



**ST. EDWARD
HIGH SCHOOL**
SPONSORED BY THE BROTHERS OF HOLY CROSS

**Student & Parent/Guardian Handbook
2016-2017**

St. Edward High School
13500 Detroit Avenue
Lakewood, Ohio 44107
WEBSITE: www.sehs.net

Sponsored By The
Brothers of Holy Cross
Notre Dame, Indiana

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Our Mission

ST. EDWARD HIGH SCHOOL, A CATHOLIC SCHOOL IN THE HOLY CROSS TRADITION, EDUCATES THE MINDS AND HEARTS OF YOUNG MEN TO HAVE THE COMPETENCE TO SEE AND THE COURAGE TO ACT AS MEN OF FAITH.



WE BELIEVE IN:

Faith

FORMATION OF YOUNG MEN
IN THE HOLY CROSS TRADITION

Excellence

AN ONGOING COMMITMENT TO EXCELLENCE IN
ACADEMIC AND CO-CURRICULAR PROGRAMS

Relationships

A WELCOMING FAMILY-ORIENTED SCHOOL COMMUNITY

Servant Leadership

A CHRISTLIKE COMMITMENT TO GENUINE LEADERSHIP
THROUGH SERVICE TO OTHERS

ALMA MATER

Hail to the Green and Gold
Hail, our Alma Mater.
Praise her with voices bold
With hearts that never falter.
Hail, to dear Saint Edward High
Keep her banners waving,
Loyal sons in unity,
Everlasting praise we sing.

THE ST. EDWARD SCHOOL SONG

On you mighty Eagles,
You'll have to fight to win a victory!
So fight, you mighty Eagles,
and raise Saint Edward's green and gold on high.
And when the game is on the record,
No matter what the final score may be,
With all your heart,
With all your strength,
You played the game and won a victory!

EDUCATIONAL OPPORTUNITY

St. Edward High School maintains a policy of equal educational opportunity and does not discriminate on the basis of race, color, or national origin in its educational programs or any of the activities which it operates.

HANDBOOK AUTHORIZATION

Failure to read this handbook does not excuse students or parents/guardians from rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. By enrolling and attending St. Edward High School, students and parents/guardians are agreeing to the policies and procedures contained within the Student & Parent/Guardian Handbook. A St. Edward High School Student & Parent Guardian Handbook form, signed by the student and parent/guardian, needs to be electronically submitted via FinalForms by the first day of the 2016-2017 school year. The form can be found on the students' FinalForms account. St. Edward reserves the right to change any of its provisions or requirements at any time within a student's term of enrollment.

Academics

Academic Requirements
Homework Expectations
Class Load Requirements
Course Registration and Change of Schedule
Grading Periods
Grading Scale
Senior Exam Policy
Honors, AP, IB and College Credit Plus (CCP) Courses
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ACADEMIC REQUIREMENTS

St. Edward High School students take a rigorous four year curriculum. To be eligible to graduate, a student must successfully complete a minimum of 24 academic credits. Students take required classes in the following disciplines:

- Theology • Classical or Modern Language • English
- Mathematics • Computer Technology • Fine Arts
- Science • Health / Physical Education
- Social Studies • Summer Reading

Required classes in these core subjects are supplemented with an extensive selection of elective courses which serve to enrich and enhance the students' educational experiences.

It is the responsibility of the student, with the assistance of his School Counselor, to select appropriate classes to meet the St. Edward High School graduation requirements. For a complete list of graduation requirements, see the annual Course Catalog posted on the St. Edward High School website.

ST. EDWARD HIGH SCHOOL ACADEMIC ASSESSMENT POLICY

General Expectations Regarding Assessment

Assessment provides students with opportunities to determine the degree to which they have mastered content knowledge and skills and to reflect on their progress, allowing for self-evaluation of strengths and areas for improvement in each subject area. Assessment also provides teachers the ability to determine the degree to which students have attained mastery of content knowledge and skills, revise curriculum and instruction to meet student needs, and reflect on knowledge and skills, strengthening one's professional practice.

The goal of formative assessment is to gather feedback that can be used by the instructor and the students to guide improvements in the ongoing teaching and learning context. These are low stakes assessments for students and instructors. Examples of formative assessment include, but are not limited to, asking students to submit one or two sentences identifying the main point of a lecture, seminars, quizzes, paper outlines, problem sets and worksheets. The expectation at SEHS is that formative assessments will be used to help form knowledge; students should feel comfortable exploring their developing knowledge and should not be afraid to struggle as initial failure is a prerequisite to expertise. As such, all academic departments at SEHS are expected to have a policy in place that allows for students to improve initial performance of formative assessments and grow as learners.

The goal of summative assessment is to measure the level of success or proficiency that has been obtained at the end of an instructional unit, by comparing it against some standard or benchmark. Examples include, but are not limited to, tests, exams, projects, graded performances, and essays. Summative assessments are expected to assess specific skills as identified in course curricula or the IB Approaches to Learning and objective strands specific to course rubrics. Because summative assessments are meant to reflect student mastery of course content there is no expectation that departments have policies in place allowing for students to improve initial scores of summative assessments.

Course grades are reported at the quarter and semester and represent the student's progress toward mastery of the content, skills, and dispositions described in the course syllabus as assessed by the teacher.

Due to the essential role of assessment – whether formative, summative, internal or external – certain expectations are assumed by those committed to St. Edward High School.

Expectations for SEHS Students

As a member of the worldwide Congregation of Holy Cross, St. Edward prepares young men to be not only scholars but also people of positive values. A student at St. Edward High School will be held to the following expectations:

- Engage their natural curiosity through inquiry and critical thinking skills;
- Acquire in-depth knowledge that explores connections across content areas and communities;
- Apply critical thinking skills to a wide range of issues through reasoned and ethical decisions;
- Communicate ideas and information through collaboration with others and presentation of work to various audiences;
- Act with a sense of integrity, honesty, and respect through accepting responsibility for one's actions;
- Expand one's understanding and appreciation of varied perspectives, cultures, and histories;
- Demonstrate a personal commitment to make a positive impact on our local, national, and global communities;
- Exhibit courage and independence through searching out new ideas and experiences;
- Attend to personal well-being through seeking intellectual, physical, and emotional balance;
- Reflect on one's educational experiences and progress through acknowledgment of strengths and areas for improvement to support one's educational and personal growth.

Expectations for SEHS Staff

While students are at the center of the educational experience, St. Edward High School's teachers engage students within that experience according to the values of the Congregation of Holy Cross as well established pedagogical principles and practices. As members of our learning community, staff at St. Edward High School strive to:

- Model inquiry, research, and independent thinking skills through lifelong learning;

- Demonstrate in-depth content knowledge and skills that develop connections across multiple content areas within our school, local, national, and global communities;
- Apply critical and creative thinking skills to curriculum development and instruction of content that informs reasoned and ethical decision making;
- Communicate ideas and information to students, families, and colleagues while collaborating with all members of our learning community to enhance student educational experience and achievement;
- Demonstrate integrity, honesty, and respect by accepting responsibility for one's content standards and practices as well as the educational philosophy of the school;
- Incorporate an understanding and appreciation of many, varied perspectives, cultures, traditions, and histories to assist students in evaluating varying points of view;
- Show empathy and respect for students, families, colleagues, and community members while making a positive impact on our local, national, and global communities;
- Exhibit courage and independence while embedding new ideas and experiences into the educational arena for students;
- Attend to personal well-being through intellectual, physical, and emotional balance;
- Reflect on one's professional practice and engage in professional development to meet the needs of our students.

ST. EDWARD HIGH SCHOOL ACADEMIC HONESTY POLICY

Definition of Academic Dishonesty

At St. Edward High School, academic dishonesty is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Academic Dishonesty Includes

- **Plagiarism:** defined as the representation of the ideas or work of another person as the student's own, intentionally or unintentionally.
- **Collusion:** defined as supporting academic dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another.
- **Duplication:** defined as the presentation of the same work for different assessment components and/or IB Diploma requirements.
- **Impersonating** another student.
- **Altering grades** on a computer database and/or other forms of misuse of technology.

- **Electronic language translators** are strictly prohibited. Typing phrases or copying sentences into a translator and then presenting the translation as your own work is considered academic dishonesty, a serious offense, and will be treated as such.
- **Any other behavior that gains an unfair advantage for a student or that affects the results of another student's work/grade.** Examples include but are not limited to the following: taking unauthorized material into or out of a classroom, misconduct during an assessment, falsifying records, and disclosure of information to and receipt of information from a student about the content of an examination paper within 24 hours after a written examination.

Reporting and Investigating Academic Dishonesty

When a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken:

- The teacher will investigate and make an initial determination and classification of the level of the offense (1, 2, or 3).
- The teacher will contact the Dean of Academics to evaluate. If a review committee is needed they will meet and discuss the level of the offense(s) and determine the appropriate consequence(s).
- The Academic Dean will make a determination and communicate to the teacher, who will follow up with the student and family.

When another student has a reason to believe that academic dishonesty has occurred, the following steps will be taken:

- The student will contact an administrator, the Academic Dean and/or a trusted teacher or counselor. At the time of the report, the student will be asked to put the suspicion in writing, but it is up to the review committee to attempt to maintain student's anonymity, if at all possible. If this is not possible, based upon the investigation or accusations, this outcome will be explained to the student reporting the suspicion.
- When evidence of academic dishonesty is presented to the Academic Dean, an investigation will be conducted to determine the validity of the accusation. If the Academic Dean believes that he or she needs assistance with the investigation, he or she will contact the school principal or associate dean to help conduct the investigation.

| Level of Offense | Possible Offenses | Consequences |
|------------------|---|---|
| Level 1 | <ul style="list-style-type: none"> • Copying another student's assignment • Providing for or assisting another student in copying assigned work • Sharing an assignment in violation of the expectation that students work alone • Other comparable offenses, including the violation of assessment procedures intended to safeguard fairness | <ul style="list-style-type: none"> • Parent notification by teacher • Score of 0 on the assignment • A record of the incident in student's discipline file • Not eligible for year end Academic Achievement Awards |
| Level 2 | <ul style="list-style-type: none"> • A second time offense of a Level 1 offense • Inappropriately sharing any assessment (or part thereof) with another student • Submitting work that has been developed by another as one's own • Committing academic dishonesty on any summative assessment • Using physical or electronic methods of receiving or giving questions or answers on an assessment | <ul style="list-style-type: none"> • Parent notification by teacher • One day Suspension from Dean • Score of 0 on the assignment • A record of the incident in student's discipline file • Not eligible for year end Academic Achievement Awards |
| Level 3 | <ul style="list-style-type: none"> • A Third time offense of a Level 1 offense • A second time offense of a Level 2 Offense • Stealing, accessing, or improperly possessing any examinations or other assessments, either physically and electronically • Altering grades on a computer database • Committing academic dishonesty on any midterm or final examination or IB or AP examination • Committing academic dishonesty on any IB assessment • Impersonating another student for any reason | <ul style="list-style-type: none"> • Parent notification by teacher. • Out of School Suspension, by Dean • Disciplinary review for possible dismissal • Subject to removal from the course and/or forfeit of weighted grade • Removal from IB Programme, if applicable • A record of the incident in student's discipline file • Teachers have the option of rescinding recommendations • Not eligible for year end Academic Achievement Awards |

HOMEWORK EXPECTATIONS

The St. Edward educational program requires substantial study outside of the classroom. Students should expect an average of one-half hour's homework in each of his academic subjects. This is an average and will vary with circumstances, but it is important that the students expect to study for two to three hours each day outside of classes. While many assignments will be written, reading and study assignments are just as important, and each student is responsible for completing all assigned work well.

