother's signature

---

Print Student's name

---

Student's signature

Parent E-mail Address: \_\_\_\_\_





## **FACULTY/STAFF DIRECTORY**

<b>Last Name</b>	<b>First Name</b>	<b>Title/Subject</b>	<b>E-Mail Address</b>
Anderson	Katherine	Assistant Principal	kanderson@carrollhs.org
Ashworth	Jason	PE/Health Chairperson	jashworth@carrollhs.org
Barnell	Rachel	English	rbarnell@carrollhs.org
Becker	Kelly	Administrative Assistant/Main Office	kbecker@carrollhs.org
Bertke	Ann	English	abertke@carrollhs.org
Brun	Dennis	Theological Studies Chair	dbrun@carrollhs.org
Byrd	Judy	Administrative Assistant/Advancement	jbyrd@carrollhs.org
Carter	Martha	Math	mcarter@carrollhs.org
Clark	Mary Jane	English	mjclark@carrollhs.org
Crago-Weston	Heather	Psychologist	heather.crago-weston@beavercreek.k12.oh.us
Cyphers	Christen	English	ccyphers@carrollhs.org
Dickey	Caroline	Science	cdickey@carrollhs.org
Donohue	Michael	International Liaison	mtonohue@carrollhs.org
Druck	Nicole	Director of Events & Volunteer Mgt	ndruck@carrollhs.org
Dunham	Joyce	Nurse	jdunham@carrollhs.org
Edwards	Linda	Business Chairperson	ledwards@carrollhs.org
Farrell	Andy	Math	afarrell@carrollhs.org
Fenske	Kiersten	Consumer Science	kfenske@carrollhs.org
Fisher	Melissa	Religion	mfisher@carrollhs.org
Franz	Michael	Director of Communications	mfranz@carrollhs.org
Fuhr	Laurie	Science Chairperson	lfuhr@carrollhs.org
Goecke	Alex	Technology Coordinator	agoecke@carrollhs.org
Graham	Courtney	Guidance Counselor	cgraham@carrollhs.org
Green	Paul	Maintenance	maintenance@carrollhs.org
Griffin	Ryan	Music	rgriffin@carrollhs.org
Grosselin	Cecelia	Math	cgrosselin@carrollhs.org
Hughes	Marcy	English	mhughes@carrollhs.org
Jackson	Cathy	Intervention Specialist	cjackson@carrollhs.org
Kates	Kevin	Business Manager	kkates@carrollhs.org
Keller	Diane	Computer Sci./Robotics Chairperson	dkeller@carrollhs.org
Kemper	Karen	Business Assistant	kkemper@carrollhs.org
Kilby	Jill	Social Studies	jkilby@carrollhs.org
Knopp	Tara	Spanish	tknopp@carrollhs.org
Lakin	Michael	Industrial Technology Chair	mlakin@carrollhs.org
Lane	Lois	Guidance Counselor	llane@carrollhs.org
Lightner	Bev	Administrative Assistant/Guidance	blightner@carrollhs.org
Luckenbill	Katie	Latin	kluckenbill@carrollhs.org
Merland	Renee	Art	rmerland@carrollhs.org
Molfenter	Scott	Athletic Director	smolfenter@carrollhs.org
Monell	Mindy	Assistant to the Principal	mmonell@carrollhs.org

Murray	James	Religion	jmurray@carrollhs.org
Nielsen	Katie	Spanish	knielsen@carrollhs.org
Normile	Matthew	Social Studies	mnormile@carrollhs.org
Ochs	Christopher	Study Hall Monitor	ochs@carrollhs.org
Ollier	Mary	Mathematics Chairperson	mollier@carrollhs.org
O'Malley	Christina	Science	comalley@carrollhs.org
Paretti	Tara	Mathematics	tparetti@carrollhs.org
Pennington	Christopher	Director of Guidance/Counselor	cpennington@carrollhs.org
Peterson	Betty	Art Chairperson	bpeterson@carrollhs.org
Pierson	Bridget	English	bpierson@carrollhs.org
Rains	Rhonda	Science	rrains@carrollhs.org
Ramsey	Erik	Social Studies	eramsey@carrollhs.org
Rulli	Benjamin	Dean of Students	brulli@carrollhs.org
Rulli	Mariou	Administrative Assistant./Athletics	mrulli@carrollhs.org
Sableski	Matthew	Principal	msableski@carrollhs.org
Saurine	Martha	Director Campus Ministry	msaurine@carrollhs.org
Schaefer	Richard	Science	rschaefer@carrollhs.org
Schwieterman	Pat	Administrative Assistant/Attendance	pschwieterman@carrollhs.org
Seyfang	Andrew	Social Studies Chairperson	aseyfang@carrollhs.org
Shannon	Jodi	Director of Admissions	jshannon@carrollhs.org
Sidell	Sarah	French	ssidell@carrollhs.org
Sims	Tom	Maintenance	maintenance@carrollhs.org
Smith	Joe	Maintenance	maintenance@carrollhs.org
Soucek	Carl	Director of Band, Music Chairperson	csoucek@carrollhs.org
Stefanek	Anthony	Math	tstefanek@carrollhs.org
Tayloe	Todd	Science	ttayloe@carrollhs.org
Terry	Elizabeth	Intervention Specialist	eterry@carrollhs.org
Tipps	Pam	Director Advancement & Admissions	ptipps@carrollhs.org
Walsh	Laura	Intervention Specialist	lwalsh@carrollhs.org
Watson	Beth	Spanish/Language Chairperson	bwatson@carrollhs.org
Weitz	Julie	Director Alumni & Community Relations	jweitz@carrollhs.org
Weitz	Toni	Spirit Shop Manager/Textbooks	tweitz@carrollhs.org
Wiedenmann	Timothy	Religion	twiedenmann@carrollhs.org
Wiles	Abigail	Religion	awiles@carrollhs.org
Wolodkiewicz	David	Math	dwolodkiewicz@carrollhs.org
Wright	Laura	Science Chairperson	lwright@carrollhs.org

## **CLUBIACTIVITIES 2016-2017**

**Academic Team** – Dr. Martha Carter & Ms. Rhonda Rains  
**Anime Club** – Miss Sarah Sidell  
**Action Appalachia** – Mrs. Cathy Jackson & Mrs. Melissa Fisher  
**Athletic Trainers** – Mr. Scott Molfenter, Athletic Director  
**Balloon Club** – Mr. Jim Murray  
**Band-Concert** – Mr. Carl Soucek & Mr. Ryan Griffin  
**Band-Marching** – Mr. Carl Soucek & Mr. Ryan Griffin  
**Band-Jazz** – Mr. Carl Soucek & Mr. Ryan Griffin  
**Baseball** – Mr. Scott Molfenter, Athletic Director  
**Basketball-Men's** – Mr. Erik Ramsey  
**Basketball-Women's** – Mrs. Cecilia Grosselin  
**Blood Drive** – Mrs. Laura Wright  
**Bowling-Men's** – Mr. Scott Molfenter, Athletic Director  
**Bowling-Women's** – Mr. Scott Molfenter, Athletic Director  
**Cheerleading** – Mrs. Diane Keller  
**Chess Club** – Mr. Andy Farrell  
**Chinese Culture Club** – Mr. Andy Seyfang  
**Christian Service Work Camp** – Mrs. Melissa Fisher  
**Color Guard/Winter Guard** – Mr. Carl Soucek & Mr. Ryan Griffin  
**County Science Day** – Mrs. Laura Wright  
**Cross Country** – Mr. Scott Molfenter, Athletic Director  
**Dance Team** – Mr. Scott Molfenter, Athletic Director  
**Drama Club** – Mrs. Toni Weitz  
**Family & Consumer Science Club** – Miss Kiersten Fenske  
**Fishing Club** – Mr. Jason Ashworth  
**Flag Patrol** – Mr. Andy Seyfang  
**Football** – Mr. Ben Rulli  
**French Club** – Miss Sarah Sidell  
**Freshman Class Advisor** – Mrs. Christen Cyphers  
**Freshmen Legacies** – Mr. Michael Franz  
**Frontline** – Mr. Andy Seyfang  
**Gaming Club** – Mr. Tony Stefanek  
**Golf** – Mr. Scott Molfenter – Athletic Director  
**Industrial Technology Club** – Mr. Mike Lakin  
**Intramural Basketball** – Mr. Kevin Kates  
**International Club** – Miss Tara Knopp  
**Jazz Combo** – Mr. Carl Soucek & Mr. Ryan Griffin  
**Junior Class Advisor** – Dr. Caroline Dickey  
**Lacrosse – Men's** – Mr. Ben Rulli  
**Lacrosse – Women's** – Mr. Scott Molfenter – Athletic Director  
**Latin Club** – Miss Katie Luckenbill  
**Liturgy Choir** – Mrs. Rachel Barnell  
**Managers & Statisticians** – Mr. Scott Molfenter, Athletic Director



