

# ST. PETER CHANEL HIGH SCHOOL STUDENT / PARENT HANDBOOK



**480 NORTHFIELD ROAD  
BEDFORD, OHIO 44146**

**440-232-5900**

**[www.stpeterchanel.com](http://www.stpeterchanel.com)**



**Tear Out and Return to School**

**ST. PETER CHANEL HIGH SCHOOL INTERNET ACCEPTABLE USE POLICY STUDENT AGREEMENT**

I have read and understand the aforementioned Goals and Acceptable Use Policy for Internet Access at St. Peter Chanel High School. I understand that access is designed for curriculum support purposes. I agree to assume responsibility for my actions and abide by the rules set forth. I further understand that a violation of these regulations is unethical and might even constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken if applicable.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_

**PARENT AGREEMENT**

As the parent or guardian, I have read the aforementioned goals and Acceptable Use Policy. I understand that access is intended for educational purposes. Although St. Peter Chanel High School has taken precautions to eliminate controversial material, I recognize that it is impossible for St. Peter Chanel High School to restrict access to all controversial materials acquired on the Internet, and I will not hold the school responsible for any materials acquired or contacts made on the Internet. Further, I accept full responsibility for supervision of my child's use when he or she is not in school. I hereby give my permission to allow my student access to the internet at St. Peter Chanel High School. I certify that the information contained on this form is correct.

Parent or Guardian \_\_\_\_\_  
(Please Print)

Parent or Guardian Signature \_\_\_\_\_

I do not give permission to allow my student access to the Internet at St. Peter Chanel High School.

Parent or Guardian Signature \_\_\_\_\_

**This agreement must be signed by both the student and the parent or guardian in order for the student to have Internet access or not to have Internet access.**

**Please RETURN TO THE Dean of Students no later than Monday, September 8, 2008.**

Date Returned \_\_\_\_\_ HR Init. \_\_\_\_\_

**St. Peter Chanel High School  
480 Avenue of Champions  
Bedford, Ohio 44146**

**Please read and sign both sides of this page before submitting to school no later than September 8, 2008.**

August 26, 2008

Dear Students and Parents/Legal Guardians,

This Handbook constitutes the agreement between the parent/guardian and the school. Its Rules and Regulations must be adhered to.

In order to avoid any misunderstanding regarding the Rules and Regulations of St. Peter Chanel High School, we require the student and his/her parent/guardian to read the Handbook sign the enclosed Educational Contract and return it to the student's homeroom teacher by Monday, September 8, 2008.

Thank you,

William C. Parris  
Dean of Students

- **Admission to St. Peter Chanel High School is on an annual basis.**
- **Because it is impossible to foresee all problems that arise, this clause empowers faculty and administration to take disciplinary action for any behavior that violates the spirit and philosophy of St. Peter Chanel High School even though not specified in this code of conduct.**
- **The complete diocesan policies concerning youth gangs & violence, weapons, sexual harassment & sexual violence, pregnancy guideline, guidelines regarding students with AIDS are on file in the main office.**
- **Rules and regulations are subject to change by the Administration without prior written notification.**
- **IMPORTANT: Student & Parents must read the handbook and return the Educational Contract.**

**Joint Guardianship: A \$50 fee will be billed to your student's tuition for additional copies of all school publications for the school year, in which we must send to two separate addresses. This fee covers cost of handling, materials, postage, and other costs of mailing. You must contact the main office to request additional mailings which include mid-term reports, report cards, announcements, newsletters, and other mailings for the school year, which must be sent to two separate addresses.**

## **ST. PETER CHANEL MISSION STATEMENT**

St. Peter Chanel is a diocesan, comprehensive Catholic high school for young men and women of different cultural backgrounds. By serving others and living the Gospel messages of respect for life, peace, and social justice, we prepare students to excel in life. We accomplish our mission by encouraging depth of spirituality, excellence in academics, expression of creativity, expertise in interpersonal communications, and overall physical and emotional well being.

### **BELIEF STATEMENT**

We believe that...

- All members of the St. Peter Chanel Community are children of God.
- Service to others is essential to spiritual growth.
- Every person's talents and contributions to academic excellence are valued.
- Through active learning, students will become disciplined problem solvers who are productive members of society.
- All students deserve to experience the creative process as a means to achieve expression.
- A multicultural community best prepares students to interact effectively in the world.
- Physical and emotional well-being are important assets of a well-balanced individual.
- Students, parents and teachers are partners in the educational process.
- Each student is responsible for taking an active role in his/her education.

## **SECTION A. PHILOSOPHY, HISTORY**

### **PHILOSOPHY OF CATHOLIC EDUCATION, DIOCESE OF CLEVELAND**

- We believe that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.
- We believe that education, which is Catholic begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in academic, cultural, social and civic concerns of daily life.
- We believe the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their sisters and brothers, young people in the Catholic day schools form their personal response in truth, justice, and love to God.

### **PHILOSOPHY OF ST. PETER CHANEL HIGH SCHOOL**

- St. Peter Chanel High School, a life-preparatory school operating within the Roman Catholic tradition, aims above all things to provide its students with a truly comprehensive education. Blessed with diversity of programs, with a wide range of student aspirations, and with a blend of religious and racial backgrounds, St. Peter Chanel offers itself as a model of a contemporary community in a world that is increasingly fragmented.
- The school is committed to building in its students a comprehensive vision of life, through an instructional process that prepares the student for further study or for vocational placement; through extra-curricular offerings which are designed to help the student know the values of working together for a common goal and of placing the good of the community above purely personal goals; and through religious celebration and instruction which aim at reminding the student that at all times it is the teaching of Christ that offers the only real hope for personal fulfillment and for creating a genuine relationship between young men and young women.
- Through intellectual training, academic and skill building, shared experiences in community, and close cooperation between school and the home, St. Peter Chanel High School hopes to assist each of its students in becoming a competent, compassionate, insightful, and committed Christian, dedicated to fostering the ideals of American democracy and the liberation of the human spirit.
- Through striving always for that which is above, St. Peter Chanel High School commits itself to carrying out the educational ministry of the Church for the good of its students and for the life of the community.