GRADING PERIODS

The school year is divided into four grading periods (quarters) of approximately 9 weeks. Courses are of varying duration, but most courses are semester courses or full-year courses that consist of two semester grading periods.

GRADING SCALE

St. Edward High School uses the letter grading system for quarter and semester grades. The passing grade is "D-". It is the lowest indication of passing work. Credit is awarded at the conclusion of each semester. Only final semester grades appear on the permanent transcripts. The cumulative grade point average (GPA) is determined by final grades only and is computed as classes are completed. Physical Education grades are not included in GPAs.

| GRADE | COLLEGE PREP | HONORS | AP/IB | % CUTOFF |
|-------|--------------|--------|-------|----------|
| A+ | 4.3 | 4.8 | 5.3 | 97 |
| A | 4.0 | 4.5 | 5.0 | 93 |
| A- | 3.7 | 4.2 | 4.7 | 90 |
| B+ | 3.3 | 3.8 | 4.3 | 87 |
| B | 3.0 | 3.5 | 4.0 | 83 |
| B- | 2.7 | 3.2 | 3.7 | 80 |
| C+ | 2.3 | 2.8 | 3.3 | 77 |
| C | 2.0 | 2.5 | 3.0 | 73 |
| C- | 1.7 | 2.2 | 2.7 | 70 |
| D+ | 1.3 | 1.3 | 1.3 | 67 |
| D | 1.0 | 1.0 | 1.0 | 63 |
| D- | 0.7 | 0.7 | 0.7 | 60 |
| F | 0.0 | 0.0 | 0.0 | Below |

International Baccalaureate Diploma Programme Grade Scale

The International Baccalaureate Diploma Programme uses the following numerical scale in each individual subject area for purposes of awarding the IB Diploma and Course Certificates.

| | | | | | | |
|----------------|----------------|-----------|-------------------|---------------|-----------|----------------|
| 7 Excellent | 6 Very Good | 5 Good | 4 Satisfactory | 3 Mediocre | 2 Poor | 1 Very Poor |
|----------------|----------------|-----------|-------------------|---------------|-----------|----------------|

COMMUNITY SERVICE

As a Catholic community, established and guided by the Congregation of Holy Cross, St. Edward High School values and promotes service to others. Each year, students must fulfill a service requirement that is integrated into the course requirements for their Theology class. Students failing to complete the service requirement by the end of the academic year will not be permitted to begin the following academic year, including extracurricular activities, until the service requirement is fulfilled. Students must complete all of their annual service requirements in order to graduate from St. Edward High School.

ACADEMIC PROGRESS REPORTING

Academic reports are consistently available through the school's online portal, NetClassroom. At the conclusion of each quarter and semester a formal grade report will be generated indicating the student's progress in his specific courses. These too are distributed online via NetClassroom. Parents and guardians are encouraged to attend Parent-Teacher conferences, scheduled annually during quarters 2 and 3. Counselors and teachers work in partnership with parents and guardians to support students' academic progress. Close monitoring of student progress is the responsibility of the student and his parents or guardians.

STUDENT AND FAMILY ACCESS TO INFORMATION

Netclassroom and Haiku are the educational management systems employed at St. Edward High School. Netclassroom serves as the online grade book and Haiku serves as an online home for class plans, assignment schedules, and assessment due dates. This access enables students and parents to take an unprecedented and proactive role in the education process. This access is secured by a unique username and password.

With this system, parents have access to the following information on their student(s):

- Student Demographic Information - View general information and emergency contact information to make sure information is current in database records.
- Student Grade Book Information - View student's current grades, missing assignments, and teacher comments.

- Message Center - View messages from student's teachers to parent/guardian and the ability to reply back on a one-to-one basis.
- Student Attendance - View every absence or tardy recorded for the student in an easy to use calendar format.
- Student Schedules - View the student's schedule as well as teacher and contact information for each class

ACADEMIC ASSISTANCE AND SUPPORT

Throughout the exploration and development of the coursework, teachers use formative assessments to determine students' strengths and limitations in accessing the required content knowledge and skills, provide needed support in making progress toward mastery, and to allow for students to actively engage in and reflect on their experiences in each class. While preparing students for summative assessments, teachers utilize a variety of formative assessments to scaffold instruction, ensuring student mastery of content knowledge and skills.

Teachers have posted office hours that will enable students and teachers to meet during the activity period. Care is taken to ensure that scheduled office hours in one content area do not conflict with scheduled office hours in another. Moreover, many teachers make themselves available through other means to assist students in their educational experience, such as Haiku message boards, e-mail, etc.. Teachers can also be available to provide support before school, after-school, and during the activity period whereby students are able to receive one-to-one or small group support in meeting the course expectations and will report their availability to students on a case by case basis. The Academic Dean and the school counselors are available to meet with students and their families to support student academic success as well.

This assessment policy was informed and adapted through use of the following:

International Baccalaureate Organization. Middle Years Program: From principles into practice. Cardiff, Wales: International Baccalaureate Organization, 2015.

Port St. Lucie High School. Port St. Lucie High School Language Policy. Port St. Lucie, FL: Port St. Lucie High School, August 2015.

CLASS LOAD REQUIREMENT

All students are required to carry a minimum of six classes each term, and students may enroll in seven classes if availability permits.

COURSE REGISTRATION AND CHANGE OF SCHEDULE

Registration for the coming year is held during the third quarter. Students will be introduced to the scheduling program to choose classes for the following year. Orientation to the program and class selection will be conducted through the school counseling department.

Schedules are mailed to the students in August. The school will NOT change a student's academic schedule to accommodate early dismissal for any reason including work. When seeking jobs or planning other out-of-school activities, students are to presume that they will not be dismissed from school until the end of the school day.

Once schedules are completed, a student's schedule will be changed only under the following conditions:

- There is an error in the original schedule;
- The student is academically misplaced; or
- There is a scheduling conflict.

Any other changes to elective courses may be made on a space-available basis for a fee of \$25 per change. Some requested changes may not be possible due to time or space constraints.

SENIOR EXAM POLICY

At the discretion of the teacher, a senior may be exempted from an end of a course final examination provided he has achieved at an A- or higher level for that course.

HONORS, AP and IB COURSES

Honors are available to students who wish to pursue a more rigorous study of certain required or elective subjects. Students must be approved by the respective departments in order to enroll in honors courses, and annual promotion from one honors level to the next is not assumed. In acknowledgement of their elevated rigor, weighted grades are awarded for honors courses.

Advanced Placement (AP) and International Baccalaureate (IB) courses prepare students to take the College Board AP Exams or IB Exams. Students wishing to pursue AP courses must be approved by the respective departments in order to enroll in AP courses. Students wishing to pursue the IB Diploma Programme must be approved by the IB Coordinator in order to enroll in IB courses. In either event, annual promotion from one AP or IB level to the next, as the case may be, is not assumed. College credit

may be awarded to students who successfully complete these exams. Moreover, all students who complete AP or IB courses of studies are required to sit for the AP or IB Exams in May. There is a fee associated with each AP or IB exam. A complete listing of AP and IB courses is available in the annual Course Catalog. Weighted grades are awarded for both AP and IB courses.

HONOR ROLL

St. Edward High School believes that public recognition should be given to students showing superior academic accomplishment. The Honor Roll is published at the conclusion of each quarter of the school year to recognize this achievement. A failure in any class excludes a student from the Honor Roll. A grade of "I" or incomplete is treated as an "F" until such time as the student removes the deficiency. All incomplete grades must be removed within two weeks of a new grading period. Students guilty of any academic dishonesty violation are excluded from the Honor Roll. Courses are computed for the Honor Roll in proportion to their credit and the quality points assigned. The Honor Roll has two divisions:

| | |
|-------------|-----------------|
| High Honors | 3.700 and above |
| Honors | 3.300 - 3.699 |

SCHOLASTIC AWARDS

Scholastic Achievement Awards are presented to students whose names appear on the honor roll for the first three quarters of the school year. Scholastic Achievement Awards are presented at the annual Academic Awards Night in May.

CLASS RANK

It is the policy of St. Edward High School not to rank students.

SENIOR SPEAKERS

Near the conclusion of the senior year, two senior students are chosen to speak at the annual commencement exercises to deliver commencement addresses to their class and the assembled guests. These speakers will not be selected on the basis of grade point average alone. Seniors wishing to deliver one of the commencement addresses must submit a draft of a speech to the selection committee in the fourth quarter of the school year. Finalists will be invited to deliver their addresses before a panel for selection of the senior speakers.

ACADEMIC ELIGIBILITY

Eligibility Requirements: For a given quarter, any student who did not pass a minimum of five one-credit courses or the equivalent for the preceding grading period or whose quarter grade point average (GPA) fell below the minimum of 1.7 will be academically ineligible. Academic ineligibility begins at the start of the fifth school day of the next grading period, at which time the newly recorded grades become effective. The “school day” includes faculty in-service days, calamity days and regular school attendance days, but not holidays or school breaks. A student coming off the “ineligible status” may become eligible 24 hours after the school-wide grade reporting date. During the period of academic ineligibility, students may not participate in practices, meetings, or competitions for athletics and other extracurricular activities. Students who are ineligible following fourth quarter grades will be permitted to participate in summer activities, including camps and tryouts, and then will be ineligible for participation beginning with the first full day of classes.

Academic Progress Verification Process: Students who fall below the quarter GPA requirement of 1.7 but have passed the state minimum of five one-credit courses or the equivalent for the preceding quarter may attempt to regain the privilege of extracurricular participation. They may do so only after an ineligibility period without participation, practice, or competition from the first day of ineligibility for the first three weeks of the new grading period. Qualifying ineligible students should meet with their school counselors to begin the Academic Progress Verification process and receive the required APV form. Reinstatement of academic eligibility through the Academic Progress Verification process is granted through the Dean of Academics or his designee. Eligibility regained through the process is contingent upon regular progress checks for the remainder of the grading period through the continuation of the Academic Progress Verification process.

ACADEMIC PROBATION AND ACADEMIC DISMISSAL

When a student has not made satisfactory progress in his academic program, he is placed on Academic Probation. Academic Probation results when a student has a quarter grade point average of less than 1.800. Academic Probation lasts until, in the judgment of the school, a student’s academic progress is again satisfactory. A student on academic probation for 3 consecutive quarters may be subject to dismissal for academic reasons. Likewise, a student who fails more class work in one school year than can be made up in one summer or who fails to attend summer school to remove deficiencies is subject to academic dismissal. Academic dismissal is the result of

chronic academic difficulty, an indication that a student is not benefiting from attending St. Edward High School and that another school may be more suitable for him.

CREDIT RECOVERY

Students who fail any required course in either the fall or spring semester must recover the credit(s) in order to proceed toward graduation. Students must be in process by the start of the following school year or they will not be permitted to continue at St. Edward High School. Furthermore, underclass students must provide evidence of credit completion by the following summer (i.e. one year for spring semester failures) or they will not be enrolled for the following school year. Seniors must complete all academic requirements prior to graduation (see SENIOR FAILURES AND ACADEMIC DEFICIENCIES, below). School counselors will assist students in locating appropriate credit recovery courses, though it is the student's responsibility to recover the credit. St. Edward High School does not offer remedial or summer school courses.