## **CLUB/ACTIVITIES 2016-2017**

**Math Patriots** – Mrs. Mary Ollier

**Media 4 Carroll** – Mrs. Melissa Fisher

**Muse Machine** Mrs. Melissa Fisher, Mrs. Toni Weitz, Miss Tara Knopp & Mrs. Rachel Barnell

**National Art Honor Society** – Mrs. Betty Peterson & Mrs. Renee Merland

**National French Honor Society** – Miss Sarah Sidell

**National Honor Society** – Mrs. Cecilia Grosselin, Mrs. Laura Wright & Mrs. Laurie Fuhr

**National Merit Scholars** – Mrs. Kathy Anderson

**National Spanish Honor Society** – Mrs. Beth Watson & Miss Tara Knopp

**Ohio Math League** – Mrs. Mary Ollier

**Patriot Perk** – Mrs. Linda Edwards

**PATS for Life** – Mr. Dennis Brun

**PATS Retreat Leaders** – Mr. Jim Murray

**Pit Orchestra** – Mr. Carl Soucek & Mr. Ryan Griffin

**Powder Puff Football** – Mr. Ben Rulli

**Retreats** – Mr. Jim Murray

**Recycling Team** – Mr. Rick Schaefer

**Revolution** – Mr. James Murray, Mrs. Melissa Fisher & Mrs. Martha Saurine

**Senior Class Advisor** – Mrs. Diane Keller

**Soccer-Men's** – Mr. Scott Molfenter, Athletic Director

**Soccer-Women's** – Mr. Scott Molfenter, Athletic Director

**Softball** – Mr. Scott Molfenter, Athletic Director

**Sophomore Class Advisor** – TBD

**Spanish Club** – Mrs. Beth Watson & Miss Tara Knopp

**Sports Medicine** – Mr. Scott Molfenter, Athletic Director

**Sports Stats** – Mr. Scott Molfenter, Athletic Director

**Student Council** – Mrs. Jill Kilby

**Swimming** – Mr. Matt Normile

**TEAMS Competition** – Mrs. Laurie Fuhr & Mrs. Mary Ollier

**Tennis-Men's** – Ms. Rhonda Rains

**Tennis-Women's** – Mr. Scott Molfenter, Athletic Director

**The Torch** – Mrs. Marcy Hughes & Mrs. Bridget Pierson

**Track** – Mr. Scott Molfenter, Athletic Director

**Volleyball-Men's** – Mrs. Cecelia Grosselin

**Volleyball-Women's** – Mr. Scott Molfenter, Athletic Director

**Winter Guard** – Mr. Carl Soucek & Mr. Ryan Griffin

**Wrestling** – Mr. Jason Ashworth

**Write-On** – Mrs. Marcy Hughes & Mrs. Bridget Pierson

**Yearbook** – Mrs. Linda Edwards

**Youth- in- Government** – Mrs. Liz Terry

## **CARROLL'S NAMESAKE**

John Carroll was born in Upper Marlborough, Maryland on January 8, 1735. After being educated in Europe, he joined the Jesuit order in 1753. He returned to America in 1774 and joined the cause for American independence. His cousin, Charles, was a signer of the Declaration of Independence in 1776 and his brother Daniel signed the United States Constitution in 1787.

In 1784, John Carroll was appointed Superior of the Mission for the new American Republic upon the recommendation of Dr. Benjamin Franklin. He became the first bishop in the United States in 1789 when Pope Pius VI confirmed him as the Bishop of Baltimore. He founded both Georgetown University and St. Mary's Seminary in 1791. In 1808, Pope Pius VII elevated John Carroll to Archbishop. Archbishop John Carroll died on December 3, 1815 and is buried in Baltimore.

## **PHILOSOPHY OF EDUCATION FOR CARROLL HIGH SCHOOL**

Carroll High School is a Catholic, coeducational school located in the Archdiocese of Cincinnati. Influenced by the leadership and patriotism of the school's namesake, Archbishop John Carroll, competent and caring educators form a Catholic community with one another and with the young men and women they teach. Within this value system of Catholic beliefs, the educational process unfolds.

The community of Carroll strives to develop each student intellectually, physically, and spiritually. By providing a quality education, involving students in a variety of learning experiences, and fostering the ability to make responsible choices, we prepare students to meet their own needs and those of the society in which they live. To this end, Carroll High School provides a broad spectrum of course offerings, academic and spiritual guidance, and numerous opportunities for student development through service-oriented projects. Educators in our school promote total growth of students not only by what they teach but also by who they are. This role modeling, coupled with instructional excellence, is the heart of Carroll's program.

## **VISION STATEMENT**

Working in partnership with parents and community, we as a school, will endeavor to prepare students to be followers of Christ and seekers of knowledge.

## **MISSION STATEMENT**

In view of the demands of the twenty-first century, Carroll High School prepares its young men and women to meet the challenges of the future. Thus, it is our mission to form a community where caring educators model Catholic values and impart instructional excellence. It is our hope that through service to their families and others, our students will become responsible citizens and leaders of tomorrow. Here, young adults learn to face the challenges of the future, to sustain their lives with prayer, to learn to think critically, to solve problems creatively, and to live compassionately. This is our mission and our prayer.

# **PUPIL SERVICES**

## Admissions Policy

Carroll High School admits students of any race, color or ethnic origin and from any geographical region, extending all the rights, privileges, programs, and activities generally accorded to students at the school. Admission is based on a comprehensive review of grades, conduct, attendance, placement test and standardized test scores. Priority is given to Catholic family applicants from traditional feeder schools.

## Counseling Services

The counselors aim to help students attain meaningful self-direction for their lives; develop an understanding and acceptance of themselves; attain optimum personal development through education; progress toward productive and rewarding careers; and develop satisfying relationships with others.

The staff consists of certified professional counselors who work with the administration and the faculty for the total growth and development of the student. Parents are encouraged to refer their students, especially when the student is doing inferior work, becoming a disciplinary problem, or exhibiting signs of personality changes.

Services include:

Individual and group counseling

Conferences with teachers and/or parents

Administration and interpretation of tests

Presentation of educational, occupational and personal information

Individual guidance in scheduling students' classes

Counseling allows for the discussion of the alternatives existing in a given situation; specific needs determine the length and the number of interviews.

To make an appointment, either visit the Guidance Department and register with the secretary or call the Guidance Department any school day between 7:45 a.m. and 3:30 p.m.

## Individual Small Group Instruction

The primary purpose is to provide academic support using remedial techniques adapted to the individual student's perceptual strengths and weaknesses.

This includes guiding the student to improve study skills, social skills, and organization of time and self, as well as the basic skills of reading, mathematics, and written expression. Psychological testing is required to substantiate eligibility.

## School Nurse

The school nurse determines the total health status of all students by maintaining health and immunization records, completing ODH mandated screenings, and counseling students regarding health issues. The nurse recommends remedial action and referrals for health problems and provides care during illness or emergencies. Parents should contact the school nurse at the beginning of each school year regarding any health concerns related to your child. The phone number for the nurse is (937) 254-1044.

## Clinic Dismissal

A student who is vomiting, has a rash of unknown origin, or a temperature above 100 degrees will be sent home. Please do not send your child to school until they are free of the above symptoms for 24 hours.

## Immunization Requirements

All students in public and private schools are required to have immunizations on file with the school nurse as mandated by the State of Ohio within 14 days of attending school. Students will be prohibited from attending school until they are in compliance with the law.

## Medication Policy

- Students are **not** permitted to carry any prescription or over-the-counter medication during school.
- Prescription or over-the-counter medication will not be given by the school nurse or school personnel unless the **Medication Form** is filled out and signed by both **the parent and the physician**. Acetaminophen, ibuprofen and/or antacids may be administered without a physician signature. Parents must provide the medication designated by the physician in the original container.
- Students with asthma may carry an inhaler on their person as long as they have a *Self-Carry Inhaler Form* signed by the parent and physician on file in the clinic.
- Students with severe allergies may carry an EpiPen on their person as long as they have a *Self-Carry EpiPen Form* signed by the physician and the parent on file in the clinic. In addition, a backup dose of the Epi pen needs to be kept in the clinic.
- All medication left in the clinic at the end of the year will be disposed of two days after the last day of school.