### **HISTORY OF ST. PETER CHANEL HIGH SCHOOL**

St. Peter Chanel High School was established as a comprehensive four-year Catholic High School for young men. In 1986 St. Peter Chanel High School became a co-educational high school owned and operated by the Diocese of Cleveland. Situated in Bedford, Ohio, St. Peter Chanel High School occupies a campus of 33 acres. The formal contract was signed on May 8, 1953, and the Marists agreed to establish St. Peter Chanel High School. On January 31, 1956, ground for the new school was broken. St. Peter Chanel formally opened on September 4, 1957. Archbishop Hoban dedicated the school on October 5, 1958. On June 4, 1961, 98 seniors became the first Chanel graduates. Construction of an addition to the school began on March 2, 1962. The new wing was completed on January 27, 1963.

Ripp Field Stadium was dedicated in September 1972. On June 30, 1973, the Diocese of Cleveland purchased the school from the Marists. In October of the 1985 school year, permission was given for St. Peter Chanel to go co-ed for the school year of 1986-87.

In May of 1994, the Marists announced that they would no longer be able to staff the school, their Provincial, Father Rowland, declared the school would "Carry On" the Marist legacy of dedication to Mary, whose presence inspires the church and provided the mainstay of their ministry. It continues to shape the school today. In February 1995, the school concluded a successful capital campaign. During the spring of 1999, the school dedicated its new all-weather track at Ripp Field. In 2002, Roger Abood agreed to serve as President and to pilot this administrative model for St. Peter Chanel High School and for the Diocese of Cleveland.

In 2005 the following improvements were made to the facility which includes:  
A wrestling room and batting cages for baseball & softball and renovations of the baseball and softball diamonds were added.

In 2007 the all-weather track at Ripp Field was refurbished.

The 2007-08 school year marks the 50<sup>th</sup> Anniversary of the school.

#### LIFE OF ST. PETER CHANEL

Peter Chanel was born in Cuet, France, in 1803. As a boy, he worked on a family farm, tending sheep. At the age of twenty-four, he was ordained a diocesan priest, and spent the next four years as a curate and pastor. In 1831, Peter Chanel joined the newly founded Society of Mary. "For years," in the words of Pope Pius XII, "he consecrated himself with remarkable dedication, great patience, humble and solicitous vigilance, to the education of youth."

Five years later, following papal approval of the Marists, Father Chanel was among the original band that professed the three vows of religion on the feast of Our Lady of Mercy. As a missionary, Peter Chanel set no records. Conversions were few; resistance was great. Undaunted and undismayed, he carried on his mission until struck down by an assassin's ax on April 28, 1841, by natives on the Pacific island of Futuna, in the Tonga area. At the moment of martyrdom, in spite of clear, serene weather, heavy thunder rumbled through the Pacific sky.

Peter Chanel died young, but his legacy lives on. Today, the island of Futuna is ninety-nine percent Catholic. Peter Chanel, now proclaimed and honored as the first martyr of the South Sea Islands, needed the kind of courage and love that union with Christ supplies to meet life heroically. The honors of the Church first came to Peter Chanel--shepherd, priest, and martyr--when Pope Leo beatified him in 1889. Final and complete glory came in the Marian Year. On June 21, 1954, Pope Pius XII proclaimed this Marist priest a saint.

#### COAT OF ARMS



The coat of arms adopted by St. Peter Chanel High School combines the life story of its patron and the educational ideals for which it stands. The crown surmounting the shield serves to indicate Mary as queen of the school and St. Peter Chanel as possessing the crown of martyrdom. The star represents our Lady, Star of the Sea, ruling over the waves; the waves at the base of the shield remind one of the South Sea Islands where St. Peter Chanel worked and died.

The top left section of the insignia contains a palm to suggest both the palms of martyrdom earned by the school's patron and the tree found in the area of the saint's labors. The club in the upper right sector symbolizes the instruments of torture--club and ax--used to inflict death on St. Peter Chanel. In the bottom left portion of the coat of arms is the Buckeye of Ohio, in the lower right, the American eagle.

Further symbolism of Mary, queen and protectress, is supplied by the monogram, MA, the three fleurs-de-lis, the flower of purity associated with the Mother of God from early Christian days. The various markings on the coat of arms are easily translated into color. They follow the standard legend used in heraldry: dotted areas - gold; vertical lines - red; horizontal lines - blue; diagonal, left high to right low, line - green; clear - silver or white; back – black. Incorporated into the coat of arms is the school's motto, "Quaecumque Excelsa."

### ACCREDITATION

St. Peter Chanel High School:

- Operates under the auspices of the Office of Catholic Education, Diocese of Cleveland.
- Is a member of the National Catholic Education Association.
- Is fully accredited by the Department of Education of the State of Ohio.
- Is accredited by the North Central Accrediting Association.
- Is accredited by the Ohio Catholic School Accrediting Association.