Students with a grade of "I" (Incomplete) will be treated as failing until the incomplete requirements have been resolved. Students receiving an "I" in Theology as a result of failure to complete the school service requirement will not be permitted to continue at St. Edward High School until the service has been completed. In this case, students will also be withheld from school activities that start prior to the beginning of classes, such as athletic practices, club meetings, or retreats.

SENIOR FAILURES AND ACADEMIC DEFICIENCIES

Graduation is based upon satisfactory progress and completion of the program of studies of the school. Therefore, no student with deficiencies in credits, courses, or GPA will be readmitted to St. Edward High School for his senior year. Likewise, a senior who fails courses required for graduation or for whom failure makes it impossible for the student to complete the necessary credits in time for graduation with his class, may be required to transfer during his senior year. In addition, if at the 4th quarter of his senior year, a student is failing a subject necessary for graduation, the school may omit his name from the graduation program.

Students who are not eligible to graduate with their class due to failure in their senior year have only one additional term to complete the requirement for graduation. These requirements must be approved in advance by the Dean of Academics of St. Edward High School.

SENIOR COMMENCEMENT EXERCISES

At the conclusion of the senior year, seniors and their families are invited to participate in commencement exercises, or graduation ceremony, for their class. Participation in the commencement exercises is a privilege, and as such, senior students and their families will not be permitted to participate in the ceremony if they have not fulfilled all of the requirements for graduation. Reasons for exclusion include, but are not limited to: academic failure, failure to complete community service requirements, failure to resolve financial issues including outstanding tuition or fees, failure to return school property issued to the student.

SAFE ENVIRONMENT TRAINING

St. Edward students are taught the prevention of sexual abuse through the school's Health curriculum. All St. Edward High School faculty and staff complete the VIRTUS Protecting God's Children program. Any parent wishing to obtain training on sexual abuse prevention through the VIRTUS Protecting God's Children program should contact the Dean of Men. There is no cost to parents for this training. Parents wishing to examine the prevention curriculum taught to students should contact the school's Health teacher.

Attendance

Absence from School
Appointments
College Visitation
Communicable or Contagious Disease
Emergency Closing/Delayed Start
Excessive Absence
Planned Absence
Tardiness
Truancy
Unexcused Absence

ABSENCE FROM SCHOOL

In order to maintain scholastic standards, a student must attend school regularly; therefore, absence from school should be for illness or emergency only. In case of absence from school, a parent/guardian must call the Attendance Line (216-221-7663) by 9:30 a.m. on each day of absence. Additionally, parents may call the same number to report attendance on our 24-hour voice mail system. The law allows us to accept absence calls from parents or guardians. Students are marked unexcused if a parent or guardian does not make the call. If parents will be out of town for an extended period of time, the attendance office must be informed of who will be making the call in case of absence and who the emergency contacts will be. The school administration reserves the right to rule on all attendance matters and give excused absences or penalties for unexcused absences when appropriate.

A student who is 18 years of age and living at home is under the jurisdiction of the home. He may not write his own notes or call to excuse himself from classes.

A student absent for less than 3.0 hours of a school day will be assigned 1/2 day absence. Any absence for a student over the 3.0 hours will be assigned a full day's absence. Students who miss more than 3.0 hours of class time or who arrive later than 11:00 a.m. may be restricted from participation in extracurricular activities on that day.

APPOINTMENTS

Parents and students are encouraged to refer to the school calendar when scheduling appointments in order to minimize the amount of class time missed. In the event a student must miss part of a school day for an appointment, parents/guardians should call the Attendance Office (216-221-7663) one day in advance to make arrangements. Upon arriving at school that morning, the student should stop in the attendance office to verify the time he is to leave for the appointment. Before leaving

school, the student must report to the attendance office to sign out. Upon returning to school, the student must again report to the Attendance Office to be readmitted. At that time, the student should produce a note of verification from the doctor/dentist. The regular attendance procedure is then followed.

Students aware of any pending absence, including field trips and retreats, are required prior to that absence to talk to the teacher of each class he will miss to make arrangements for makeup work and to hand in assignments.

COLLEGE VISITATIONS

College visitations by seniors and by juniors after December of the current school year should be arranged outside of school time. Weekends, official no school days, and vacation days should be used for this purpose. However, when college visiting on a student's free time is not possible, two days of school time can be designated as college visitation days.

A college visitation form should be obtained from the Attendance Office at least two days prior to the visit. With the form completed and turned into the Attendance Office, these requested days are then listed as college visitation days. Parent/guardian should still call the attendance office one day in advance to confirm the visit.

College visits may not be made during the week of exams.

COMMUNICABLE OR CONTAGIOUS DISEASES

Students that have been diagnosed as having a communicable or a contagious disease will not be permitted to attend regular classes or participate in school activities until after the Dean of Students has consulted with the student's treating physician, the student's parents or guardians, and a physician designated by the school.

EMERGENCY CLOSING/DELAYED START

If St. Edward High School is to be closed or start on a delayed schedule because of an emergency situation, such as a sudden snow storm, it will be announced on local television and radio stations. The closing of St. Edward High School will be announced ONLY as "St. Edward High School." Students and parents will also be notified through St. Edward High School's Emergency Alert System called "**SEHS Alerts.**" Alerts will be sent through texts and/or emails.

EXCESSIVE ABSENCE

Students are considered excessively absent if they are out of school for 10 days or absent 10 times from any individual course for any two consecutive quarters with the following exceptions:

- 2 days for college visits (senior, throughout school year; juniors, after December)
- Funeral, at the discretion of the Dean of Students
- Prolonged illness, doctor verification required upon return to school
- Court Subpoena
- Pre-arranged doctor or dentist appointment, doctor/dentist verification required

Students who are excessively absent will forfeit academic credit for the term unless there are unusual circumstances.

When the Attendance Office becomes aware that a student has been absent from a class for 7 days during any quarter, after accounting for medical exceptions, the parents/guardian and his school counselor will be notified by letter.

After 10 absences during any two consecutive quarters, a student and his parents will be notified by the Dean of Students. Unless there is an extreme documented medical or family crisis, a student may not receive credit for a course once he reaches 12 absences during any two consecutive quarters. For any one-quarter course, a student may not receive credit once he reaches 7 days of absence without having medical/family exceptions. St. Edward High School reserves the right to deny credit to any student who reaches 18 days of absence in a semester course even in the case of a documented medical or family crisis.

PLANNED ABSENCE POLICY

Parents/Guardians should contact the Dean of Students for special circumstances that may affect student attendance. Generally applications for long-term excused absence will not be considered unless the student has:

- A. 2.5 or higher cumulative academic average
- B. An attendance record acceptable to the Dean of Students

Students not complying with the aforementioned policies will be considered Absent Unexcused for the days missed. Academic credit may be denied for any days a student is Absent Unexcused.

TARDINESS TO CLASS

A student is tardy when he is not seated in his assigned place when the bell to start the period rings or as determined by the teacher. A student who is tardy must obtain a late slip from the Attendance Office resulting in a minor infraction.

TARDINESS TO SCHOOL

Students are expected to be on time. Every student coming to school late must report to the Attendance Office for an admit slip before he proceeds to class. No student will be admitted without an admit slip from the Attendance Office.

On days of bad weather, students should anticipate transportation difficulties and leave home earlier than usual in order to arrive to school on time.

The following common reasons for being late to school are considered unexcused based on State of Ohio attendance laws.

- Car trouble of any kind
- Oversleeping, by student and/or parent
- Missing the bus
- Traffic jam

Students will be granted three excused late passes per semester. The fourth late will result in the student being issued a minor infraction, and a seventh late in the semester will result in full detentions from that point moving forward. After a ninth unexcused late, a conference will take place with the student and his parent/guardian to formally address the issue. The student may be given a Saturday Reparation Day of service at that time as determined by the Dean of Students.

TRUANCY

Truancy means being absent from school at any time without permission of school authorities. Students may not leave school due to illness without receiving permission from the school nurse or Dean's Office and are required to sign-out in the Attendance Office.

Truancy is an unexcused absence and is subject to penalties ranging from detentions to in-school suspension or out-of-school suspension. Academic credit may be denied for periods in which a student is truant and/or for the day or days in which suspension is assigned. Penalties for repeat offenses are progressive and can lead to dismissal. Truancy offenses are considered on a cumulative basis from year to year.

St. Edward High School does not allow class cut days. Anyone organizing or participating in a class cut day will be considered truant.

UNEXCUSED ABSENCE

Students absent for reasons other than illness or emergency will be readmitted unexcused. An absence may be unexcused, in the judgment of the Dean of Students, even if the student is absent with parental consent. Academic credit may be denied for absences considered unexcused. Additional penalties may follow. The following are considered unexcused absences:

- 1) When a student participates in an extracurricular activity after school and has been absent during the school day.
- 2) When a student has been truant.
- 3) When no call has been received from the parent on the day of the absence.
- 4) When a student misses a scheduled final exam day without an acceptable doctor's excuse.

Discipline

Introduction
Detention
Disciplinary Process
Disciplinary Probation
Dismissal
Ineligibility in Athletics/Extracurricular Activities
St. Edward Reparation Days
Suspension

INTRODUCTION

In matters of discipline, both at school and outside of the normal school day, it is the policy of St. Edward High School to examine each incident and determine the school's appropriate response. In determining consequences, a number of factors are weighed, including the seriousness of the act, the intention of the student, and the specific circumstances in each case. A student's grade level, past record, and willingness to acknowledge his inappropriate behavior also play a part in the decision-making process, as well as the harm caused and its impact on the student and the St. Edward High School community. St. Edward High School takes seriously its responsibility in the disciplinary formation of each student when actions detrimental to a student's health and well-being are involved.

DETENTION

Detention period is a time when a student is assigned to stay after school for any infraction of unacceptable student behavior. The time will normally be for one hour after school and for a half hour after school for minor infractions. This may include service opportunities after the school day. Detention period may also include doing service work based upon available service opportunities during the community period. Fifty minutes of service for a detention and twenty-five minutes for a minor infraction would be the times used to complete service during the community period. Any member of the administration, faculty or staff may assign a period of detention for violation of school or classroom regulations or a violation of proper conduct. The number of detentions issued may range from one to five as determined by the Dean of Students. Students may receive minor infractions. Minor infractions are not viewed as disciplinary detentions.

Detentions involve a serious violation of expected student behavior. The first detention a student receives will be put on his record, but it will not need to be served. All subsequent detentions after the first detention will be served. Detention/minor infraction must be served on the day it is received or the following day. The time and

place detentions are served is assigned by the Dean of Students. Students who fail to serve their detention/minor infraction will receive a daily additional penalty until all are served. Only the Dean of Students may delay the serving date of a detention.

When reporting to detention, students are to be on time and should bring their copy of the detention slip. The dress code is in effect for all detentions. Any student who by word or action refuses to accept a detention from any staff member will face additional penalties up to suspension.

DISCIPLINARY PROCESS

If a student receives five detentions, a warning letter is issued. If a student receives ten detentions, a conference with a parent/guardian, the student, and the Dean of Students will be scheduled. If a student receives fifteen detentions, he will be placed on Disciplinary Probation, and his parent/guardian will be notified by letter. After being placed on probation, if a pattern of disruptive behavior continues, the student may be subject to immediate dismissal.