# **STUDENT COUNCIL**

The Carroll High School Student Council is an active member of the National Association of Student Councils. Student Council is the students' voice, an open line of communication with the administration and a central coordinator of all student activities at Carroll. All students are encouraged to actively participate in Student Council, not only to help the school, but to enjoy it more fully.

## **2016-2017 STUDENT COUNCIL OFFICERS**

President	Hannah Keller
1st Vice Presidents	Daniel Donnelly Kaylyn Straughter
2nd Vice President	Dana Koesters
V. P. of Administration	Annie Stefanek

## **CLASS OFFICERS**

Each class at Carroll has officers who organize the activities for their classes. The officers for the 2016-2017 school year are:

### **CLASS OF 2017**

President:	Rachel Schwab
1st Vice President	Michael Ciesko
2nd Vice President	Claire Farrell
Secretary	Margaret Hemmert
Student Council Rep	Nicholas Riley

### **CLASS OF 2018**

President	Allison Monell
1st Vice President	Quinn Retzlöff
2nd Vice President	Audrey Marticello
Secretary	Nathaniel Fitterer
Student Council Reps	Calvin Unroe David Yu

### **CLASS OF 2019**

President	Isis Taylor
1st Vice President	Bailee Meeker
2nd Vice President	Sean Dosedel
Secretary	Matthew Grieshop
Student Council Rep	Anna Bete

## **BANNERS AND MOTTOS**

It is a tradition at Carroll for each freshman class to choose its own banner and motto. The banner contains the class motto.

## **THE NATIONAL HONOR SOCIETY**

The NHS has a very selective membership, limited to those students judged by a faculty board to be outstanding in scholarship, leadership, character and service. The school moderator will provide additional information about NHS membership in the fall of each year.

In order to be considered for Carroll High School's National Honor Society, the following criteria must be met:

1. The student must be a junior or senior.
2. The student must have attended Carroll for at least one semester.
3. The student must have a GPA of 3.7.
4. The student must have received fewer than five (5) demerits each semester of the previous year.
5. The student's character must be exemplary.
6. The student must exhibit an enduring commitment to the qualities of leadership and service at Carroll and/or in the community.

7. The student must meet all published application deadlines.

## **CLUBS AND OTHER CO-CURRICULAR ACTIVITIES**

All students are encouraged to participate in the co-curricular programs at Carroll High School. In order to be eligible to participate in most activities at Carroll, students should have passing grades in all subjects and no more than nine (9) demerits. The Administration reserves the right to remove any student from a leadership position including, but not limited to, Student Council and Class Officers for non-performance of duties.

## **DAILY TIME SCHEDULE 2016 - 2017**

### **MONDAY, TUESDAY, THURSDAY & FRIDAY SCHEDULE:**

8:00 - 8:50 - 1st hour class (50 min)  
8:53 - 9:45 - 2nd hour class (52 min, 2 min for announcements)  
9:48 - 10:38 - 3rd hour class (50 min)  
10:41 - 10:53 - House (12 min)  
10:53 - 10:58 - Locker Period (5 min)  
10:58 - 12:28 - 4th hour class and lunch (90 min)  
12:31 - 1:17 - 5th hour class (46 min)  
1:20 - 2:06 - 6th hour class (46 min)  
2:09 - 2:57 - 7th hour class (48 min, 2 min for announcements)

### **WEDNESDAY SCHEDULE:**

8:00 - 8:48 - 1st hour class (48 min)  
8:51 - 9:41 - 2nd hour class (50 min, 2 min for announcements)  
9:44 - 10:32 - 3rd hour class (48 min)  
10:35 - 10:59 - House (24 min)  
10:59 - 11:04 - Locker Period (5 min)  
11:04 - 12:34 - 4th hour class and Lunch (90 min)  
12:37 - 1:21 - 5th hour class (44 min)  
1:24 - 2:08 - 6th hour class (44 min)  
2:11 - 2:57 - 7th hour class (46 min, 2 min for announcements)

\* We will operate on a rotating afternoon schedule:

A Day - 4th, 5th, 6th, 7th  
B Day - 5th, 6th, 7th, 4th  
C Day - 6th, 7th, 4th, 5th  
D Day - 7th, 4th, 5th, 6th

ALL STUDENTS MUST BE OUT OF THE HALLWAYS BY 3:30PM EACH DAY. THE ONLY AREAS AVAILABLE TO STUDENTS AFTER THAT TIME WILL BE THE LIBRARY ON THE 3RD FLOOR AND THE GROUND FLOOR HALLWAY AROUND THE GYM, CAFETERIA AND BAND ROOM.

## **PROCEDURES, RULES, AND REGULATIONS**

### **INTRODUCTION**

Carroll High School believes in youth and is dedicated to their spiritual and intellectual growth so that they may develop into well-adjusted citizens. Carroll High School admits students of any sex, race, color, national or ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students at the high school. Carroll does not discriminate on the basis of sex, race, color, nationality, or ethnic origins in the administration of its educational policies, admission policies, loan programs, athletic programs and/or other school-administered programs or in the hiring of teachers.

To this end the following procedures, rules and regulations will help to direct you. These are for your personal welfare, as well as for the common good of the entire student body. They further the extension of, and the implementation of, the philosophy of Carroll High School.

## MASS

Carroll High School believes in public worship of God. Mass will be held for the student body once a month. Attendance at assembly Masses is mandatory. Optional Mass is held every Thursday morning before school in the Chapel. Family members are always welcome.

## ATTENDANCE

Regular attendance is required of every student.

### A. Absence

1. In the event a student is absent, the parent **must** phone the office (937) 253-8188 extension 0 the morning of the absence (email is also an acceptable form of communication) by 8:30.
2. Re-admittance Procedure: after any absence, the student will present to the office, before school, a note indicating the days absent and the reason for the absence. This note will be written and signed by one of the parents or a guardian.
3. More than five (5) absences in any class period during a quarter will be deemed excessive. The student must make up all work that is missed. **A Saturday School will be issued once the student has received more than 5 absences in any class period during a quarter.** ALL ABSENCES (except official absences see #9) or illnesses that require doctor's note will go towards the number of days missed. Additional absences will result in consequences levied by the Dean of Students.
4. Exceptions to #3 may be granted by the administration and/or in cases involving medical problems. If such medical problems arise, parents should arrange a conference with the administration in order to avoid loss of course credit.
5. Students must make up work they missed. It is the students' responsibility to make arrangements for this make-up work with the teacher on the day the student returns to school. Work should be made up on a 1 to 1 ratio (one day absent; one day to make up the work). Example: If you are absent on Monday and you return on Tuesday, Wednesday would be considered the one day and all assignments would be due on Thursday.
6. A student who does not make up work on a 1 to 1 ratio and/or not schedule time to make up an assignment with a teacher on the day they return will be given a 0 for the missing work.
7. Abuse of the attendance policy, including being tardy, may result in further disciplinary action by the Dean of Students.
8. If it is necessary for a student to miss school during the day, the parent must send a written note or email, to the attendance secretary requesting permission to leave.
9. Missing class for school sponsored activities such as: retreats, field trips, shadow hosting, 8th grade days, etc. will be counted as official absences but will not be counted against the student's absence total. Work must still be made up on a 1 to 1 ratio.
10. Parents are asked to schedule their vacations, which may involve their children, so as not to interfere with school attendance. This is particularly true with vacations at Christmas, Easter and at the end of the year when semester examinations are given. Vacations must be approved by the administration.
11. In the event a student will be out of school for an extended time, teachers are NOT required to give work in advance.
12. Exams missed for absences that are not excused cannot be made up.
13. All time missing from school for various reasons, except school sponsored absences, such as medical appointments, vacations, driver's test, etc., is still recorded as an absence. In certain instances, a doctor's note or college visit verification will also be required for re-admittance.
14. It is the student's responsibility to make up work, tests, etc. when absent. Teachers are not obligated to permit students to make up work and tests if the reason for absence is unexcused by the administration. Any work assigned during a vacation is given at the discretion of the teacher with specifications by the individual teacher for completion time.
15. Truancy is automatic in-school suspension and carries fifteen (15) demerits.
16. Organized skip days are not permitted and students participating in such days with or without parental permission will be truant.
17. If a student is in the Health Clinic for more than 15 minutes, it is counted as 1/7 of a day absence.

### B. Tardy

1. Students who are tardy at the start of the day must report to the main office for an admittance slip. **Students**

tardy to school more than five (5) times a quarter will be assigned a one (1) hour detention for each tardy after the fifth (5th) tardy until they reach the 10<sup>th</sup> (tenth) tardy. On the tenth (10<sup>th</sup>) tardy the student will receive a Saturday School. Any tardy after the tenth (10<sup>th</sup>) tardy will result in discipline at the administration's discretion.