SCHOOL NICKNAME	Firebirds	SCHOOL MOTTO
		" <i>Quaecumque Excelsa</i> " - "To Seek What Is Above."
SCHOOL COLORS	Scarlet and White	VICTORY SONG
ALMA MATER		Firebirds is our name, We're for victory that is our aim. Fight hard and don't give in, We're the team that's going to win. Loyal to Chanel, Full of courage, faith and will; That's the spirit. Now go on to victory!
Let Chanel pledge its motto: To "Seek What Is Above!"		
Let her soaring bird of fire Reach "What Is Above."		
Red and White flame, raise it higher Symbol of our love. Advance Chanel now and ever, To "What Is Above!"		

*Music by Clyde E. Hunt Words by  
Rev. Charles H. Coll, S.M.*

*Music and Words by  
Norman T. Novak*

#### **PRESIDENTS WHO HAVE SERVED ST. PETER CHANEL HIGH SCHOOL ARE:**

Rev. Charles J. Willis, S.M.	1957 – 61
Rev. Leonard J. Moran, S.M.	1961 – 66
Rev. John White, S.M.	1966 – 69
Position unassigned	1969 – 2002
Mr. Roger R. Abood, President/Principal	2002 - 2008

#### **PRINCIPALS WHO HAVE SERVED ST. PETER CHANEL HIGH SCHOOL ARE:**

Rev. Mark Edwards, S.M.	1957-59
Rev. James Gilbride, S.M.	1959-62
Rev. Ralph Vedros, S.M.	1962-1965
Rev. Andrew McCormack, S.M.	1965-1967
Rev. James Hartnett, S.M.	1967-71
Rev. James Callow, S.M.	1971-74
Rev. Henry Rancourt, S.M.	1974- Jan. 1979
Mr. Bruce K. Dowski	Jan. 1979-83
Mr. Bernard E. Rickelman	1983-1987
Mr. Roger R. Abood	1987 - 2002
Mr. Sal Miroglotta '76	2002-2005
Roger R. Abood	2005-2008
Sr. Maria Berlec	2008 -

## ACADEMIC INFORMATION

St. Peter Chanel High School's chief function is to provide its students with a meaningful educational experience, one which extends mastery over learning skills and which equips a student for further education, as well as assists a student in choosing a suitable career field.

### Organization

The educational program at the school is comprehensive, designed to meet or exceed the requirements of the Ohio College Board of Regents. Specific services for students with a learning disability are available; information may be obtained from the Guidance Office.

The instructional program is organized into these major departments: religion, business, math, English, fine arts, foreign language, science/health/physical education, social studies.

### Requirements for Graduation from St. Peter Chanel High School

A minimum of twenty-four (24) credits is required for graduation. Students typically have more than the required credits upon graduation. Course requirements by subject area are as follow:

Religion	4 credits
*English	4 credits
*Mathematics	3 credits (4 credits STRONGLY recommended to meet most college entrance requirements)
*Social Studies	3 credits
*Physical Education	.50 credit
*Health	.50 credit
*Science (Biology required)	3 credits
Fine Arts	.50 credit (1 full credit strongly recommended to meet most college entrance requirements)
Computer Literacy	.50 credit
Public Speaking	.50 credit
Electives	4 credits minimum
* State Requirements	

Strongly recommended electives for college bound students include 3 credits in the *same* foreign language. In addition to these credits (both total number and by department), there is an additional requirement in terms of minimum load carried during each semester of attendance. All students at St. Peter Chanel are expected to carry as a minimum the equivalent of seven (7.00) full class periods each day per semester.

Furthermore, each student is required to pass a minimum of 6.00 credits each year that he/she attends St. Peter Chanel. All students, unless exempted by state determined guidelines must pass the Ohio Graduation Tests required by the State of Ohio Department of Education. Every student must complete the service requirement as directed by the religion department.

### College Prep Curriculum

During the school's five decades of existence, most St. Peter Chanel students have pursued further studies after graduation. Traditionally, 96% or more of the graduating class go on to higher education.

The following course of studies is recommended by the Ohio Board of Regents as a college prep curriculum. This curriculum consists of the following:

English	4 credits
Mathematics	3 credits (preferably four, including Algebra II & Geometry)
Science	3 credits
Social Studies	3 credits
Foreign Language	3 credits – same language
Business, Computer, Visual Arts, or Performing Arts	2 credits needed

### **Earning a St. Peter Chanel Diploma**

Earning the necessary credits for graduation does not necessarily mean that a student will receive the school's diploma. Granting the diploma indicates that the student has demonstrated mastery of the academic program including passing the required proficiency tests or Ohio Graduation test. It further indicates that the other requirements of enrollment (i.e. attendance, discipline, and finance) at St. Peter Chanel have been met.

It is within the province of the principal to determine whether or not a student has earned a diploma. Students who have failed to demonstrate mastery of the academic program including passing any state required proficiency tests or Ohio Graduation Tests, who have failed to meet their financial obligation to the school, or who have failed to meet the school's standards of good conduct, can be denied a St. Peter Chanel diploma and prohibited from participating in the graduation ceremony. These students may, instead, be given a certificate of attendance.