DISCIPLINARY PROBATION

Disciplinary probation is the final warning prior to dismissal. It indicates that the student has forfeited the confidence of the school authorities and is required to restore it by improving his behavior and attitude. Students can be placed on probation for an excessive accumulation of disciplinary detentions, for a single violation of school policy or for a combination of the two. Disciplinary Probation will last for at least one year.

Participation in extracurricular activities may be restricted for students on probation. At the discretion of the administration, a student may be placed on probation for any action that would incur a suspension.

While on probation, if a student should commit any act for which a student not on probation would be suspended, he may be subject to immediate dismissal. At the end of each quarter, students on probation may be subject to review by the St. Edward High School Administration to determine if dismissal is warranted. At the end of the school year, all students on disciplinary probation will be reviewed by the Discipline Committee. Following the acceptance of the Discipline Committee's recommendation, the St. Edward High School Administration may remove the student from probation, continue him on probation, or he may be dismissed from the school.

DISMISSAL

St. Edward High School reserves the right to dismiss a student for unacceptable academic performance, for misconduct, or because the student's continued presence at the school is determined by the school's administration to be detrimental to the educational purposes of the school. In some cases a student may be dismissed for a single offense against school regulations or civil law. In other cases, dismissal is the penalty for repeated acts or habitual attitudes contrary to the spirit of St. Edward High School. Any student whose conduct or influence is regarded as detrimental to the common good or is substantially disruptive to the educational process will be dismissed. St. Edward High School also reserves the right to dismiss a student when, in the opinion of the administration of the school, the student's parents/guardians have conducted themselves in a manner that is not conducive to the creation or maintenance of a constructive relationship between parents/guardians and the school. St. Edward High School also reserves the right to deny re-enrollment to a student for the subsequent year for any reason, including failure of tuition payment, failure of the student to make satisfactory progress, concerns about the student's behavior, or concern about the conduct of the student's parents/guardians. This decision is the right and responsibility of the Principal of St. Edward High School. The Principal's decision is final.

INELIGIBILITY (ATHLETIC/ EXTRACURRICULAR)

Participation in athletic/extracurricular activities may be denied to students who display a disregard for school rules and policies. The period of non-participation will be determined by the Dean of Students. The student may be suspended from all extracurricular activities or until in the judgment of the Principal, the student has reconciled his behavior with the values of the St. Edward High School community.

ST. EDWARD REPARATION DAYS

A St. Edward Reparation Day consists of coming in on a Saturday or a weekday in which classes are not in session. Students may be required to attend for the following reasons: 1) Accumulation of detentions 2) Suspension 3) Placed on Disciplinary Probation. If a student receives five detentions, he will need to attend a St. Edward Reparation Day. A reparation day will last for three hours (9 a.m. to 12 noon). Students will need to attend a reparation day for any accumulation of detentions in increments of five (i.e. 5, 10, 15, 20, etc.). There will be a cost of \$20 per student to pay for supervision on the day of reparation. The Dean of Students will determine the day and date in which the reparation day will be served. Students can also do 3 hours of documented community service in lieu of the reparation day; however, those community

service hours cannot be used for their yearly St. Edward Community Service requirement.

SUSPENSION

Suspension is considered a harsh form of punishment which stops short of dismissal. It means exclusion from all classes and all school activities. This includes any extracurricular activities, club activities, dances and sporting events on the day of the suspension. If a suspension of multiple days bridges a weekend then all activities during the weekend are included in this restriction.

A student may incur suspension or disciplinary penalties for his behavior at any time during his attendance at St. Edward High School. This includes incidents which occur outside of the normal school day or outside St. Edward High School sponsored activities. This may include inappropriate behaviors that occur during the months of June, July, and August when school is not in session.

At the discretion of the Principal or Dean of Students, suspension may be an out-of-school suspension or in-school suspension for the entire day(s) or a particular class. Ordinarily a conference is scheduled with parents/guardians. If parental or guardian contact is not possible by the end of the school day, a letter of notification will be sent home. For each suspension, five (5) detentions are normally assigned to the student's discipline record. Moreover, academic credit may be withheld during the suspension period.

Listed below are examples of kinds of behavior which may incur immediate suspension and possible dismissal:

- Academic dishonesty
- Failure to serve detentions
- Fighting
- Harassment/Hazing/Bullying
- Improper use of the school's computers
- Inappropriate posting on social networking sites
- Major defiance, disrespect
- Major vandalism
- Possession, use, or distribution of controlled substances
- Theft
- Truancy (part or full day)
- Willful disruption of the educational process
- Other behavior or conduct deemed inappropriate that runs contrary to the Christian values in which St. Edward High School espouses as determined by the school's administration or by the Dean of Students, or any behavior that adversely reflects on the reputation of St. Edward High School.

Policies

Custody Status
Finance
Fundraising
Health Services
Image Use
In Case of Emergency/Messages
Library
Lost and Found
Medical Requirements
Student Insurance Coverage
Student Support Team (SST)
Technology – Acceptable Use and Device Policy
Transcripts
Transfer
Tutoring
Unacceptable Behavior – Fans

CUSTODY STATUS

Parents/Guardians must inform the school of any legal change in custody status. A legal custody form must be filled out. Additionally, a copy of the court order that establishes any custody change must be submitted to the Counseling Center.

FINANCE

FINANCE OFFICE

All tuition, fees, or other financial obligations are taken care of through this office. Questions about financial obligations should be directed to the Finance Office.

TUITION AND FEES

Each spring the Board of Trustees in working with the administration of the school determines the tuition and fees for the next school year and determines the payment schedule. It is the parent's responsibility to understand the school's financial policy and to pay their financial obligations on time and in full.

- The tuition for the 2016-2017 school year is \$14,950.
- St. Edward High School offers three payment methods:
 - Full payment due by June 1 with a \$75 discount.
 - Semi-Annual payments due by June 1 and December 1

- Monthly: Ten equal payments beginning June 15 and ending March 15
- A non-refundable registration fee of \$250 is charged one time at the initial registration. An annual \$60 fee is charged to families who choose the monthly payment plan.
- All students who enroll in St. Edward High School are required to sell \$200 of raffle tickets in the annual Student Raffle. If the quota of tickets is not sold, the student's account will be billed for the balance of unsold tickets. This is the only required student fund-raiser and all proceeds directly benefit each student.
- There will be a graduation fee of \$100 for graduating seniors.
- There is a \$175 technology fee for all students to support our technology infrastructure.
- The fee for AP examinations is \$92 per exam. Students enrolled in AP classes are required to sit for the corresponding AP examination.
- Students in the International Baccalaureate Program are required to take the full complement of IB Diploma examinations. There will be a cost for these exams and fees that will be due according to the payment plan that a family chooses.
- There may be additional fees for consumables in various classes.
- Students whose tuition account is in arrears may be excluded from participation in extracurricular or athletic activities and may lose their classroom privileges until tuition is brought current.
- Students who fail to return school-issued materials, such as textbooks, computers, AC adaptors (chargers) or other supplies will not be permitted to take their course final exams until they have returned the materials or a shown a receipt from the Finance Office for the required replacement fee(s).
- Report cards, transcripts, diploma, participation in senior events and graduation activities are withheld for students with financial obligations to the school. All senior students are expected to have their tuition, student raffle and graduation fees paid in full by April 15.
- Students who finish the school year with a financial obligation to the school are not considered enrolled for the next school year until those obligations have been paid in full. Only students who are enrolled may participate in extracurricular activities.
- A student may not begin a new school year if there are outstanding financial obligations from the previous school year.

GRANT-IN-AID

St. Edward High School offers financial assistance for students whose families demonstrate need through the completion of a financial assistance form. These forms are available at the school's Finance Office. Timely completion of the financial assistance form is important for families to be considered for a grant-in-aid. The school cannot exceed the budgeted amount of grant-in-aid for the school year consequently families that are late in requesting financial assistance may be denied grant-in-aid.

- A student must be in good standing in regards to discipline, academics and financial obligations to receive a grant-in-aid.
- The grant-in-aid is a reduction of the student's tuition and will be applied evenly according to the tuition payment plan the family has elected.
- Grant-in-aid is for one year only and a new request must be completed each subsequent year a student is enrolled.

DELINQUENT TUITION

The Board of Trustees establishes the plan by which tuition is paid. General policies regarding tuition:

- No student may start the next school year unless the past school year has been paid in full. This will include any tuition and fees along with any other financial obligation the student may have such as lost text books.
- Seniors must have all tuition and financial obligations current by April 15, of the then current school year.

Policy for Annual, Semi-Annual and Monthly Payment Plans:

- Tuition is considered delinquent when it is 40 days past the due date for the particular payment plan that the parent has chosen. Parents on the Annual or Semi-Annual Payment Plan who are delinquent may be moved to the Monthly Payment Plan and subject to the service fee associated with that plan.
- At 60 Days overdue, the parent will be notified by mail, email, or phone that the tuition is delinquent and must be brought current within 30 days.
- At 90 days overdue, the parent will be notified by mail, email, or phone that the tuition is seriously delinquent and a grade hold will be placed on the student's NetClassroom account preventing viewing of grades only (student will continue to have access to homework, schedules etc...). In addition, if the delinquency is not addressed in a manner acceptable to the school's Finance Office, classroom privileges may be suspended and families referred to collections.

WITHDRAWAL PENALTY FROM ST. EDWARD HIGH SCHOOL

For various reasons students may withdraw from St. Edward High School during the school year. The school will use the following policy to determine if there should be a refund of tuition that has been paid to the school.

- Students who withdraw after July 15 and before the start of the school year will be charged a \$500 fee.
- The student is not considered withdrawn from St. Edward High School until a Request for Transfer Form has been completed and returned to the Counseling Office.

- The date the completed Request for Transfer Form is received by the Counseling Office is the official withdrawal date.
- Enrollment at St. Edward High School is for the full school year, and the school has staffed accordingly for all students. Any family who withdraws their son after the first day of the school year will be responsible for paying the full assessed tuition.
- In the event that St. Edward High School dismisses a student during the 2016-2017 school year, the entire tuition must be paid in full, regardless of the date of dismissal, for official transcripts to be released. This enrollment contract is for one school year only and does not guarantee enrollment for any future school year.

FUNDRAISING

The President of St. Edward High School must approve fundraising of any kind, including the selling or distribution of any item that has the name or logo of St. Edward High School. If you have any questions, please call the Office of Institutional Advancement.

HEALTH SERVICES (CLINIC)

Health Services is open during the school day for any student who becomes ill or injured. A nurse is on duty for this purpose. The school assumes responsibility only until the parent, guardian or family physician is notified. The clinic is located in the main office wing. In the nurse's absence, students are to report to the Dean of Students. Students may not leave school due to illness without permission from the school nurse and/or Dean of Students.

MEDICATIONS

The clinic staff, by state law, cannot and will not dispense medication, either prescription or non-prescription unless completed authorization forms from the student, parent/guardian and doctor are signed and dated and on file in the clinic. The information must state:

- Name of medication
- Dosage (in milligrams or milliliters)
- Time to be administered

The medication must be sent in the original prescription bottle with the pharmacy label matching the MD's and parent order. All medications will be kept locked in the clinic. St. Edward High School reserves the right to send a student home if his behavior under medication is a cause for concern.