2. Students who are tardy for class in the course of the school day are to be given one hour detention by the teacher of that class.
3. Students must be present for half of the school day to be eligible for after school co-curricular activities; students must arrive by 11:38 or be present for 4 periods of instruction (\*Exceptions may be given for special schedules.)

#### C. Lunch Period

1. All students are to eat in the school cafeteria. Students may not leave the school grounds during lunch period.
2. Students may go to the lavatory going to or returning from lunch.
3. **Students are to remain in the cafeteria.**

#### D. Miscellaneous

1. If a student is removed from class, the student must report to the office immediately. The student will be marked absent for that class period and demerits will be issued.
2. If a student becomes ill or is injured during class, he/she should be given a corridor pass and sent to the nurse. If necessary, the office will call the parents to come for the student.

## ***THE UNIFORM DRESS CODE***

All students are expected to be dressed in a neat and presentable manner at all times. The administration reserves the right to require any student dressed inappropriately to change before attending classes or to leave a school sponsored activity. **Uniforms must be purchased from Land's End and have the Carroll logo properly adorned.**

#### **\*Personal Appearance Standards (enforced at all times)\***

- Extremes in hairstyle, jewelry, and attire are not permitted.
- **Tattoos (body art) must be covered during the school day and/or school sponsored events.**
- Any head covering – hats, scarves, bandannas - should be removed while in the building.
- Facial hair is prohibited during all school hours **regardless of whether the student is in uniform or not.**
- No slippers, flip flops, sandals, sliders, high heeled shoes, heeled boots, or **Crocs**
- No facial piercings, mouth piercings or gauges in ears. Small studs in the nose are acceptable.
- Students may not have hair color that is not naturally occurring, have feathers, streamers or designs cut into. Cut must be modest

**ID badges must be worn on lanyards around the neck at all times. Students in violation of this policy will receive a 1 hour detention. Replacement badges will cost \$20.00**

#### **STUDENTS MUST WEAR:**

- Uniform pants or shorts worn at the waist. **Female students may wear navy blue or khaki skorts purchased from the Land's End site.**
- **Belts are required with all pants and shorts.** Buckles are not to have any words or symbols. Excessively large or inappropriate buckles will be confiscated and the students will receive a demerit.
- Uniform shorts length cannot be altered and CHS logo must be visible
- Polo shirt in red or blue with Carroll logo (even under sweatshirt)
- Shirts must be tucked in at all times.
- **Waist length** crew neck, V-neck or cardigan sweater may be worn **over** uniform shirts. Must be solid colors of navy, true red, grey or white.
- Carroll **uniform** sweatshirts purchased in the Spirit Shop may be worn over uniform polo shirts. No hoodies are allowed!
- Solid color red, blue, black or white T-shirts may be worn under uniform. **NO** printing on the shirt.

- Gym shoes or dress shoes
- Socks must be worn

Any student not in compliance with the uniform code will be issued a one hour after-school detention and/or may be sent home to dress in the appropriate uniform. Students sent home to change are responsible for work missed and will not be given extra time to complete assignments given outside of class.

### **OUT OF UNIFORM DRESS CODE:**

- Students may wear: jeans, shorts, skirts, capris or pants in good repair and worn at the waist.
- No short shorts, jogging shorts, swim trunks or short skirts (shorts and skirts are to be longer than “ Finger- tip” length ).
- **No yoga pants, tights, jeggings, leggings or spandex are allowed.**
- Pants are to be worn in good condition. No rips or holes may be visible.
- No tank tops, halter tops or straps showing.
- Shirts must be of a length that can be tucked in
- No low-cut shirts or low cut V-necks (no more than 2 in. below the collar bone.)
- No hats or headgear of any kind.
- No clothing related to alcohol or tobacco or having foul language or sexual messages.
- Coats and head coverings (including hoods) must be removed and placed in locker upon entering the building at any time.
- **Undergarments must not be visible**
- No pajama bottoms
- Students **may** wear open toed shoes or sandals without socks

### **SPIRIT DAY DRESS CODE**

All in-uniform rules apply with the exception of shirts.

#### **SHIRTS**

- Predominantly red, white, grey, black, pink, and/or royal blue
- Carroll approved athletic tops are permitted.
- Carroll sponsored athletic and club shirts
- Carroll gear purchased in the spirit shop
- Shirts that recognize school accomplishments (i.e. OHSAA tournament t-shirts)

## ***ELIGIBILITY RULES FOR CO-CURRICULAR ACTIVITIES INCLUDING SPORTS, CLUBS AND OTHER ACTIVITIES***

All students are encouraged to participate in the co-curricular programs at Carroll High School. In addition to state guidelines regarding participation in co-curricular activities, the following minimum standards are required: (See attendance guidelines for further eligibility rules).

1. Students' academic progress will be checked after three weeks into the quarter and every week thereafter for the remainder of the quarter. Students failing any course at any of these academic checks will be placed on probation. A student failing **TWO** or more courses at any academic check is ineligible immediately for a minimum of one week; until he or she is failing fewer than 2 classes. **Ineligible means the student cannot participate in competition/performance or be in uniform the day of a contest/performance.**
2. A student must be passing five one-half credit courses at the end of the quarter to remain eligible. A student remains ineligible until the next quarter grading period. (report card). **Ineligible means the student cannot participate in competition or be in uniform the day of a contest.**
3. Students are permitted no more than nine (9) demerits during the length of a given activity. The tenth (10th) demerit would make the student ineligible to participate in any activity for a period of time equal to 1/3 of the scheduled, interscholastic events in a season. **Ineligible means the student cannot participate in competition/performance or be in uniform the day of a contest/performance.**
4. A student may appeal conduct ineligibility by using the appeals procedure that applies to suspension and expulsion



in paragraph six (6) in the Demerit System section.

- Students coming to Carroll or transferring to another school fall under the guidelines set forth by the OHIO HIGH SCHOOL ATHLETIC ASSOCIATION regarding athletic eligibility.
- PE waivers will not be granted for students who become ineligible.**

## **ACADEMIC POLICIES**

### **A. Academic Probation**

Probation means a student is given the opportunity to improve his/her academic performance without being removed from participation in co-curricular activities. A student failing two or more courses on the weekly progress report becomes ineligible immediately. Weekly progress reports must be completed until the next academic progress check.

### **B. Report Cards**

A special evaluative report is made in each subject two times each semester. This report includes the student's progress, effort and present status in the course. Status is indicated by letters (A-B-C-D-F) and the final status is the final grade in the course. An Interim will be sent in the middle of each quarter.

### **C. Honor Roll**

Throughout four years at Carroll High School students receive recognition for academic achievement. The student honor roll and GPA are based on the courses within the seven period day only and are determined in the following manner:

Letter grades are converted to corresponding point equivalents: for Honors courses, A=5, B=4, C=3; in regular courses, A=4, B=3, C=2. After grades are issued, point equivalents are multiplied and averaged. The result is the student's weighted grade point average. If the student's weighted GPA is 3.5 or above, he/she is on the Carroll Honor Roll. During the Awards Assembly, held in the second semester, certificates and medals are presented to those students who have attained honor roll status. Students merit the *honors* medal after two semesters; the *high honors* medal after four semesters; the *scholarship* medal after six semesters. Having been on the honor roll for all eight semesters, the student earns the *scholarship* medallion which is worn at the graduation ceremony.

Valedictorian and Salutatorian are chosen according to the number one and two positions in class calculated after the first nine weeks of the second semester of the senior year.

Transfer students are eligible for senior awards provided they have been in Carroll for two or more years. In computing honor roll for a transfer student, the grade equivalent must be the same or higher than Carroll High School's requirements. The student is responsible for submitting proper credentials to the Counseling Center in such a case.

### **D. Guidelines for Interpreting Grades**

A =	93 - 99	Superior	4 points
B =	85 - 92	Above Average	3 points
C =	77 - 84	Average	2 points
D =	70 - 76	Below Average	1 point
F =	Below 70	Failure	

### **E. Incomplete Work at the Quarter**

If a student is absent too frequently to earn a grade in any one grading period, the grade will be omitted. It is the student's responsibility to contact the teacher for a time limit in which he/she may make up the incomplete work. As a general rule, all make-up work must be completed within two weeks of the quarter end. The grade will then be recorded.