### **Post Secondary Enrollment Options**

Under the Ohio Code, high school students may attend a college or university and take course work that would count for both high school and college credit. Some of the eligibility regulations follow:

- It is recommended that the student have an accumulative grade point average of 3.00 in considering this option.
- The student must apply and be accepted by the college. Written notice of acceptance must be submitted to the secondary school for approval.
- The student and parent must apply by March 15<sup>th</sup> for an interview session with the secondary school counselor. By March 30<sup>th</sup> a declaration of attendance must be made.
- The student, parents, and counselor will discuss the rules, possible risks and consequences of participation.
- The student must meet St. Peter Chanel requirements for the current year before being allowed to participate in this program.
- The student must provide their own transportation to their Post Secondary option.
- By April 1<sup>st</sup> the school administrator must notify the Department of Education Office of Financial Assistance regarding the number of students participating.
- St. Peter Chanel High School scheduling takes precedence over the Post Secondary School option schedule.
- **Post Secondary Enrollment Options are available only as long as state funding is available.**
- **Any Post Secondary Enrollment Option course offered at St. Peter Chanel High School cannot be taken at the college campus.**
- In order to receive a St. Peter Chanel credit for a Post Secondary option course, the Post Secondary option course must cover material similar to a course offered in St. Peter Chanel High School Course Catalog.

## Report Cards

Report cards are issued following the completion of each quarter as indicated on the yearly calendar. Parent/Teacher conferences are scheduled during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters.

## Mid-Quarter Evaluations

At the mid-point of each school quarter, teachers will issue mid-quarter progress reports which the school will send to the parent or guardian. A report must be sent for any course for which the student has a failing mark at the time of mid-quarter. These mid-term reports can also be used to inform parents of significant improvement or of excellent work.

## The Grading System

St. Peter Chanel High School uses the letter grading system. Grades are based on a variety of factors, including attendance. A student who has missed ten (10) days (excused or unexcused) and/or 10 sessions of a course in a semester may not receive credit for his/her courses. This will be an administrative decision. Certain courses carry a weighted grade. This is because the work done in those classes is accelerated. Examples of such courses would include all those marked as Honors or Advanced Placement courses in the annual Course Catalog. St. Peter Chanel requires final examinations at the end of **each semester except for those seniors who have earned an exemption for the 2<sup>nd</sup> semester**. These final examinations account for twenty percent of the semester grade.

## Senior Exemption

Seniors who have achieved an "A-" or better grade for both the 3<sup>rd</sup> and 4<sup>th</sup> quarter may be exempted from their 2<sup>nd</sup> semester final exam in that subject. A list of exempted students is to be submitted by the teacher to the dean of academics one week prior to exams. In case of a senior exemption the 2<sup>nd</sup> semester grade will be determined by averaging the 3<sup>rd</sup> and 4<sup>th</sup> quarter grades.

## St. Peter Chanel Grading Scale:

Only courses taken at St. Peter Chanel High School will be part of a student's grade point average. Courses taken during summer school or at other institutions will not be computed into the student's grade point average.

Letter Grade	Numerical Grade	Quality Points	Weighted Courses	Verbal Description
A+	98, 99, 100	4.3	4.6	Significantly exceeds teacher expectation
A	95, 96, 97	4.0	4.3	Excellent
A-	93, 94	3.6	3.9	Exceeds teacher expectation
B+	90,91,92	3.3	3.6	Good
B	87, 88, 89	3.0	3.3	Meets teacher expectation
B-	85, 86	2.6	2.9	Average
C+	82, 83, 84	2.3	2.6	Below teacher expectation
C	79, 80, 81	2.0	2.3	Poor
C-	77, 78	1.6	1.9	Failing
D+	75, 76	1.3	1.6	Incomplete
D	72, 73, 74	1.0	1.3	Withdrawal
D-	70, 71	.6	.9	Withdrawal while failing
F	0 - 69	0.0	0.0	Medical Excuse
I	---	0.0	0.0	
W	---	---	---	
WF	0 – 69	0.0	0.0	
ME	--	0.0	0.0	

## Academic Honors

St. Peter Chanel acknowledges student academic achievement with its academic honor listings. Based on the quarterly grade point average (grade point average is determined by dividing the quality points earned by the credits attempted), honors listings are as follows:

Superior Honors	GPA 4.000 and above with no failing grade
High Honors	GPA 3.600 - 3.999 with no failing grade
Honors	GPA 3.300 - 3.599 with no failing grade

Students on the honors list for the first three academic quarters are acknowledged at the Spring Scholastic Awards Program. The Honor Award is determined by the 1st, 2nd, and 3rd quarter grade point average; this honor is also indicated on the student's permanent record.

## National Honor Society

Students who are seniors, juniors, or second semester sophomores and who have a 3.300 accumulative grade point average are eligible to apply for membership in the St. Peter Chanel Chapter of the National Honor Society. Other criteria for membership include: wholesome character, outstanding leadership, and exemplary service. Students should contact the NHS moderator for more information.

## Special Honors

At graduation, the school also acknowledges outstanding student academic achievement with the following special honors:

<u>Valedictorian</u> -	highest accumulative average after 7 semesters stated in paragraph below
<u>Salutatorian</u> -	second highest accumulative average
<u>Summa Cum Laude</u> -	accumulative average of 4.000 or above
<u>Magna Cum Laude</u> -	accumulative average of 3.600 to 3.999
<u>Cum Laude</u> -	accumulative average of 3.300 to 3.599

A student must have attended St. Peter Chanel for at least five (5) consecutive semesters to be eligible for any of these awards. Valedictorian and salutatorian are determined on the basis of their academic standing after seven (7) semesters, end of 1st semester, senior year. Graduation honors distinction reflects the student's academic standing at the end of eight semesters.

The school's highest honor, the St. Peter Chanel Award, is conferred during commencement exercises on that graduating senior, who, in the estimation of the St. Peter Chanel faculty and administration, has best exemplified those ideals for which the school stands, having established an outstanding record of scholarship, leadership, loyalty, character, and conduct. This honor is also included on the graduate's permanent record.