Non-prescription drugs such as Advil, Tylenol or Maalox must be sent in the original-unopened container. Additionally, the clinic must be informed of any prescription medication the student is taking. This should be noted on the emergency medical card that is filled out at the beginning of each school year. This information is most helpful in allowing the nurse to assess any symptoms or side effects that may present themselves.

Students with asthma are permitted to carry their inhalers. A consent form signed by both parent and medical doctor must be on file in the clinic. Please contact the clinic for this important form.

Students with injuries requiring a cast, splint, crutches, etc., should provide the clinic with a doctor's note stating what activity is to be restricted and the length of time.

Forms to administer medication can be obtained from the nurse. Please contact the clinic at 216 221-3776 x 227 / FAX # 216 221-4609 for additional information.

IMAGE USE

St. Edward High School reserves the right to use student images for promotional purposes. If a student/parent does not consent to use of their image or likeness, they must send a letter to St. Edward High School stating their desire. Students are prohibited from video recording or taking photos during school or school events without permission. Any posting or public transmission of unauthorized imaging is strictly prohibited.

IN CASE OF EMERGENCY/ MESSAGES

Students will not be called to the phone during the day, nor will phone messages be delivered unless it is an immediate emergency. Students may come to the Attendance Office to call a parent/guardian in case of an emergency.

LIBRARY

The library is typically open from 7:30 AM to 4:00 PM Monday through Friday. While in the library, all school rules apply before, during and after school. Students are to acquire either a quarterly or daily pass from one of the librarians in order to utilize the library during study hall periods. No pass is required before or after school.

LOST AND FOUND

Lost articles can be turned in to the Dean of Students' Office. It is important that all books and personal articles be marked with the student's name. Articles unclaimed after two weeks will be properly disposed.

MEDICAL REQUIREMENTS

State law requires all incoming freshmen to submit a certified physical examination document prior to starting classes. Sophomores, juniors and seniors must also submit a certified physical examination document annually based upon the date of the prior year's examination, if participation in school sponsored athletics is anticipated.

STUDENT INSURANCE COVERAGE

St. Edward High School provides a student insurance policy that is supplemental to the parents' insurance policy. This policy is provided as a service to our students. Typically this policy covers medical expenses not covered by the parent's insurance policy; however, there are some treatments that are not covered. The St. Edward High School policy is designed to pick up any shortage and, if no other insurance, to pay the claim to the maximum of the policy limits.

To qualify for insurance benefits from this supplemental policy, the parents must fill out the claim form and provide copies of all medical bills and Explanation of Benefits form and any other information requested by the insurance company. The claim form may be picked up in the Finance Office. All claims must be submitted to the insurance company within 90 days of the student accident.

STUDENT SUPPORT TEAM (SST)

The Student Support Team meets regularly to discuss ways of helping students who are facing personal and family problems. Concerned students, parents and school personnel can speak to a school counselor, nurse, school deans, Campus Minister, Principal, or any teacher whenever they are concerned about a student.

TECHNOLOGY – ACCEPTABLE USE AND DEVICE POLICY

PERSONAL COMPUTING DEVICES / SCHOOL OWNED DEVICES

St. Edward High School has implemented a 1:1 learning program whereby all students are required to bring a personal computing device to all classes. For purposes herein, the term "device" or "devices" shall include, but not be limited to laptops and Chromebooks. Students from the Classes of 2017 and 2018 may bring their own personal computing device or borrow a school-issued personal computing device. Students from the Classes of 2019 and 2020 must use their school-issued device which will be a Chromebook. Terms and conditions with regards to Chromebook rental are outlined in the "Chromebook Rental Agreement" document, a copy of which students will receive at the time the Chromebook is issued. Terms and conditions regarding cell phone possession and use are set forth in the section entitled "Cell Phones."

- The device shall meet the specifications outlined by the SEHS Technology Department as posted on the SEHS website.
- Students must keep the device in their possession or safely locked in their locker.
- Students are not to leave any device unattended at any time, including while using a school-designated charging station.

St. Edward High School cannot be held liable for unattended, lost, stolen, or damaged devices, whether such device is personally owned by the student or is a school-provided device.

This policy applies to personal and school-owned devices.

ST. EDWARD HIGH SCHOOL PERSONAL COMPUTING DEVICE, SCHOOL OWNED DEVICE, COMPUTER NETWORK, AND INTERNET ACCEPTABLE USE AGREEMENT (“Acceptable Use Agreement”)

I. Personal Responsibility

By attending St. Edward High School, students agree not only to personally follow the terms and conditions of the Acceptable Use Agreement, but also not to participate with or in any way support, assist, encourage, view, or condone any misuse of any device, the computer network, or Internet by others. Misuse includes, but is not limited to, any violation of this Acceptable Use Agreement or any other use that is not included in the Acceptable Use Agreement, but has the effect of harming another person, his or her property, or the community of St. Edward High School.

II. Term of the Permitted Use

A student who attends St. Edward High School and complies with the Acceptable Use Agreement, to which he has agreed, will have the privilege of computer network and Internet access only during the course of the current school year. St. Edward High School complies with the requirements set forth in the Children’s Internet Protection Act (CIPA) effective April 20, 2001, and all updates provided therein.

III. Purpose and Use

Students are authorized to use their devices, the SEHS computer network, and Internet access in a manner consistent with the established instructional, research, and administrative objectives of SEHS. No other personal use of the computer network or Internet is condoned or allowed.

All students must abide by the rules of common network etiquette along with school and classroom expectations, which include, but are not limited to:

1. Using appropriate language. Swearing, vulgarities, suggestive, obscene, belligerent, or threatening language is prohibited.

2. Being safety conscious. Students are not to reveal personal information such as a home address and telephone number or arrange a face-to-face meeting with someone met on the computer network or Internet.

3. Bringing the device to school daily fully charged. In the event the device requires charging during the school day, students will utilize the school's designated charging stations. In the event a student's device malfunctions during the school day, the student can visit the SEHS Tech Support Desk for diagnostic evaluation and recommendations.

4. Checking school email and Haiku throughout the day, and Netclassroom on a daily basis including weekends and unexpected school closings (e.g. snow days).

5. Complying with the printing parameters defined by the SEHS Technology Department including printing only to student-designated printers and observing the established printing page limit of 10 pages for a single document or single print job. Students will need permission from a member of the Technology Team to print documents longer than 10 pages. Other printing limits may be posted during the school year by the Tech Department. Such postings will be made public to students.

6. Installing antivirus software on all Microsoft Windows computers.

7. Storing data in the student's designated network folder or Google Drive browsing for or attempting to browse for others' network folders is prohibited.

Among uses that are considered unacceptable and constitute a violation of this Acceptable Use Agreement include:

1. Posting or forwarding personal communication without the author's consent.

2. Posting anonymous content of any kind or form.

3. Posting, possessing, transmitting, or hosting offensive posts or messages that make religious, ethnic, racial, sexual, or gender related slurs/jokes, or transmit offensive, harassing messages, or pornographic material.

4. Violating the law or encouraging others to violate the law. Such violations include: intrusion of the SEHS computer network or devices of others; downloads or transmissions of confidential, trade secret information, or copyrighted materials, even if materials are not identified with the copyright symbol. Students are to assume that all materials are copyright protected unless there is explicit permission to use the material.

5. Using the SEHS computer network or Internet to cause harm to others or damage to property.

6. Defaming or harming a person's reputation with falsehoods.

7. Impersonating another user.

8. Possessing, transmitting, hosting or uploading, a virus/malware of any kind, whether knowingly or unknowingly. In the event a virus/malware has been detected by the SEHS Technology Department, a student will have a maximum of three opportunities to clean his device of the virus/malware. In the event a student fails to comply, at a minimum, the student shall have his access to the computer network and Internet terminated for a time period set forth by the Dean of Students, and access may not be reinstated.

9. Accessing controversial, harmful, or offensive materials. All students and their parents/guardians are hereby advised that access to the computer network and Internet may include the potential for access to materials inappropriate for students. Students must take responsibility for their use of their device, the computer network and Internet. If a student finds that other students are visiting offensive or inappropriate sites, he should report such use to the SEHS Director of Technology.

10. Using the computer network for commercial transactions. Students may not sell or buy any products or services over the Internet while using the SEHS computer network. Advertising products and political lobbying are prohibited unless approved by the Principal or Dean of Students.

11. Utilizing any form of social networking sites in violation of the terms and conditions outlined in the section entitled "Social Networking Sites."

12. Tethering devices into any mobile networks (e.g. mobile phones) while on campus is strictly prohibited.

13. Attempting to access a proxy server, anonymous proxy, or other type of website or browser that grants the student anonymous access to the Internet. On all devices, students must accept the limitations set forth on the school's Internet access and must not attempt to, under any circumstance, circumvent in any way the school's firewall and filtering.

14. Possessing explicit images of minors or explicit messages with minors on any device or phone is prohibited regardless of whether any state laws are violated. Any and all involved in transmission of explicit images or messages shall be subject to discipline which includes, but is not limited to the notification of parent(s)/guardian(s) and law enforcement. Devices, including phones, shall be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the device or phone contains evidence of a violation of the terms and conditions set forth herein. SEHS administration shall use its discretion to determine an appropriate punishment on a case-by-case basis.

Harassment and bullying related to incidents involving explicit material is explicitly prohibited, and offenders may be subject to increased punishment where threats are made regarding the distribution of explicit images or messages.

15. Downloading and/or utilizing bit torrents or any peer-to-peer downloading software is prohibited.

16. Probing the SEHS computer network in any way. Any type of technological activity that includes accessing or attempting to access the school's network to obtain information that is not or should not be privy to students is considered unacceptable. These restrictions include, but are not limited to: attempting to hack into the network, installing software for hacking purposes, installing software that is known to be a hacking tool, attempting to gain lists of school IP addresses, attempting to circumvent school security, running utilities that are not specifically allowed by the SEHS administration, accessing or attempting to access network files and folders not explicitly allowed to students, unplugging cables from computers, and the like.

17. Permitting another student to use a student's own issued account or password to access the computer network and Internet, including any student whose access had been denied or terminated. In the event a student is denied access, he should report to the Help Desk or library to request a reinstatement of his access.

18. Accessing computer networks outside of the designated SEHS student or guest networks without the permission of the SEHS Technology Department is prohibited.

IV. Privacy

Computer network and Internet access are provided as an educational tool. SEHS cannot guarantee the privacy of the content transmitted and stored on a student's device. SEHS reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any use of its network and all transmissions. All such information files shall be and remain the property of St. Edward High School and no student shall have any expectation of privacy regarding such materials. In addition, SEHS reserves the right to monitor and inspect a student's device, given just cause as determined by the Dean of Students. Any inspection of graphics, videos, or the like shall be reviewed by at least two (2) SEHS administrators. Students will be responsible for all material transmitted or stored on their device. Students will also ensure that the device will be free from all content that may compromise the SEHS network, equipment, or software or may be inconsistent with the mission and integrity of SEHS. Students shall promptly report any inappropriate or unsuitable materials received on their device to SEHS administration.