### **F. Semester Examinations**

Semester examinations are administered at the end of each semester and are considered to be a vital part of the evaluation of the learning process. All students are expected to be present for exams. **Requests for early examinations must be approved by the administration.** Exams are worth 20% of a student's semester grade.

### **G. Failure Policies**

- A student failing a required course must make it up during the summer before he/she can graduate.

2. In grades 10 & 11, a student who has failed courses equaling one and one-half credits may be asked not to return. **Students in grades 9 will be considered on a case by case circumstance.**
3. A student who fails a religion course will be required to take Theology Credit Recovery in the summer.
4. A senior who fails a required course must make up the required credits before the diploma can be awarded.
5. A senior who fails a non-required course can still graduate, provided he/she earns the required credits and has 23 total credits.
6. At the end of the **semester**, students who have failed a course are notified and appropriate recommendations are mailed to parents.
7. After the first five days of each semester, a student who wishes to drop a course because of serious extenuating circumstances must obtain permission from the administration and receive an "F" for the course.

#### H. **Academic Intervention and Probation**

Students who have **two or more** F's or a combination of four D's and F's at any grade check period will be placed on Academic Intervention to monitor their academic progress.

- Student progress on Academic Intervention will be monitored by the counselor.
- Student must remain on Academic Intervention for a minimum of four weeks and will be removed when they are passing all classes.
- Failure to comply with the Academic Intervention will result in a student being placed on Academic Probation.
- Students placed on Academic Probation will be monitored by the Dean of Academics. Failure to comply with Academic Probation may result in the student being asked to leave Carroll High School.
- **Students may not participate in or dress for any contest for a minimum of one week. SEE PAGE 12 for academic probation.**

#### I. **Requirements for Graduation**

1. To graduate from Carroll High School, students must successfully complete a minimum of 23 course credits. These credits must include:

Theology ½ credit each semester at Carroll

English 4 credits

Mathematics 4 credits (must include Algebra I, Geometry, & Algebra II)

Social Studies 3 credits

Science 3 credits (must include 1 credit Biological & 1 credit Physical)

Health ½ credit

Physical Education ½ credit (should be completed by end of Junior year)

Computer Science ½ credit (should be completed by end of Junior year)

Fine Arts 1 credit

Financial Literacy\* ½ credit

*\* The Financial Literacy Requirement can be met by taking one of the following courses: Personal Finance, Independent Living, Money Management, Economics, or AP Economics.*

2. Students must pass all 5 sections of the Ohio Graduation Tests in order to receive a diploma. If a student is identified as having basic skills deficiencies, he/she will be required to participate in a special intervention program and/or meet the State mandated end-of-course testing requirements.

#### J. **Honors / AP Courses**

Students who receive an "F" in an Honors or AP course at the first nine-week period of the first semester in a two semester course sequence will be required to move down a level. Students receiving a "D" or "F" in an Honors or AP course at the end of the semester must move down a level at the beginning of the next semester. Students enrolled in a two-semester Honors or AP sequence must maintain an unweighted 2.5 average for the two courses in order to enroll in the next Honors or AP course sequence.

#### K. **Ohio's Diploma With Honors**

To earn an Ohio Diploma with Honors, a student must meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics which shall include Algebra I, Geometry, Algebra II and another higher level course
3. Earn at least four units of science including one unit of Physics and one unit of Chemistry
4. Earn four units of Social Studies
5. Earn three units of World Languages (three units of one world language or two units of two different languages)
6. Earn one unit of Fine Arts
7. Maintain an overall unweighted high school grade point average of at least 3.5
8. Obtain a composite score of 27 on the ACT (excluding the optional writing test) or a combined score of 1210 on the SAT verbal and mathematics sections (excluding the required writing section).

**L. Transcripts or Recommendations**

1. Requests for transcripts are made to the Guidance Department.
2. All official transcripts are signed by the Principal.
3. School recommendations accompanying transcripts are made by the Guidance Counselors.
4. The first three (3) transcripts sent are free; each one after that costs \$2.00.
5. Students may request individual teachers to write a recommendation for them. It is the student's responsibility to request letters of recommendation from teachers, counselors, etc.

**M. Transfers**

**Change of School**

When a student is changing schools, he/she should notify the Payment Office and give the name and address of the new school in order that all information may be forwarded. This change should be verified by the parents in writing or by a phone call. **All financial obligations must be met before transcripts will be sent.**

**N. Change of Course**

The procedure for a change of course is as follows:

- a. Students must secure request from the Guidance Department.
- b. The request must be made during the first five (5) days of semester.
- c. The student must pay the required \$100.00 fee.
- d. There must be an opening in another course at the same time.
- e. The course must not be a required course.
- f. Students, who for some reason must drop physical education, must present a note from their doctor to Guidance counselor.

**O. Summer School**

Credit from accredited summer school programs are accepted both for courses failed and additional courses. A student can earn up to one credit in summer school per summer. Grades earned during summer school will not count towards the students GPA.

**P. Tutoring**

Students who will be receiving credit through tutoring must fulfill the following requirements:

1. The tutor must be an Ohio-certified secondary teacher
2. The tutor must follow a graded course of study approved and filed at Carroll High School
3. The student must spend 16 hours with the tutor for every ½ credit, and complete an additional 32 hours of required work.

## ***MISCELLANEOUS POLICIES***

- A. Address: Students will notify the office immediately regarding a change of address, parish, phone number, custody, or public school district.

- B. Spirit Shop: The Spirit Shop is open during the school day. Please call for specific hours of operation.
- C. Driving: Reckless driving by judgment of school officials will result in loss of parking privileges and possible disciplinary action. Students are never permitted to loiter in the parking area, to get into cars (even their own) during school time except with permission. Students driving to school are required to register their cars in the main office and purchase a parking permit for \$25.00 per car.
- D. Book Rental System: All books belonging to the school should be covered at all times. All outer edges of books will also be covered.
- E. Dismissal Guidelines: For safety considerations and to alleviate congestion at the time of dismissal, parents are encouraged to use the parking area behind the stadium (*back 40*) to pick up students after school.
- F. Parking after School: During the Marching Band season in the fall, the parking lot beyond the gate is used for the band practice area after school. Since this is the only space available for band practice at this time, students are required to have their cars removed from the practice area by 3:25 p.m. **Failure to move a vehicle may result in detention, demerits, Saturday school, and/or potentially being towed at the owner's expense.**
- G. School Clubs and Societies: All officers must be approved by the administration and moderator. No funds may be used without permission of the office or the moderator.
- H. High School Fraternities: All fraternities are forbidden. The only clubs approved are those sponsored and supervised by the school or by the parishes. Other clubs do not have school approval and are not to be associated with the school in any way. Students may not advertise affairs of forbidden clubs, or wear insignias, jackets etc. at Carroll High School.
- I. Library: The library is open each day during school hours for quiet study. Additionally, the library will be open after school until 5:00 p.m. for quiet study when a volunteer is available. These times will be announced.
- J. Locker and Locks: Students are assigned a locker for their use during the school year. Each student must keep the locker assigned. The school assumes no responsibility for loss or damage to personal property kept in lockers.

Students may go to their lockers at the following times: before school, in between classes, and after school. A student is required to buy a school lock for his/her locker. This lock may be used all four years. The cost of this lock is \$6.00. **Non-school locks are not permitted.** Lockers are considered to be property of the school and the administration reserves the right to inspect them periodically. Students who lose a lock will be required to purchase another school lock. Locks **MUST** be kept on lockers at all times.

- K. Passes: Corridor passes or library passes are required for all students leaving the classroom during class time and homeroom period.
- L. Payments: Payment of bills, tuition, fees, etc., must be made to FACTS before or on the designated dates, unless other arrangements are made. Ordinarily, no final exams may be taken unless all bills are paid up-to-date according to the "Tuition and Fee Schedule." No transcript of grades or diploma will be issued unless all bills are paid up-to-date. A student will not receive their diploma or transcript unless his/her account is current. A \$25.00 fee will be assessed for checks returned for insufficient funds.

Upon recommendation of school auditors and with the approval of the Board of Limited Jurisdiction, tuition will no longer be calculated on a daily basis. The following payment schedule is effective for anyone withdrawing early or enrolling late:

Any student who is enrolled in school after the 5th day of any quarter, must pay for the remainder of that quarter.

FEES are NON-REFUNDABLE

**At the end of each quarter students with delinquent tuition accounts will not be allowed to attend classes or participate in co-curricular activities.**

- M. Signs: Signs may not be placed in or on school property without permission of the office or moderator of the club. Literature of any type may not be distributed without permission of the administration.
- N. Faculty Areas: Students are not permitted in the faculty lounge.