## Promotion and Summer School

All courses, including year long courses, will be graded on a semester basis, and St. Peter Chanel will grant credit at the end of each semester. If a student fails either the first or second semester, he/she will not receive credit for that part of a year long course. If the course is a required course or a pre-requisite for another course, the student must earn the remaining credit for that course before being readmitted. Failures in courses that are part of the required academic sequence at St. Peter Chanel must be made up in summer school, a tutorial program, or by other means approved by the dean of academics. Students cannot expect to be allowed to take the course over again at St. Peter Chanel the following year.

Evidence of successful remediation credit must be filed with the school office prior to the start of the school year. Remedial courses are for credit only and are not computed into the student's grade point average. Students may also elect to take enrichment courses in summer school. The dean of academics must approve such a decision if the student wishes to have credit for the course to appear on his/her

permanent record. Such permission is rarely given for courses that form part of the school's program of study. The enrichment course grade is not computed into the cumulative grade point average.

Students who fail to have sufficient credit in order to keep on schedule for graduation are subject to academic dismissal. Students who fail the equivalent of two or more full credits during the course of the year are also subject to dismissal.

### **Academic Probation**

Any student who earns one (1) failing grade during a semester or whose grade point average for the semester falls below 1.600 is placed on academic probation, and a letter is sent home to the parent/guardian indicating this status. This notice is meant to alert both the student and the parent that the student's future status at St. Peter Chanel is in jeopardy. It is further meant to convey the school's serious concern that the student and his/her parents seek to improve the situation as quickly as possible. A minimum step in this corrective process would be for parents to meet with the student's counselor. A student is allowed a total of three semesters of probationary status. The third such semester is considered to be "final" warning. If a student, after three probationary semesters, should once again fail to meet the academic requirements, it will be the usual judgment of the school that St. Peter Chanel is unable to provide a suitable educational environment for the student. This will typically result in immediate academic dismissal.

Academic probation should not be seen as a form of punishment. Rather, it is an attempt by the school to structure the student's approach to his/her academic responsibilities so that s/he can make further learning progress.

### **Dropping a Course**

Courses selected at registration time for the following school year will stand. Once the course selection forms are handed in, the master schedule is planned and teachers are assigned according to student selections. Thus, any change after April 1, 2007, unless school initiated, will be assessed a fee. There is a charge of **\$20**. Before deciding to drop a course in progress, the student should communicate with the teacher regarding his/her difficulties, as well as with his/her guidance counselor and parents.

If a student drops a course during the first two weeks of a course, with the approval of the teacher, parents and the guidance counselor or dean of academics, the student will not have any notation of the withdrawal placed on their permanent record. After two weeks, if a student withdraws from a course, either a "W" or "WF" will be placed on the permanent record. A "W" indicates a withdrawal with the student passing the course at the time of withdrawal. A "W" does not affect the student's grade point average and no credit in the withdrawn course will be given to the student. A "WF" indicates that the student withdrew from the course while failing. The student will receive zero quality points for the remainder of the course (identical to receiving an "F" for the course) which will be calculated into the student's grade point average. No credit will be given to the student.

Students who are taking a course through the use of a "waiver of requirements" are not permitted to drop that course. Waivers: please see process and description in the 2008-2009 Course Catalog. Students must continue to carry the equivalent of seven class periods one of which may be a lab.

### **Standards for Written Work**

St. Peter Chanel gives major emphasis to the student's preparing neat and literate work. The school insists that students have with them the necessary paper and writing implements that a teacher may call for. Borrowing materials from another student is neither fair nor does it help anyone learn to be prepared. Research must be conducted and documented according to the guidelines explained in the MLA reference section of this handbook. Teachers may insist that a paper be word processed.

### **Plagiarism/Cheating**

Plagiarism is the incorrect use of any work other than the student's own, and it and other forms of cheating are an affront to the academic integrity of the school. St. Peter Chanel High School's policy on all cheating is as follows: Any student who cheats or is deemed to have cheated on any assignment will receive a "zero" for that assignment. Additionally, the action may also warrant a failing grade in the

class. Such dishonesty may also merit detentions, demerits, or other punishment as prescribed by the administration. Copying homework, for example, is a form of plagiarism. Likewise, those students who allow other students to copy their work are aiding dishonesty and will be dealt with accordingly. For research work, inappropriate or missing citations, inadvertent or otherwise, will be treated as plagiarism.

### **Academic Integrity**

At St. Peter Chanel High School, all students will demonstrate academic integrity by independently completing assigned work, appropriately documenting research, and respecting the academic efforts of others. Through the process of education, each student will grow in confidence, promoting an environment that builds and develops integrity and character. The personal rewards and satisfaction that each student feels as a result of such growth in turn nurtures wholeness in the St. Peter Chanel High School community in which Catholic virtues and values are strengthened, and each student's personal development contributes to the whole community. Use of Internet sites which supply completed research papers or other academically inappropriate materials will be considered an act of plagiarism.

### **ST. PETER CHANEL HIGH SCHOOL**

Dress Code and Grooming Information for the 2008-2009 school year

In general, the dress code at St. Peter Chanel requires full uniform on all days, (including orientation and exam days). **Students are expected to enter the school building and leave from St. Peter Chanel in dress code.** Appropriate allowances may be made as determined by the dean of students for inclement weather. Specific guidelines for dress and grooming include the following:

- The student's person and clothing must be clean; no clothing, which is cut, torn or spotted, is permitted. Fad styles and uncoordinated colors are prohibited.
- Athletic and gym attire is to be worn only in locker rooms, gymnasium, or on the playing fields.
- Even though a student may have an early dismissal, he/she is required to remain in dress code until dismissed.
- At all times students are expected to dress appropriately and modestly for attending a Catholic school.
- Schoolbelles offers an alternate line of boys' trousers and girls' slacks at a more affordable price. If you have any questions regarding dress code please contact the dean of students.