V. Failure to Comply with the Acceptable Use Agreement

The use of the computer network and Internet is a privilege, not a right. All such unacceptable actions will be treated as vandalism of school property and discipline shall

be administered accordingly, including loss of privileges. No exceptions are made if computer access is needed for a classroom assignment. Any student who violates this Acceptable Use Agreement, at a minimum, shall have his access to the computer network and Internet terminated for a time period set forth by the Dean of Students, and access may not be reinstated. A student will be deemed to have breached this Acceptable Use Agreement not only by personally violating the terms herein, but also by participating with or in any way supporting, helping, encouraging, viewing, or condoning misuse by others. SEHS administration may take other disciplinary action beyond terminating access when deemed appropriate, up to and including expulsion.

VI. Warranties/Indemnification

St. Edward High School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Acceptable Use Agreement. The school shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly by any student or his parent(s) or guardian(s) arising out of the student's use of the computer network or the Internet under the terms herein. By accepting St. Edward High School's Acceptable Use Agreement, the student takes full responsibility for his use. The parent(s) or guardian(s) agree(s) to indemnify and hold St. Edward High School and all of its administrators, faculty, and staff harmless from any and all losses, costs, claims, or damages resulting from the student's access to the computer network and the Internet and use of his device, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree(s) to cooperate with St. Edward High School in the event the school initiates an investigation of a student's possible breach of this Acceptable Use Agreement.

DEVICE LENDING POLICY

School Owned Device Loaning & Checkout Policy

The St. Edward High School Technology Department has a limited supply of devices available for students to check out on an as-needed, short-term basis. Short term loaned devices (hereinafter referred to as a "loaner" or "loaners") should be handled with care, kept secure either in the student's possession or in a locked locker, and returned immediately when no longer needed or when the rental period has concluded. Such cooperation extends the utility of the device and allows more students to benefit from this service. Students who borrow equipment must do so in accordance with the following:

1. Loaners are available to rent on a daily basis. If necessary, students may request an extended rental but will be responsible for keeping track of rental return and/or extension as needed.

2. If devices are not returned within 24 hours or by the return date, students will be notified.
3. If a loaned device is not returned by the return date, detentions will be administered as needed until a device is returned or reported lost or stolen.
4. Automated emails are sent notifying students of overdue rentals, but it is the student's responsibility to return items on time.
5. The Technology Department reserves the right to take revoke all rental privileges.
6. It is expected that every St. Edward High school student bring a functioning and fully charged device to school daily.
7. In the event a student returns a loaner without its barcode or any other stickers identifying the device as owned by St. Edward High School, the loaner may, at the discretion of the Technology Department, be deemed lost.
8. Students are responsible for the costs associated with any damage or loss incurred during the loaning period, as outlined in the Acceptable Use Agreement. If the device is stolen or lost the student will be responsible for the full replacement cost of the device.
9. In most instances, loaner chargers will not be issued. Students may leave their device at the Tech Hut/Tech Support Desk to charge or utilize one of the new fully equipped charging stations located in the Kahl Center, Library, Cafeteria, and Room 200. Charging stations only work for school-issued Chromebooks.
10. Students will not be issued a new charger without reporting the previous charger lost/stolen and paying the replacement fee.
11. If loaners are damaged, but repairable (broken screen, significant cosmetic damage, etc) students will be charged a repair/maintenance fee per such occurrence.
12. If loaners are damaged beyond repair, students are responsible for the full replacement cost.
13. Students are expected to charge their device nightly and are strongly encouraged to leave chargers at home to reduce the risk of loss or theft.

TRANSCRIPTS

Requests for transcripts are made to the Counseling Office. A release form must be signed. There is no charge for students currently enrolled at St. Edward High School.

TRANSFER

When a student wishes to transfer to another school, his parents/guardian must contact his school counselor. A transfer form must be completed and signed, before any credits can be sent to his new school. Students and families who transfer or withdraw from St. Edward High School must have a formal exit interview with the Vice President of Marketing and Admission or the Dean of Academics.

TUTORING

To assist students experiencing academic difficulties, tutoring is available at St. Edward High School. Our Auxiliary Services Department offers help in Language Arts, Reading, and Mathematics. They also offer assistance in study skills and organizational skills. A student may be referred to Auxiliary Services by a teacher or by his school counselor. Another option is peer tutoring where students who are struggling, work with other students who have skill in a subject area. Together, they prepare for quizzes and tests, review and study classroom notes, and assist in homework completion. Peer tutoring meets Tuesdays and Thursdays after school. Finally, many faculty members are available for tutoring before and or after school.

Student Regulations

Behavioral Expectations
Academic Integrity
Appearance Code
Backpacks
Cafeteria
Care of Property
Cell Phones
Collections
Controlled Substances
Dismissal from Class
Field Trips and Retreats
Gambling
Harassment
Hazing
Identification Cards
Leaving Class
Leaving School Grounds
Locks and Lockers
Loitering
Motor Vehicle Regulations
Posting Material
Reporting of Incidences
Searches
Smoking/Tobacco Products
Social Networking Sites
Staff
Theft
Transportation

BEHAVIORAL EXPECTATIONS

To be sound, a Christian system of education must include and emphasize the development of moral character. To foster this moral development, each St. Edward High School student, under the guidance of the staff, strives to be responsible for the social regulations inside and outside the classroom. These regulations, based on the Christian perspective of education of the whole man, are enforced at St. Edward High School. When a student becomes a member of our student body, he acknowledges acceptance of these regulations which are intended for the good of the entire school community. Therefore, a student accepted at St. Edward High School subjects himself

to the school's rules and regulations and assumes responsibility for knowing and abiding by the school's rules and regulations. In addition to the listed rules, St. Edward High School expects each student at all times to adhere to the Christian values in which the school espouses, both in and out of school. As a representative of his school, his family and himself, the student's good conduct should show respect for others. Since no one document can include all regulations that may come up during a student's time at St. Edward High School, the school administration will make the final determination as to the appropriateness of a student's behavior when such regulations are not listed.

Any act of misconduct on or off school property that reflects on the school's reputation is a matter for disciplinary action by the administration. This includes student behavior that occurs during June, July and August. In matters of behavior outside the normal school day and apart from school sponsored activities, it is the policy of St. Edward High School to examine each incident and determine the school's appropriate response. Furthermore, the administration of St. Edward High School may become aware of information from various sources, including but not limited to law enforcement agencies. St. Edward High School cooperates with local law enforcement agencies. As a school community, the administration and faculty of St. Edward High School expect the full cooperation of parents, guardians and students with our norms of conduct.

APPEARANCE CODE

If an article of clothing is not addressed in the Appearance Code section of the handbook, that article of clothing should be considered unacceptable.

The Dean of Students will make the final determination as to the appropriateness of any student's attire. If there is any question as to the appropriateness of a type of clothing or possible appearance of a student, parents should consult with the Dean of Students before student attendance takes place. It is the responsibility of each student, as well as his parents, to cooperate with the school and conform to the spirit as well as the letter of the Appearance Code. The ordinary penalty for dress code violations is a minor infraction that will be served after school. Flagrant or repeated violations may result in full detentions or suspension until the situation is remedied.

Neatness, cleanliness and appropriateness in dress and appearance are conducive to a serious academic atmosphere and will be expected of all students at St. Edward High School. A student is expected to be in dress code when he enters the academic wing of the school in the morning, and the dress code will be enforced until the end of a student's class day. A student can put on his tie or change his shoes at his locker. Students will not be permitted to change their shirts or pants at their school

locker or in the hallways. Changing for athletic/ gym classes should take place in the athletic locker rooms. Clothing must be clean, in good repair, and fit properly.

Regular school attire consists of:

- Shirts – Dress style shirt (oxford or straight-point collar), tucked in completely, buttoned fully, solid color, vertical striped or small checked of one inch or less.
- Pants - Dress style pant or khakis, four pockets, fitted at waist, sitting at the hips, without rivets.
- Undershirts - Plain white (crewneck T-shirts, V-neck, or A-shirt /singlet).
- Ties - Tie placed at the top of the dress shirt, extended to the top of the belt, school appropriate graphics. Bow ties are acceptable.
- Socks - Socks must be worn and visible.
- Belts - Leather or cloth dress belt. Prohibited: athletic belts.
- Shoes - Dress shoes, dress/casual shoes, boat shoes, leather, suede, canvas, properly laced and tied with sole and heel. Prohibited: tennis shoes, moccasins, slippers, any style boot, and athletic brand shoes (Nike, Adidas, Puma, etc...).
- Layering over dress shirt - St. Edward clothing (crewneck sweatshirts, light jackets, pullovers, ¼ zips, or vests), Sweaters (cardigans, crew, or V- neck), Fleece or athletic brand pullovers, ¼ zips, or vests.
- Outerwear - Coats, jackets, and hats are to be stored in lockers. Hats are to be removed upon entering the building.
- Hair – Neatly cut and combed, length not to exceed top of eyebrow in front, top of collar in back, nor below the ear on the side. Estimated length of hair should not exceed three inches. Students must have their natural hair color and tapered lengths rather than drastic variations in lengths and sharp cuts.
- Facial Hair - Students are to come to school clean-shaven with no mustaches or beards. Sideburns are not to extend beyond the middle of the ear.
- Jewelry – Earrings or posts cannot be worn or covered with a Band-Aid. Necklaces are to be inside of dress shirt. Watches and rings are allowed.
- Body markings - Student cannot wear nail polish, body paint, or visibly display a piercing or tattoo.
- Gym Clothing - Gym attire is restricted to the athletic areas of the school. Regulation gym clothing is required for Physical Education classes.
- Polo Shirts Days: Due to warm weather at different times during the school year, the administration may allow for the wearing of polo shirts. Students will be notified of those days in advance. Polo shirts must be St. Edward produced polo shirts or a plain colored polo in dark green, yellow, or white.

Appearance Code when injured: If a student is injured and can't be in normal dress code attire, it is the responsibility of the student and his parents to inform the Dean of Students previous to his attendance that he has been injured. The student is to receive

a permit pass for his dress code from the Dean's Office or from the nurse for a designated period of time. Depending on the injury, the dress code may vary; however, the student will be asked to conform as closely to the policy as possible. Any injury that involves being out of dress code for over a few days must receive written permission by a physician as to the length of the injury and the altered dress code requirement.

Dress at school functions: Students are expected to dress appropriately at school functions. Clothing with inappropriate language, pictures, numbers, or writing is never to be worn.

Dress Down Days: The Dean of Student Life and Leadership will notify the students of the parameters concerning any Dress Down Day. However, in order to maintain at all times an orderly learning environment, the following general guidelines have been put in place for Dress Down Days. These are days in which students are allowed to dress casually in order to show school spirit and/or to raise money for charity or school events.

Shirts - St. Edward or solid green, gold, or white t-shirts, sweatshirts or hooded sweatshirts. Shirts with any other logos or writing are not permitted.

Pants - St. Edward or solid green, gold, white or gray sweatpants/ athletic pants. Jeans are permitted. Jeans and sweatpants must be neat, clean and in good repair. There should not be any visible holes or purposely frayed edges.

Shorts - St. Edward or solid green, gold, white, gray or black athletic shorts. Cargo-style and dress shorts are also permitted in any color or pattern (i.e. striped, plaid).

Shoes - Athletic shoes and sandals are permitted.

For any solid color shirts, sweatshirts, sweatpants or shorts, small brand logos (Nike, Reebok, Under Armour, etc.) are acceptable. However, any other words, logos, symbols or designs are not permitted.