- O. Lost and Found: Lost books or articles of any kind will be turned in the same day at the bookstore where the owner may claim them.
- P. Phys. Ed. Class: Students who wish to be excused from physical education classes must present a note from their doctor.
- Q. Money Collection: No one may collect money for any purpose without the permission of the Principal.
- R. Music Devices: Students are not permitted to carry or play electronic devices in school during the school day. This includes MP3 players, iPods and all such devices. (see #19 for consequences)
- S. Cell phones and pagers: Students are not to use cell phones in the building during the school day. All such devices must be turned off when school is in session.

**Devices being used without permission or found to be turned on during the school day will result in:**

**First Offense – Confiscation of phone for the school day and an hour detention.**

**Second Offense – Confiscation of phone for the school day and a Saturday School.**

**Third Offense – Confiscation of the phone and returned to the parent/guardian one week from when the device was taken from the student. The parent/guardian must contact the main office to arrange a pick up time.**

- T. Pictures: As part of Easterling's contract with the school, they have agreed to take pictures for teams and special events. All pictures must be paid for before they are taken. If you have any questions about pictures please contact the yearbook moderator.
- U. Crossing Linden Avenue: In the interest of safety, a crosswalk is available for student use when crossing Linden Avenue. Students should use the crosswalk at all times.
- V. Leaving Events: Students leaving a date dance or a soc hop are generally not permitted to re-enter the dance. This is also true for athletic contests and other events held at the school.
- W. Food & Drink: Students are not permitted to carry food or drink during the school day with the exception of a plastic bottle containing water only. All other food or drink should be consumed in the cafeteria or before and after school in the lobby by the gym entrance.
- X. School Closings and Delays: When the decision is made to close or delay school, the automated calling system will be activated and TV stations will be notified.
- Y. Dances: Students must arrive to a dance within 45 minutes of the start of the dance and must remain at the event until 30 minutes from the posted end time. All students will be tested for alcohol consumption upon entering the dance and randomly throughout.

**Dress Code:** For girls who wear a dress or skirt: skirts and dresses must be of modest length no more than 5 inches above the knee. No partial midriffs, no backs lower than natural waist, or low-cut dresses. Boys must wear a shirt with a collar and a tie and dress pants. No hats may be worn in the building. Those not dressed appropriately will be sent home to change! As a Catholic school, modesty is a highly valued virtue.

Dancing that is considered lewd or overtly sexual in nature, will not be tolerated. Students dancing in an inappropriate manner will be removed from the dance floor for the first offense and will be sent home on the second offense.

- Z. **Chewing gum during the school day is prohibited. If a student is chewing gum, a \$1.00 fine will be issued.**

## ***HARASSMENT AND BULLYING POLICY***

Our Catholic faith reminds us that every person is a gift from God, worthy of love and respect. Therefore, harassment in any form, including but not limited to race, gender, religious belief, nationality, disability or sexual orientation, both verbal and non-verbal, is prohibited. Any unsolicited, offensive behavior such as jokes, insults, innuendos, propositions, threats, gestures, touching, assault, display of pictures, offensive text messages, emails, and/or social media will not be tolerated. All harassment should be reported to a teacher, counselor or administrator. The complaint will be investigated. Disciplinary action against students may include: detention, demerits, Saturday school, suspension, expulsion and/or notification of legal authorities.

# ***DISCIPLINE POLICIES***

## **DEMERIT SYSTEM**

### 1. Purpose

Carroll High School believes that learning is a disciplinary process; therefore, disciplinary means must be used to aid those who cannot discipline themselves. The demerit system makes possible a record of student department.

### 2. General Procedure Practices

- a. All demerits issued, regardless of the nature of the infraction, must be signed by a parent and returned to the Dean of Students the day following the issuance of the demerits.
- b. When a student reaches ten (10) demerits the family will be notified by the Dean of Students regarding the student's conduct. The aim of this phone call is to inform the family that the student is ineligible for extra-curricular activities and to prevent a suspension (15 demerits) which the student is nearing. Parents may call for a meeting with the Dean of Students at any time. Such parental interest is encouraged.
- c. In the case of a suspension or expulsion, one or more of the following may be considered:
  1. The student's entire conduct record as is evidenced by his/her total number of accumulated demerits during his/her time at Carroll High School.
  2. His/her attitude as evidenced by the contacts with him/her at the time of each demerit.
  3. A written appraisal of the student's conduct and attitude in the classroom by each of his/her teachers.
  4. The possibility of keeping the student on a probationary basis.

### 3. Detention

Detention can be given at the discretion of faculty members for a wide range of offenses including but not limited to: chewing gum, uncovered book, disruption in class, tardiness or out of uniform. When a detention is issued, the student will be given a detention slip to be signed by a parent. Detentions are served on the **next** Thursday from 3:15 pm to 6:15 pm.

3 Demerits first no show

5 Demerits second no show

10 Demerits third no show

### 4. Saturday School

**Saturday School can be given as punishment to various disciplinary issues at the discretion of the Dean of Students. Saturday School is held from 8:00am-12:00pm and students will be notified of the specific date that they are to serve. There is a \$25.00 fee for each Saturday School billed from the Business Office.**

**10 demerits first no show**

**15 demerits second no show**

### 4. Suspension

- a. Any student accumulating a total of 15 demerits in an academic year will be subject to suspension from school. A notice of suspension shall be mailed to the student's residence together with one copy of the same. (In School Suspension = 2 days at school in isolation. The students will be required to do work. Student is banned from all extracurricular activities until the suspension period is over. **Student can only earn a maximum of 50% for all work missed during this time.**
- b. Once a suspension becomes final, either by not appealing the suspension or by a finding of the Disciplinary Board, it is accepted by the Principal.
- c. The suspended student will be required to make up an appropriate number of detention periods after school or on Thursdays. The student then becomes liable for expulsion for receiving a second suspension within the same school year. A student receiving (3) suspensions within four years is also liable to expulsion.

### 5. Expulsion

- a. Expulsion means a student must withdraw from Carroll High School. A student will be subject to expulsion upon receiving a second suspension within an academic year, or upon receiving a third suspension within four years. A notice of expulsion shall be delivered to the student.
- b. An expulsion becomes final within five (5) school days after receipt of the notice of expulsion, exclusive of the date of receipt, unless appealed in writing pursuant to the appeals provision set forth in Paragraph 6.
- c. A student who is expelled must remain out of Carroll High School until the next academic year, at a minimum.

During this time, the former student may not be permitted on CHS property at any time.

- d. If a student chooses to reapply for admission to Carroll High School following expulsion, acceptance will be determined by the administration.

## 6. Appeals Procedure

- a. Purpose: At times disciplinary actions may result in concerns or questions regarding the validity of such actions. The following procedure is designed to secure at the earliest, possible solutions and explanations for such questions or concerns.
- b. Objectives: To facilitate communication, the following process should be used regarding questions or concerns arising from disciplinary actions. Failure to initiate a step within the noted time constraints means that the disciplinary action has been accepted or resolved.
- c. Step 1: The student may request a formal meeting involving the appropriate parties and the Dean of Students. Request for such a conference must be made to the Dean of Students the day following the issuing of a suspension or expulsion by the student. The Dean of Students will set up the formal meeting within two days of request for such a conference. **Any consequences associated with demerits will be upheld throughout the appeal process regardless of hearing date.**
- d. Step 2: It is hoped that questions or concerns involving disciplinary actions can be resolved within step 1 listed above. However, if the validity of an action is still in doubt after following step 1, then a student may request a hearing before a Disciplinary Board. Such a request must be made in writing and be made no later than 2 days following the conference outlined in step one. **Any consequences associated with demerits will be upheld throughout the appeal process regardless of hearing date.**
- e. Disciplinary Board Hearing: Upon written request for such a hearing the Dean of Students shall schedule a hearing within 2 school days of receipt of the request.
- f. Evidence Presented: At the hearing before the Disciplinary Board, the student who has been given a notice of suspension or expulsion may present witnesses and any other evidence which would be relevant in determining the validity of any of the demerits/reasons, which brought about his/her suspension or expulsion. In the case of an expulsion, hearing on the validity of demerits will be limited to those of the last suspension. Any other evidence tending to show that the student should not be suspended or expelled will also be considered by the Disciplinary Board. The administration may also present witnesses and other evidence which is relevant.
- g. Final Decision: The Disciplinary Board, after hearing all relevant evidence, shall render a decision as to whether or not the suspension or expulsion was valid within five (5) days from the date of the hearing, exclusive of the hearing date. The decision of the Disciplinary Board is final. The Disciplinary Board will be made up of the Assistant Principal, Principal and a House Dean that is not a member of the student's house.