### **Girls 9<sup>th</sup> through 12<sup>th</sup> Grade uniforms purchased from Schoolbelles**

- Uniform black skirt purchased from Schoolbelles. The skirt must be **no more than two inches** above the knee and may not be rolled at the waist.
- White-banded bottom blouse with St. Peter Chanel logo purchased from Schoolbelles.
- **Seniors** may wear solid colored Oxford blouses which may be purchased at Schoolbelles. **Absolutely no tapered or fitted blouses with short shirrtails. All blouses must be tucked in at all times.**
- The official Chanel sweater (black or red) must be purchased from Schoolbelles.
- Slacks - black or khaki, if worn, must be purchased from Schoolbelles
- Belts must be worn with slacks designed to accommodate them.
- **A SHORT SLEEVE OR TANK STYLE undershirt may be worn under a dress blouse. The undershirt must be completely white without printing, logos or designs and never instead of the blouse and must be tucked in.**
- Girls will be allowed to wear a white turtleneck under their white long sleeved blouse, but never worn instead of the blouse.
- NO facial or body glitter is to be worn at school.
- Leg warmers and thermal underwear are permitted to be worn to the building but must be removed before entering homeroom and placed in the student's locker.

### **Boys Grades 9<sup>th</sup>-12<sup>th</sup> uniforms**

- **From November 1<sup>st</sup> 2008 through April 15<sup>th</sup> 2009: A white dress shirt MUST BE properly worn and buttoned at all times. The top button must be buttoned to accommodate a tie. The shirt**

**must have a complete fold-over collar, and must be tucked into the pants all around and with waistband and belt showing. Any other shirt not designed to accommodate a tie is unacceptable.**

- Ties are to be worn with the knot pulled up to the top button of the shirt. The tie is to be compatible with the dress shirt. Only traditional ties are acceptable. NOT ALLOWED: string ties, excessively thin or wide ties or ties with unacceptable designs.
- **An official Chanel golf shirt purchased through Schoolbelles may be worn from August 31<sup>st</sup> – October 31<sup>st</sup> & April 16<sup>th</sup> – June 6<sup>th</sup> (tucked in):** an Official Chanel golf shirt purchased through Schoolbelles
- Official Chanel sweater in black or red purchased from Schoolbelles
- **If an undershirt is to be worn, it must be short sleeved, white, without any writing, designs but never instead of the shirt.**
- **Senior boys** may wear a solid colored dress shirt with no imprint. Denim shirts and shirts of any material that resembles denim are prohibited.
- Khaki or black pants purchased from Schoolbelles

## **BOYS**

- Absolutely NO facial hair is permitted. The face must be clean-shaven. Sideburns are not to extend below the earlobe.
- **Boys are not permitted to wear earrings or posts or any other body piercings.** Band-Aids **are not to** cover earrings.

## **FOR BOTH BOYS AND GIRLS**

- **Students are to wear solid dark brown or solid black dress shoes at all times. Not allowed:** athletic footwear or shoes designated for recreational wear, including deck shoes, army boots, work boots, ski and hiking boots, moccasins, sandals or any clog-type shoe or any reasonable facsimile of sport shoes are to be worn. Shoes are to be clean and polished. Metal cleats are forbidden. **No high heeled shoes, No backless shoes.**
- Sweaters are not required. However, if students wish to wear sweaters, they must be the **official** St. Peter Chanel sweaters purchased from *Schoolbelles*. Sweaters must be worn over an approved Chanel blouse/shirt.
- Hair is to be neat, clean, and not styled in an outlandish manner. For boys, it is not to touch the top of the shirt collar or be of an excessive length. Hair is not to be adorned with any type of comb, scarf or ornamentation. For boys - no ponytails or facsimile of a ponytail is acceptable. **All head coverings must be removed upon entering the building** and kept in the student's locker.
- Excessive jewelry (chains, bracelets, etc.), and excessive piercings are prohibited; no body piercings are permitted. Excessively long dangling earrings are not permitted.
- Students will be required to cover tattoos deemed offensive.
- Coats or jackets are not to be worn or carried into classrooms. In unusually cold weather, students may wear the official St. Peter Chanel sweater over **an approved Chanel** shirt/blouse. In the case of male students, the tie must be visible. Vests may not be worn in the building to class or the cafeteria.
- On field trips students are expected to wear the regular school uniform unless otherwise informed by the Administration.
- Students are expected to dress appropriately when in school. **Failure to do so will result in parents being called to bring in suitable clothing or the student being suspended for the school day** (refer to the Suspension Policy). Students inappropriately dressed on quarter or semester exam days will not be permitted to take exams.
- Students are expected to attend all school functions appropriately dressed.
- The school, in the person of the dean of students, reserves the right to judge the appropriateness of student dress and grooming. The school further reserves the right to amend the dress code during the course of the year. The dean of students will deal with violations of the dress code.

Order on line at Schoolbelles.com (St. Peter Chanel High School #65). Call Schoolbelles to order at 216-898-5500. Visit Schoolbelles at 4747 West 160th Street, Cleveland, Ohio 44135 or Schoolbelles at 5160 Wilson Mills Road, Richmond Heights, Ohio 44143 . Phone 440-449-5487.