BACKPACKS

Due to the use of technology devices that will be used by all students in the 1:1 learning program, students will be allowed to use backpacks throughout the school day.

FOOD & DRINK

Students are responsible for maintaining cleanliness in any area designated for eating throughout the school day and after school. Tables are to be cleaned before leaving. Students are to dispose of all litter in the containers provided and keep litter off the floor. Plastic trays are to be returned to the dish washing area. Chairs should be

replaced to their original position by the tables. Cooperation with supervisory faculty and custodial cleaning staff is expected.

The designated areas for students to eat on campus are the Cafeteria, the Hall of Fame Hallway, the Kahl Courtyard, Rm. 200 and Rm. 122. Eating in a designated area will be limited to 35 minutes so there can be a transition of students in and out of areas so all can eat. Any eating outside those areas needs the presence and permission of a faculty/staff member of St. Edward High School.

Water in water bottles, no larger than quart size, can be carried with students and drank during the school day for the purpose of wellness so students can be sufficiently hydrated. Otherwise, no food or drink, including candy and gum, may be consumed outside the designated areas.

The Cafeteria will be open from 7:30 a.m. until 4 p.m. daily. Students who have a study hall period in the café can purchase and eat during that time.

CARE OF PROPERTY

Students are expected to take pride in their school and to take care of school property. Writing or scratching on desks, chairs, lockers, walls, etc. shows a lack of consideration and respect for the school and for the student body. Anyone causing such damage will be subject to penalties, ranging from detention(s), suspension and possible dismissal. Students are financially responsible for any damage done to school property.

A great deal of time is spent to keep the campus attractive. Students should respect and assist in the efforts to keep the school an attractive place. When outside of the building, students should use the sidewalks and stay off the grass.

CELL PHONES

Below are the rules concerning the use of a student's cell phone at St. Edward High School.

- Cell phones cannot be used in any academic class unless approved by the teacher for academic purposes.
- Cell phone communication is limited to texting unless it is an emergency situation.
- Headphones are to be used if a student is watching video or listening to music on their phone in an approved area.
- Students wishing to make a non-emergency call may come to the Attendance Office.

If a student is in violation of the school's cell phone policies, the following occurs:

1st Offense – Cell phone is confiscated and given to the Dean of Students. Student is given a detention and a \$10 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day.

2nd Offense – Cell phone is confiscated and given to the Dean of Students. Student is given 2 detentions and a \$20 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day. The Dean of Students will contact a parent.

3rd Offense – Cell phone is confiscated and given to the Dean of Students. Student is given 3 detentions and a \$30 fee is collected within a week of the violation. Student can pick up cell phone at the end of the school day. A meeting will be scheduled between the Dean of Students, the parent/guardian and the student. An action plan concerning the phone will be discussed.

COLLECTIONS

All collections or selling of merchandise, for any reason whatsoever, is prohibited without prior permission of the Principal.

DISMISSAL FROM CLASS

Any student dismissed from a class for disciplinary reasons must report to the Dean of Students' Office immediately and wait there until he has conferred with the Dean of Students.

The usual penalty for a student who has been dismissed from class ranges from multiple detentions to a suspension. This will be determined by the Dean of Students in consultation with the teacher. A student who has been dismissed from class has shown willful disregard for the academic environment and/or disrespect directed at the teacher or fellow students. Such actions will not be tolerated at St. Edward High School. A superior education requires an attentive presence in class. Being dismissed from class shows a lack of regard for the teacher's efforts to educate and fellow students' efforts to learn. Repeated occurrences of dismissal from class may result in the student being removed from class for a longer period of time, with subsequent disciplinary penalties, and/or loss of academic credit for that period of time.

DRUG AND ALCOHOL POLICY

Students and parents/guardians are required to consent to this policy as a condition of a student's continued enrollment at St. Edward High School. Attendance at

St. Edward High School is not a right, but it is viewed as a privilege in which students and parents are to act in a way that supports the health, safety and well-being of all students. The St. Edward High School community recognizes the inherent risks for adolescents in the use of alcohol and drugs. This use is always viewed as abuse since the negative consequences, both short and long term, are well documented and sometimes tragic. Thus, St. Edward High School prohibits the use of alcoholic beverages or illegal drugs (as defined by Ohio or federal law), the misuse of prescription or over the counter medications for any purpose other than their intended medical use (such as to get high), or possession of drug paraphernalia by a St. Edward High School student.

A St. Edward student is any student who is enrolled at St. Edward High School with the culmination of their St. Edward experience coming at the end of graduation. The Drug and Alcohol Policy applies at all times and in all places throughout the student's enrollment at St. Edward High School including the months of June, July and August. A student who violates this Drug and Alcohol Policy will be subject to intervention, assessment and treatment, and/or disciplinary measures, within the sole discretion of St. Edward High School.

Some scenarios:

- If a student is judged to be in possession of drugs or alcohol, using drugs or alcohol, or is under the influence of drugs or alcohol and this is a first offense, he will be directed to his counselor and an intervention plan of action will be put in place.
- If a student is judged to be in possession of drugs or alcohol, using drugs or alcohol, or is under the influence of drugs or alcohol and this is a second offense, there will be a meeting of administrators to determine if dismissal from the school is warranted. If dismissal is not recommended based on knowledge of the student's and parents' sincere attempt to keep the student drug and alcohol free, then the administration will make recommendations to the parents concerning what action steps that will need to be put into place that allows the student to remain at St. Edward High School.
- If a student is judged to be in possession of drugs or alcohol, using drugs or alcohol, or is under the influence of drugs or alcohol and this is a third offense, the result will be dismissal.
- If a student is judged to be in possession of drugs or alcohol, using drugs or alcohol, or is under the influence of drugs or alcohol while at St. Edward High School during the normal course of a school day, the student will receive consequences from disciplinary probation to dismissal.
- If a student is judged to be in possession of drugs or alcohol, using drugs or alcohol, or is under the influence of drugs or alcohol at any time and is currently on disciplinary probation, the typical recommendation will be dismissal.

- If a student is judged to be selling (dealing) drugs or has quantities of drugs or money that would indicate that he was selling drugs, the recommendation will be dismissal.

DRUG SCREENING

Annual Screening: All students will be screened for drug use during the first semester of the school year.

Random Screening: A randomly selected group of students will be subject to screening throughout the year. Consequently, some students may be tested more than once a year. The testing company will designate a number to each student and select numbers periodically.

Behavioral Screening: Any student whose attitude, actions, language or behavior are a cause for concern in which suspicion of drug use may be involved may be subject to testing. Also, any information that the school receives that point to a student's use of drugs, that student may be subject to testing.

Follow-Up Screening: Any student who tests positive will be subject to follow-up testing. All follow-up testing will be at the expense of the parents/guardians and will generally occur within approximately 90-100 days after the first positive test and will continue throughout the rest of the student's enrollment at St. Edward High School.

DRUG SCREENING METHOD

The means of screening will involve a hair-sampling method. A small amount of head hair is usually taken as a sample by trained personnel from within the school with two people present. Therefore, it is expected that students will wear a hair style that allows for a sample of head hair to be collected. In general, the amount needed is the thickness of a shoelace tip. Attempts to avoid the testing through head or body shaving will result in a violation of the policy. The hair sample would be collected, bagged, identified and shipped to a laboratory for analysis. The results of any positive tests will be sent to the Principal. In the case of a first positive test, the Principal will contact the student's counselor. In the case of a second positive test, the Principal will contact the Dean of Students. The hair sample reveals drug use going back approximately 90 days from testing. Repeated alternate methods of drug testing may be used if hair testing can't be done.

ALCOHOL SCREENING

St. Edward High School may subject students to an alcohol test using a breathalyzer or other test for alcohol at its complete discretion during the school day or

at school-related events such as extracurricular activities, dances, and sporting events. The school also reserves the right to randomly alcohol test using hair sample testing.

NOTIFICATION OF TEST RESULTS

The parents/guardians and students will be notified of a first positive test result from the student's counselor. The student, parent/guardian and counselor will then set up a time to meet personally to discuss what intervention steps the student will need to fulfill as a requirement of continued enrollment. A first positive test result alone which is not connected to other violations of the Drug and Alcohol Policy (such as possession of drugs or being under the influence of drugs at St. Edward High School during the normal course of a school day) or other school policies will not result in disciplinary action. If a student tests positive for a second time, the Dean of Students will schedule a meeting between the student, parents/guardians and administrators to discuss disciplinary action and if dismissal is warranted. If a third positive test takes place, the Principal will notify the parents/guardians and dismissal procedures will take place. If a parent/guardian believes that there was a false positive test, they can request an immediate second testing at their expense by the same means and through the same testing company used by St. Edward High School.

INTERVENTION MATRIX

First Positive Test

1. Meeting with the student's counselor to discuss results.
2. Meeting with student, parents and Prevention/Intervention Consultant.
3. Attend five intervention meetings during or after school with Intervention Consultant.
4. Meet with St. Edward High School's drug and alcohol counselor until such time as the counselor believes it is not necessary to meet.
5. Follow-up testing approximately every 90-100 days throughout the rest of the student's enrollment.

Second Positive Test

1. Meeting with student/parents and counselor and administrator to discuss results.
2. Administrators will then meet to determine discipline and if dismissal is warranted.
3. If dismissal is not recommended then completion of a confidential drug & alcohol intervention program is required.
4. Parents sign a release to have program results sent to counselor and administrator at St. Edward.
5. An intervention plan is created based on test results. This plan may include weekly meetings with Prevention/Intervention Consultant either in school or in an outside program.

6. Testing approximately every 90-100 days will take place throughout the rest of the student's enrollment.

- All expenses for drug and alcohol assessments and treatment programs are to be covered by the student and his parents.
- A violation by the student and the parents of the professional recommendations as set forth in the assessment and the requirements set forth by St. Edward High School will jeopardize the student's enrollment at the school and result in dismissal.
- We believe that there is a spiritual aspect to all drug use and that the use of a drug is an attempt on some level to fill a void that was meant to be filled only by God. Thus, spiritual counseling by a priest, minister or a person of faith is highly recommended.

SELF-DISCLOSURE

Drug or alcohol dependency self-disclosures either by parents/guardians or the student are encouraged at St. Edward High School. St. Edward High School recognizes that drug or alcohol dependency is a treatable disease and will extend to the student and his family all the support that is available. This support may be internal or external but essentially requires following the intervention steps noted herein. Recovery for the student is the primary goal of the self-disclosure program. Thus, this allows the student and his parents to take the steps necessary to make sure that the student will test drug and/or alcohol free after going through the appropriate assessment and treatment. A positive test after self-disclosure will result in being viewed under the second positive test criteria.

FIELD TRIPS AND RETREATS

Field trips and retreats are privileges that are afforded to students. Participation can be denied if a student fails to meet academic or behavior requirements or if the student has an unacceptable attendance record as judged by the Dean of Students. Participation may be denied if applicable permission slips are not filed in a timely fashion.

GAMBLING

All forms of gambling are prohibited. This includes all card playing in which a standard deck of playing cards is used for the purpose of financial gain.

HARASSMENT/BULLYING

Federal and state laws prohibit racial, ethnic, religious, age, gender, sexual orientation, disability, or sexual harassment of any student, teacher, employee, or applicant. St. Edward High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity and respect. And in light of this, every person has a human dignity which St. Edward High School is committed to enhance and protect. We believe that all individuals are created in the image and likeness of God. For these reasons, the St. Edward High School community is one in which all faculty, students and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional and physical potential. Harassment or bullying of any kind interferes with this development and, therefore, will not be tolerated.