## 7. Disciplinary Board

- a. Purpose: To serve as an appeals group for students who feel the need to question the validity of a suspension, expulsion, or ineligibility. To serve as an evaluative group on the seriousness of vandalism, stealing, and other misconduct charges.
- b. Procedure: This is set forth in Paragraph 6.

## CONDUCT

In accordance with the philosophy of Carroll, the words and actions of all connected with the school should be a living and visible reflection of each one's love of God and neighbor.

The following is a guide for the students and parents to insure proper understanding of the demerit system. The following is not meant to be an all-inclusive list for giving demerits. This is an attempt to cover the more common regulations. These regulations are in effect under the following conditions:

- a. On the school grounds at any time.
- b. On and off the school grounds during, and immediately before and immediately after school.
- c. Off the school grounds at a school activity, function or event.
- d. While being transported by a vehicle provided by the school for student transportation.
- e. **Students are liable to school consequences for their actions 24 hours a day 365 days a year.**

## **OFF-CAMPUS CONDUCT**

Students should remember that they are responsible for the positive image of Carroll High School at all times. Behavior away from school that is not reflective of the philosophy and ideals of the Carroll community may lead to disciplinary action including expulsion. Students involved in pending legal investigations may be suspended from school for a period of time designated by the school administration. By enrolling in Carroll High School, a student and his/her parents (or guardians) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school. All rules and policies remain in effect for all students until, and including, graduation.

### **LIST OF DEMERITS**

#### **Expulsion (30) Demerits**

1. Misuse of fire equipment and setting false alarms.
2. Possession and/or use of fire, hazardous, or explosive devices or weapons.
3. Accumulation of thirty (30) demerits during one school year
4. Individuals selling and/or transmitting drugs and/or alcohol to another party
5. Threats made to Carroll High School facilities and/or members of the Carroll community

#### **Fifteen (15) Demerits**

1. Truancy
2. Fighting
3. A student who organizes, promotes or participates in activities which hamper or disrupt the learning process in the school and its environs may be suspended and liable for expulsion.
4. Any student in possession of or evidencing observable signs of drugs and/or alcohol at school or school sponsored events will be suspended and is liable to expulsion. In these cases, students must meet with Disciplinary Board to determine any further sanctions up to and including expulsion. Students are also required to fulfill the requirements of a drug and alcohol intervention.

#### **Ten (10) Demerits**

1. Smoking or use of any tobacco products.
2. Any student in the presence of drugs and/or alcohol at school or school sponsored functions in such a way that they knowingly assist others who are consuming drugs or alcohol.
3. Unexcused absence from a class or study hall or assembly.
4. Leaving school property without permission during school hours
5. Unreported damage of school property
6. Serious insubordination, disrespect or insolence
7. Expulsion from class
8. Serious disorder on buses and field trips
9. Tampering with locks
10. Lying and forging signatures on notes and demerits

#### **Five (5) Demerits**

1. Misconduct during assemblies
2. Misusing corridor passes or library permits
3. Out of place--not being where you are supposed to be
4. Violation of classroom testing rules

#### **Three (3) Demerits**

1. Leaving debris at place in cafeteria
2. Annoyance in class
3. Failure to report to a teacher when asked to do so
  
4. Use of vulgar, obscene language and or images



## One (1) Demerit

1. Failure to bring note of absence

## **ACADEMIC HONOR CODE**

As a student at Carroll High School, I believe that my integrity and moral compass are paramount to academic success; therefore, I agree to the following academic code of conduct:

1. My answers on assignments and assessments will be my own work.
2. When given permission to collaborate on assignments or assessments, I will take an active role in their completion.
3. The work I do is my own, therefore, I will not share any materials from any course I have taken regardless of the school year it was completed.
4. I will not engage in any activities that will dishonestly improve my results or affect the results of others.

## **ACADEMIC INTEGRITY VIOLATIONS**

It is expected that all students at Carroll High School strive to be persons of integrity. Cheating, forgery, inappropriate collaboration, and plagiarism will not be tolerated. Taking another's ideas and passing them off as one's own; summarizing and paraphrasing without citing a source is also unacceptable. Academic integrity violations on tests, quizzes, and major projects encompass, but are not limited to, the following:

- Failure to cite borrowed ideas and thoughts in quotations or on bibliography/work cited page.
- Giving or receiving information (orally, visually, electronically, etc.) during test or quiz situations.
- Bringing prepared materials (i.e. notes on cheat sheets, hands, arms, clothing, or study guides) to the testing area. Using said materials and/or having them visible with or without intent.
- Revealing test information to other students inside or outside of the test area.
- Copying or allowing another student to copy all or part of any assignment.
- Memorizing answers from another person's previous version of a test or quiz and using those answers on your test or quiz.
- Plagiarism: Copying material from another source (i.e. printed materials, books, the internet, electronic files, etc.) and submitting it as if it was one's own. Students knowing of these activities are expected to inform a faculty member or administrator.

## **CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS ON MAJOR PROJECTS AND TESTS**

*These consequences will apply to the student's entire career at Carroll.*

**First Offense:** A "0" on any work related to the incident with no opportunity to make up the work for credit, 3 hours of detention, and at least 5 demerits. Parents will be notified.

**Second Offense:** A "0" on any work related to the incident with no opportunity to make up the work for credit, 3 hours of detention, and at least 10 demerits. Parents will be notified.

**Third Offense:** Could result in expulsion from Carroll High School.

### Academic Integrity Violations on Homework or other Minor Projects

Each teacher will have clearly stated expectations for homework and other minor class projects in the course syllabus. A student not acting within the expectations of academic integrity will receive appropriate disciplinary consequences as determined by the teacher and/or Dean of Students. Consequences may include, but are not limited to: a zero on work related to the incident, demerits, and/or after school detentions. An accumulation of two academic integrity demerits will result in a major academic integrity violation. Academic integrity demerits will apply to the student's entire career at Carroll High School.

## **DRUG AND ALCOHOL POLICY AS IT RELATES TO CO-CURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege, not a right. As representatives of Carroll High School in leadership, performance or competition roles, these students are held to a higher standard of accountability. In order to be eligible to participate in co-curricular activities at Carroll High School, a student should serve as an exemplary role model, abide by all school rules, and comply with all county, federal and state laws.

In addition to the consequences for the general school population, Carroll students who are involved in extra-curricular activities may not participate in any competition, performance, meeting or function and may not perform any leadership

in Interscholastic Athletics and all Clubs, for the period of time indicated.

1. Absolutely no use of alcohol, tobacco, illegal or unauthorized prescription drugs will be permitted in or out of the season. As per the student handbook, any student evidencing observable signs involving drugs and/or alcohol at school or school sponsored functions will receive 15 demerits, serve an automatic two day in-school suspension.
  - a. *Example: A student is caught drinking during the fall season. He or she is suspended for 1/3 of the remaining season, 10% of the winter season and 10% of the spring season. He or she is fully eligible the next fall.*
  - b. Violations that occur out-of-season will result in suspension of 10% of regular season contests per season for one calendar year. No student shall serve multiple suspensions in the same sport for one offense. 10% will be rounded up to the nearest full game.  
*Example: If there are twelve games in regular season, the student would be suspended for 1.2 games, which would be rounded up to two full games.*
  - c. Any student involved in an activity that does not have an established season (club, band, drama) will not be able to participate in activities for a period of two weeks.
2. If a student is found to be in the presence of alcohol in such a way that they knowingly assist others who are consuming tobacco or illegal drugs, but there is no evidence of consumption, he or she will be given 10 demerits. Additionally, if this occurs during the season (first official practice – last contest) the violation will result in immediate suspension for one-third of the remaining season. No subsequent suspensions will be assigned.

### **DRUG AND ALCOHOL INTERVENTION PROCEDURE**

- a. Once a student receives 15 demerits for violating drug and alcohol policy a parent and student are required to meet with the Dean Students to set up an intervention and or treatment program. Failure to comply with the intervention will result in expulsion.
- b. Costs incurred for the intervention or treatment is the responsibility of the family and not Carroll High School.

### **EXPULSION PROCEDURE**

- a. Observable behaviors are collected and documented by Administration and assisting personnel. Possible contraband is confiscated and retained.
- b. Parents are contacted for a conference by an administrator. Parents are advised that their child is being expelled.
- c. Options will be given to the parents along with procedures to be followed for possible re-admittance a year from the date of expulsion. Procedures include but are not limited to:
  1. An extensive evaluation by a substance abuse agency.
  2. Follow through with recommendations made by that agency.
  3. Successful completion of a treatment program may enable the student to return to Carroll High School.