### **Dress Up Occasions – Award’s Night, Athletic Banquets, and other recognition banquets/assemblies**

Boys – White dress shirt & tie with sweater or sports jacket; dress shoes

Girls – appropriate dresses with sleeves or skirt & blouse with sleeves. Length of skirt or dress must not be shorter than two inches above the knee. Hosiery is a **must**. Denim is not appropriate.

### **Dress Code for Athletes Game Days**

**Players must dress appropriately to their sport when traveling to games. If the sport requires traveling in uniform such as football or baseball, student athletes should wear the uniform properly and neatly. If the game allows students to change upon arrival, school dress code is required of all athletes at away games. This is the policy before and after games. Athletes represent St. Peter Chanel High School.**

### **Dress Down Days**

On dress down days students may not wear:

- Shorts
- Tank tops
- Cut off tee shirts
- Baseball caps or hats
- Any clothing with inappropriate pictures and/or writing
- Earrings (men)
- Any clothing that is deemed to be too tight or revealing
- Pajamas
- Clothing that is excessively baggy or ill-fitting

Normal dress down day attire consists of jeans, t-shirts, and tennis shoes. There will be several “theme days” where certain allowances are made. However, students will be informed well in advance of changes to the normal dress down day attire. Student who violate this policy will not be permitted to classes until their dress is corrected and risk losing the privilege to dress down for the remainder of the year.

### **Cell Phones, Pagers, IPODS, MP3 players, and all other electronic devices**

Cell Phones, pagers, IPODS, MP3 players and all other electronic devices are not allowed to be used by students from the time they enter the building until dismissal. Any student who uses or displays an electronic device will have it confiscated and a system of fines will be enforced. In order to retrieve the phone a parent or guardian must make an appointment to pick it up from the dean of students. Phones may not be picked up unless an appointment has been made ahead of time.

For the first offense, a \$10.00 fine must be paid in order to retrieve the cell phone.

For the second offense, a \$20.00 fine must be paid in order to retrieve the cell phone.

For the third and final offense, the electronic device will be confiscated and held until the end of the school year.

### **Miscellaneous**

- Upon entering the building students may not use or display- radios, tape recorders, CD players, ipods, or any electronic devices.
- **Brief cases and duffel bags are NOT allowed in classrooms. They are not to be carried into the cafeteria food line.**
- Playing cards, dice and games are inappropriate as is gambling or any promotion of gambling and are not permitted on campus.

## ATTENDANCE INFORMATION

The following policies have been established by St. Peter Chanel High School to maintain accurate student attendance records and to assist students in developing a conscientious attitude towards regular attendance and punctuality.

### Beginning of the School Day

**The building will be open at 7:30 AM for admittance.**

**Students must use the front gym entrance ONLY.**

**Students not in dress code will report to the gym and be considered suspended until a time when they can be properly attired. They will sit in the bleachers in silence. Calls will be placed to the parent/guardian**

### General Attendance Policies

- Recognizing that all policies admit of exceptions in unique circumstances, the student and/or the parent should consult with the dean of students concerning any of the general school attendance policies.
- As a general rule, absence from the building in excess of 10 days per semester (or five days during a grading period) is considered excessive. Notices are mailed to parents at the end of each grading period notifying them that their student's absence at those points in time is considered excessive. Following any grading period, the dean of students will confer individually with any student whose record remains marked by excessive absence.
- A student who has missed ten (10) days (excused or unexcused) or 10 sessions of a course in a semester may not receive credit for his/her courses. This will be an administrative decision. The student will be placed on attendance probation for the following year.
- Attendance probation consists of one school year in duration. If, during that probationary year, there has not been a reduction in days absent or tardies (ten per semester or 15 for the year) the student and/or parent may experience one of the following alternatives:
- The student's case could be turned over to the school district's attendance officer for action.
- The student may be required to transfer to another school.
- In the case of a senior, a certificate of enrollment may be given during graduation exercises instead of a standard school diploma.
- All absences from the building are recorded. Students missing four (4) classes of the school day will be marked for 1/2 day absent. Students missing five (5) or more classes of the school day will be recorded as having missed a full day. Mass and/or assemblies are considered a period.
- Should a student go home ill during the school day, he/she may not return after school for any activity.

### Procedures for Absence

- Whenever a student must be absent from school **for any reason**  
**A parent is required to call the school prior to 8:00 am on each day of absence.**
- Calls are to be made each day of absence. In case of an extended absence (three or more days) the dean of students is to be informed, in writing. Furthermore, the Main Office should be informed so that upon request they will make arrangements to have assignments sent home to the student.
- **Upon returning to school following an absence, a student is to bring a note from his legal guardian stating the dates of his/her absence and the reason. Notes are to be brought to the Main Office within 2 days of the return to school.**
- If a student fails to bring a note on the first day back after an absence, s/he will be called to the dean of students' office. It will be explained to that student that s/he will receive a detention on the next school day and also **receive a "0" for any course work missed.**
- The student will receive a detention each and every day until the note arrives.
- If the note does not arrive within a reasonable amount of time, demerits may be given.
- A student who comes to school late, leaves early, or misses a portion of the school day for any reason must, on that day, turn in any work due that day. Furthermore, it is the student's responsibility

to see the instructor on the day of such absence of any class missed for that day to receive assignments and make appropriate arrangements to make-up missed work. The student's failure to initiate such contact with the instructor is **not** an excuse for missing any class work or being late with an assignment.

- Tests missed due to illness will be made up by the second day after the absence occurs. Generally, a student who is absent for an extended period of time will have 1/2 the number of days that he/she was absent to make up missed work (assignments or tests). Example: students out for four days will have only two days to make up the work missed.
- Absences from semester exams, whether during the exam schedule or a regular class period, can be excused only for serious medical reasons and require a doctor's verification.