Harassment/bullying occurs when an individual is intimidated, teased, bullied, threatened or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status or sexual orientation. Harassment/bullying creates an offensive, hostile and intimidating environment. Examples of harassing behavior include, but are not limited to the following:

- Verbal Harassment: derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment/bullying seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. As members of the St. Edward High School family, we trust that you will embrace and practice these principles on campus and in your home.

In order for St. Edward High School to effectively enforce this policy and to take prompt, corrective measures, it is essential that any and all incidents of harassment be reported by students to the Dean of Students within ten (10) days of the alleged incident. Oral complaints will be reduced to writing to assist the school's investigation and will be written on a complaint form which is available in the offices of the Principal, the Dean of Students, and Counseling Office. Should the complaint involve the Dean of Students, the Principal, or the President, the person filing the complaint may skip the step involving that person.

If, after an investigation, St. Edward High School finds that any student has violated this policy, prompt corrective action will be taken which may subject that

individual to disciplinary action up to and including removal from the school. Any questions relating to the school's harassment policy and complaint procedures should be submitted to the Dean of Students, the Principal, or the President.

HAZING

Hazing activities of any kind are inconsistent with the educational process and philosophy of St. Edward High School and are prohibited at all times. Students who plan, encourage, or engage in any hazing activities will face disciplinary action by the school. Hazing is also prohibited by Ohio State Law. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that causes or creates a substantial risk of causing mental or physical harm to any person.

IDENTIFICATION CARD

Each student will be issued an identification card which he must have with him at all times. Students not carrying an I.D. card are subject to penalty. The student identification card will also be used for the purchase of items within St. Edward High School (e.g. food purchases, athletic events, bookstore items). Lost or damaged cards need to be immediately reported and replaced in the Attendance Office. Students will have a temporary identification card created at that time. There will be a \$10 fee for the temporary card and replacement card. We encourage students to use lanyards as a means to efficiently expedite financial transactions and for the safe keeping of their personal identification cards.

LEAVING A CLASSROOM DURING A CLASS PERIOD

Ordinarily, students are not permitted to leave the classroom during a class period. For school business and counseling, written permission will be sent to the student to leave the classroom. Students who have permission to leave a class during the period must have either a hall pass from the teacher or written authorization from a faculty or staff member.

LEAVING SCHOOL GROUNDS

No student may leave the school building during the school day without verbal/written permission of the Dean of Students. If a student must leave the school

because of illness or any other emergency, he must obtain a passport from the Dean of Students Office. Failure to obtain a passport before leaving will be considered truancy. Only members of the Senior Class will be allowed to leave campus during the Community Period. Seniors who leave campus must go to their destination and return to campus on foot. No senior leaving campus during the Community Period is allowed to use any other mode of transportation when off campus. Violators will be subject to disciplinary actions and being prohibited from leaving campus for such time as determined by the Dean of Students. If a student or parent/guardian does not want to have permission to leave campus during the Community Period, they must send a letter to St. Edward High School stating their desire.

LOCKS AND LOCKERS

Student lockers, physical education lockers and sports lockers are to be properly locked at all times using a school approved lock. Both new school (black) and athletic (red) replacement locks are available for purchase in the Bookstore. The Dean of Students Office sells used replacement black and red locks at a reduced cost. Locks that are not approved by the school may be cut off without warning. Lockers are the property of the school and may be inspected without notice.

Students should keep all electronics and valuables locked in the locker during the day. No student should allow another student to learn his locker combination. Students are to use only the lockers assigned to them. Anyone found tampering with a locker other than his own will face disciplinary action.

Locker decorations which are appropriate and in good taste may be put on the inside of the locker with magnets or masking tape. Lockers should be kept clean and orderly on a regular basis. Students must completely clean out their lockers and remove locks prior to Christmas vacation and again at the end of the school year. Each student is liable for damage to his locker.

LOITERING

When arriving at school in the morning, students are to come into the school building immediately. A student is considered to have arrived at school when he exits his bus or when he is dropped off by car. Students are not to loiter on school grounds, in the adjoining neighborhood, or in the local business establishments. Sitting in parked cars is prohibited. It is to be noted that the City of Lakewood has a strict ordinance concerning loitering.

MOTOR VEHICLE REGULATIONS

Use of motor vehicles on school premises is a privilege granted by St. Edward High School. When a student applies for permission to operate and park a motor vehicle on school property, he must present proof in writing from his parents or guardian that he has their permission to drive to and from school. By law, he is to have a valid Ohio driver's license and be covered by adequate insurance. Parking permits will be issued first to seniors who have applied for a permit. Juniors and sophomores respectively, who have applied for a permit, will be issued the permit on an availability basis. This will be done by a lottery prior to the beginning of the school year. Students must purchase and display on the rearview mirror the current parking tag. The cost of the current yearly parking permit is \$95.00. Numbered spaces will be assigned to those students who qualify for a parking permit. Courtesy and observance of all traffic laws are presumed for any student driving on campus and on streets around the school's campus. St. Edward High School may contract to get off campus parking for any student who was not able to get a parking spot on campus. A separate registration form with rules and fee will need to be handed in for these parking spaces.

Students who park illegally on school grounds (parking without a permit) or in the contracted lot are subject to disciplinary penalties and a \$30 fine from the Dean of Students Office. Repeated illegal parking may result in the vehicle being towed. Vehicles parked in a marked restricted area (fire lane) may be ticketed by Lakewood Police and/or towed.

Students are not permitted to go to their cars or any other car during the school day. All cars must be locked while they are parked on school property. The school is not responsible for articles removed from cars. Likewise, the school does not assume the responsibility for any damage or accidents which occur on the school grounds.

Any student who tampers with any motor vehicle on school property is subject to disciplinary penalties and loss of parking privileges. Likewise, possession in a car of any kind of contraband or controlled or illegal substances subjects a student to suspension, probation and/or dismissal.

OFFENSIVE LANGUAGE

It is the belief of St. Edward High School that language and the use of certain words create a climate and culture that is not conducive to the betterment of the St. Edward High School community. It is the position of St. Edward High School that these types of words of an offensive nature be eliminated from use within our community. These words tend to focus on race, ethnicity, religion, age, gender, disability, sexual orientation, or sexual acts. The number of words that could be included is too vast to list

within the scope of this document. Thus, we need to give general caution to students as to the use of their language.

Students using these types of words may be subject to disciplinary measures up to immediate suspension with the need for a conference with a parent/guardian before the student can return to class.

POSTING MATERIALS

Any materials that need to be posted in the building are required to be submitted to the Dean of Students or the Dean of Student Life & Leadership for approval.

REPORTING OF INCIDENTS

Instances of disruptive behavior, hazing, verbal or physical abuse will not be tolerated. Any such behavior is contrary to the spirit of St. Edward High School. Students who feel themselves victimized or have become aware of instances of this type should report it immediately to the Dean of Students or to any faculty or staff person. All faculty and staff are required to report incidents to the Dean of Students or to another administrator. The complaint will be thoroughly investigated by the Dean of Students' Office and reported to the Principal.

SEARCHES

Student lockers, desks, and storage facilities are provided for the convenience of the students. They are the property of the school and may be searched at any time. Searches of students' personal possessions (bags, backpacks, electronic devices, cell phones, clothing, vehicles, etc.) may be conducted when there is reasonable suspicion that a student has violated the law or school rules. St. Edward High School reserves the right to search any motor vehicle that a student parks on St. Edward High School property. Individualized testing may be required when there is reason to suspect that a student may be under the influence of alcohol or other drugs.

SENIOR STUDY HALL ALLOWANCE

Seniors will be allowed to come in by 9:10 am if they have a study hall from 8:00 am to 9:05 am. Seniors will be allowed to leave school if they have a study hall meeting at 1:55 pm.

SMOKING/CHEWING TOBACCO

Smoking or the use of any tobacco products (smokeless tobacco, chewing tobacco, etc.) on school grounds or adjacent properties, on field trips, and at all school sponsored activities is strictly prohibited.

SOCIAL NETWORKING SITES

The frequent use of social networking sites (Facebook, Twitter, YouTube, Instagram, Snapchat, Vine, etc.) by St. Edward High School students can create disciplinary problems that the school may need to address. Material posted on these sites by students may run contrary to the values of St. Edward High School. Acts of hazing and harassment on such sites are strictly prohibited. Lewd and illegal acts are also strictly prohibited. Thus, communications posted on these sites are subject to disciplinary sanctions up to and including dismissal. The posting of sexually explicit messages or photographs on cell phones (sexting) or on sites is prohibited. St. Edward High School tries to proactively monitor how students are using social networking sites. St. Edward High School cautions students and parents concerning the seriousness of these actions and the criminal implications that may be involved.

STAFF

Students should respect and cooperate with St. Edward High School staff members. These staff members include volunteers, secretaries, maintenance staff and the cafeteria staff. Also, students should be considerate of guests when they are in the building.

STUDENT & FACULTY/STAFF INTERACTION

St. Edward High School holds to the position that all members of the community be given dignity and respect as children of God. What that entails in the daily interaction of its members sometimes need to be further explained in greater detail. Faculty and staff are the authorities within the building. Any student that is given a reasonable request by a teacher or staff member, and then refuses to obey that request, is demonstrating an act of defiance. That student may then subject to immediate suspension from school until such time as a meeting takes place between the student, the parents/guardian and the Dean of Students.

It is the responsibility of the student to understand that the daily overseeing of classroom management by the teacher takes precedent over individual issues and

concerns. There will be a time and place for those concerns to be addressed, but it may not be within the time allotted for class on a given day. Students can set up times with the teacher after class to address their concerns. Students, when addressing the teacher, need to use appropriate language and a non-confrontational attitude.

In general, when a student is having a conversation with a faculty or staff member he should do the following: 1) Wait for an opportunity to address and say, "Excuse me ...", 2) Look at the person throughout the conversation, 3) Make his request as clearly as possible in a pleasant voice, 4) Listen carefully to the reply, 5) Respond by saying thank you at the end of the conversation whether the request was accepted or denied, 6) Remain calm and considerate throughout the interaction.

In general, if a student is being corrected he should: 1) Look at the person throughout the conversation, 2) Listen carefully to what is being said, 3) Give a sincere apology for what was done, 4) Don't make excuses, 5) Explain how he plans to do better in the future, 6) Remain calm and considerate throughout the interaction.

THEFT

Theft of any nature may incur immediate, indefinite suspension and possible dismissal. Possession of stolen property is treated in the same manner. Theft or vandalism of any kind should be reported to the Dean of Students immediately. Theft of an electronic device (laptop computer, tablet, or cell phone) will result in a student being subject to consequences of suspension, disciplinary probation and/or dismissal.

TRANSPORTATION CONDUCT

When riding any form of public or private transportation to or from school or to or from a school sponsored activity, students are expected to conduct themselves in a mature manner. All school regulations are in effect while the student is on or is waiting for a bus. The driver, although sometimes not an employee of St. Edward High School, is the authority figure and generally has support of the school in determining disciplinary situations. Any student judged guilty of misconduct on any of the buses that service the school will face disciplinary action by the school. Penalties for major violations on the bus will be determined by the Dean of Students.

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