### **PREGNANCY POLICY**

Should a student become pregnant, the parent must contact the school and meet with the school nurse, guidance counselor, and member of the administration. The student may remain in school as long as the family presents evidence of counseling and pre-natal care visits. If the father of the child is a student at Carroll High School he must meet the same requirements. Co-Curricular activities for both students will be curtailed as deemed fit by the administration.

### **VANDALISM AND STEALING**

Vandalism of and/or stealing school or personal property will be punished. The punishment can include:

- a. Fines
- b. Demerits
- c. Full payment of damages
- d. Labor to be supplied and/or compensated by said violator
- e. Possible suspension
- f. Possible expulsion

**THE ADMINISTRATION RESERVES THE RIGHT TO LEVY DISCIPLINARY MEASURES FOR ANY OFFENSE OR MISCONDUCT OF AN OVERALL SCHOOL NATURE, EVEN THOUGH NOT MENTIONED SPECIFICALLY IN THE ABOVE RULES AND REGULATIONS. SUCH MEASURES MAY BE NECESSARY AT TIMES ESPECIALLY WHEN STUDENTS PROMOTE ACTIVITIES THAT ARE IN CONFLICT WITH THE PHILOSOPHY AND VALUES**

## **INTERNET ACCEPTABLE USE POLICY**

*Office for Catholic Schools of the Archdiocese of Cincinnati*

### **ACCOUNT INFORMATION**

Student and adult use of the Internet with school computers on school premises is strictly limited to educational purposes. Use may also be further governed by the policies of the individual Data Acquisition Site (MDECA). Students are not allowed to access personal accounts from school. Adults using personal accounts at school are subject to the provisions of the Internet Acceptable Use Policy.

### **SCHOOL RESPONSIBILITY**

It is the school's responsibility to maintain contact with the Internet provider, assure educational use of the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material.

### **USER RESPONSIBILITY**

Each account user is responsible for all the information that is sent and received under his/her account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws and unethical or illegal activities will not be allowed. Internet accounts will be revoked for those who violate the educational intent of Internet access.

1. Students are responsible for good behavior on the school computer networks, just as they are in the classroom, or school hallway. General school rules for communication and behavior apply.
2. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
4. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems or computer networks intentionally will result in cancellation of privileges and possible other discipline.

### **ONLINE CONDUCT**

The user agrees to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale or distribution of controlled substances. Any use violation of any local, state, or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial uses are strictly forbidden.

### **DISCIPLINARY ACTION**

1. By signing the form on the first page of this student handbook, the student agrees to abide by the terms and conditions stated in the Internet Acceptable Use Policy. Additionally, the student acknowledges that he/she will be responsible for the consequences of inappropriate use of the Internet which may result in the suspension or revocation of Internet privileges and other possible disciplinary action.
2. The signed handbook page must be on file at the school before an Internet Use Account is issued. Signing the form indicates that the user will abide by the rules governing Internet access as stated in this Internet Acceptable Use Policy and will not hold the school, its personnel and/or the Archdiocese of Cincinnati or any of its personnel liable in the event of breach of the policy by the user. It is understood that the parents/guardians of a student accept full responsibility of the student's Internet use that is not in the school setting.

Note: The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

### **CHROMEBOOK USAGE, CARE AND RESPONSIBILITIES**

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are

broken or fail to work properly must be immediately taken to the technology department and logged for repair.

1. No food or drink should be placed next to the Chromebook.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook
3. Heavy objects should never be placed on top of Chromebooks.
4. Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
5. Chromebooks should never be carried with the screen open.
6. Students should never disassemble Chromebooks and attempt their own repairs
7. Never transport the Chromebook with the power cord or flash drives plugged in.

### **Cases/Covers**

Each student will be issued a protective case for his/her Chromebook. **Students must use the school- issued case for their Chromebooks at all times, failure to do so will result in an hour detention.** Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

### **Charging**

Chromebooks must be brought to school each day in **fully charged** condition. Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home. Students will be permitted to charge Chromebooks in the classroom at the teacher's discretion. For any lost or stolen charger a \$60 replacement fee will be assessed.

### **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure. The Chromebook insurance will only cover one broken screen. Any broken screen after the first will result in an \$85 replacement fee for any broken screen thereafter.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth. Some cleaning solutions may damage the screen.

### **Damage**

**If a student's Chromebook is damaged more than once in a school year, he or she will be charged for the repairs for each subsequent repair in that year.**

### **Asset Tags**

All Chromebooks will be labeled with an asset tag. Asset tags may not be modified or tampered with in any way while the student is enrolled in Carroll High School.

### **Liability**

Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping his or her device free of pornographic material, inappropriate test files, or files that may compromise the integrity of Carroll High School's network, equipment, or software. Carroll High School is not liable for any material sent by and/or stored on the device.

## **MONITORING**

**All Chromebooks are monitored by GoGuardian. GoGuardian is a software solution that monitors device usage and student activity on Chromebooks. The Dean of Students will be notified of any inappropriate device usage and a meeting will be held with the student. Any disciplinary action as it relates to device usage is at the discretion of the Dean of Students.**

The Chromebooks are the property of Carroll High School until the 4th year. Students may add applications, music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Carroll High School Acceptable Use Policy.

Students are permitted to decorate their case as long as it is deemed appropriate. In the case of lost or stolen cases, students must purchase another case for \$25.

Carroll High School will provide insurance beyond the one-year warranty provided by the vendor. The protection plan will also cover the cost of a Chromebook repair in the event of accidental damage. This protection plan does not cover for loss or theft of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and/or abuse. If a Chromebook is damaged, a loaner will be provided while repairs are done. In the event of malicious damage or theft of the Chromebook, the student will be liable for the replacement cost of the Chromebook as the Chromebook is the property of Carroll High School.

School-issued Chromebooks should be used for educational purposes and students must adhere to the Carroll High School Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **Respect Yourself** – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.
- **Protect Yourself** – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online.
- **Protect your passwords, accounts, and resources.** Never share this information with others.
- **Respect Others** – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.
- **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.
- **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

## **PARENT SUPPORT ORGANIZATIONS**

There are various volunteer opportunities at Carroll High School for parents who want to get involved.

### **CARROLL BOOSTERS**

The Boosters Club is a parent organization to help the total program of Carroll High School.

It provides money, time and work-energy to aid the many programs of the school including, academic, athletic, music and other school organizations.

Parents are encouraged to join the Boosters Club and become active in the various programs sponsored by the Boosters.

## **ATHLETIC RULES**

Athletics play an important role in the school program. However, the student must always remember that participation in sports and attendance at athletic contests sponsored by Carroll High School is secondary to studies. As a Catholic school our focus is also on teaching Christian values. Although athletics are secondary, they play a vital part in your

education. In many instances they have helped the student to learn to get along with people, directed the student proper physical development in particular skills, aided the student to make good use of leisure time, to give and take in a mature way, to lose and win in a dignified way. At Carroll High School we believe that promoting sportsmanship, ethics and integrity in extracurricular activities should be part of the challenge to excel.

## ***INTERSCHOLASTIC POLICY***

The following statements of policy regarding training rules and conduct for all participants in interscholastic sports have been adopted by the Carroll High School Athletic Department. These are minimum regulations. However, because of the nature of their sports, individual head coaches may need to require specific regulations for their athletes, subject to approval of the Athletic Director.

1. All team members must be at all meetings, practices, and special occasions where the team is involved unless excused by the head coach. Unexcused absence may result in being dropped from the team.
2. An athlete should be present at the awards presentation to end the season. Unexcused absence may result in loss of award and loss of eligibility for future participation in athletics. The awards presentation is considered the official end of the season, therefore team and athletic department rules pertain until after the presentation.
3. If an athlete quits without consulting the head coach before leaving the squad, the student is ineligible for participation in any sport for the remainder of the year.
4. Before participating in practices or athletic contests each athlete must have an EMA (Emergency Medical Authorization) signed by his/her parents/guardians, an Ohio Department of Health Concussion Information Sheet signed by his/her parents/guardians, and have a current physical on file in the Athletic Office. The physical is an O.H.S.A.A. rule and there are no exceptions. Physicals are good for one calendar year.
5. Any athlete who is on the eligibility sheet as of the first contest is required to pay the fee as follows: \$185.00 first sport; \$170.00 second sport; \$160.00 third sport. The family maximum is \$675.00. The tuition/payment office will bill you once a team roster has been established.