### **Absence for Appointments**

- It is expected that medical, dental, college visits, or legal appointments will be made outside of school time. When that is impossible, arrangements should be made so that a student will miss as little of the school day as possible.
- If a student is to arrive late due to an appointment, a call must be made to the attendance office alerting the school of the time of the arrival. A note from the parent **must be** presented to the Main Office when the student arrives.
- If an early dismissal is requested, a note from the parent must be presented to the main office before the start of homeroom. All students must sign out in the main office before they leave for the early dismissal appointment. Parents are to report to the main office to sign out/in their student for those students not driving themselves.

### **Absence for Other Reasons**

- Any other kind of absence, such as for a college search visitation (normally concluded before March 31st), must be cleared, in writing and in advance, with the Main Office. For seniors and juniors, three college search visitations are excused. The school is naturally reluctant to approve such absences, but occasionally will grant student permission if the reasons are sufficiently serious. The student is expected to make up all missed work.
- To request such an absence, a student must request from the main office a planned absence form. The student must personally notify each of his/her teachers and make arrangements for any missed work/assignments. Forms must be signed by the parent/legal guardian and the dean of students. The planned absence form must be handed in to the dean of students one day in advance prior the absence.
- Vacations are never considered sufficient excuse for missing school, and the student is responsible for making up all assigned work.
- **College Visit:** An advanced notice needs to be turned in to the main office at least two days prior to going on a college visit. A note from the college stating the visit occurred must be brought back to the main office upon student's return to school.
- If a student is to arrive late due to an appointment, a call must be made to the attendance office alerting the school of the time of the arrival to school. **A note from the appointment must be presented to the Main Office when the student arrives.**
- **If an early dismissal is requested, a note from the parent must be presented to the main office before the start of homeroom.** All students must sign out in the main office before they leave for the early dismissal appointment. Parents are to report to the main office to sign out their student for those students not driving themselves.

### **Tardiness**

- A student is considered tardy if he/she is not present in his/her homeroom by 8:00 a.m.
- If a student should arrive after the 8:00 bell has sounded, he/she is to report to the main office for a tardy slip. Teachers will not admit a student to homeroom without a tardy slip.
- After the third tardy for the semester, a student will be subject to the following:
  - a. 4th & 5th tardy per semester will receive detention with the dean of students in the cafeteria

**b. 6<sup>th</sup> and on: 1 hour for each tardy accrued to be served over Christmas break for tardiness up until December 19, 2008; and then starting over 2<sup>nd</sup> semester, to be served starting June 8, 2009.**

- A call into the school main office is not an excused tardy. Only tardies caused by extreme emergencies as determined by the administration will be excused.

**Students tardy after 8:19 AM will not be permitted to class until the end of period 1 and they will receive “0” credit for the class. Students will remain with the dean of students until the end of period 1.**

**Any student who arrives after 8:15 AM will have a call placed to their parent or guardian.**

### **Truancy**

- Truancy is defined as the unauthorized absence of a student from school. It is considered a serious offense and is dealt with on an individual basis by the Dean of Students.
- Truancy is also understood as repeated failure of the student to comply with the school's attendance regulations. Such a problem may be referred to the official attendance officer for the school district.
- A student truant from any class will receive 5 demerits for each class missed up to a maximum of 15 demerits per day. **The student will receive a “0” for all missed assignments** and it will be considered an unexcused absence.

### **Dishonesty in Attendance or Tardy Matters**

Any falsification of reasons why a student has been absent or tardy is considered a major breach of trust and will be dealt with as a case of truancy. If student originated, this will be penalized in addition to truancy. If parent originated, this may be considered as grounds for expulsion.

## **ATHLETICS**

St. Peter Chanel sponsors a variety of extra-curricular activities because it believes that students need more than classroom experiences for a complete education. To be eligible to participate in athletics, students are required to satisfy two academic requirements; one is imposed by the State of Ohio, the other by Chanel. They are as follows:

- **State Requirements:** All athletes are required to pass **the equivalent** of five (5) credits in the academic quarter prior to their season. For some athletes, this may be the fourth quarter of the previous school year. There is no appeal to this requirement.
- **Chanel Requirements:** All athletes are required to attain a minimum C- average (1.6 GPA) during the quarter prior to their competing. In addition, they may not have more than one failing grade during that quarter.
- **Appeal procedure:** If an athlete falls below a C- (1.6 GPA), they may appeal their ineligibility at the mid-quarter. If an athlete has his/her grades raised to acceptable levels at the time of progress reports, they may be reinstated for the remainder of that academic quarter. Acceptable levels are a C- average (1.6 GPA) with no more than one failing grade. The appeal must go through the head coach and the athletic director.
- **Practice and academic ineligibility:** An athlete may, with agreement between the athletic director and head coach, practice while awaiting mid-term progress reports to have eligibility re-instated. An athlete who is ineligible by OHSAA standards or one who is unsuccessful at having eligibility re-instated at mid-term will not practice with any team until academically eligible. In order for students to begin conditioning, practice, or try-outs, they must have a properly completed Ohio High School Athletic Physical Card and a completed Emergency Medical Authorization on file in the athletic director's office.

- **Dress Code: Players must dress appropriately to their sport when traveling to games. If the sport requires traveling in uniform such as football or baseball, student athletes should wear the uniform properly and neatly. If the game allows students to change upon arrival, school dress code is required of all athletes at away games. This is the policy before and after games. Athletes represent St. Peter Chanel High School.**

**Other Athletic Department and extra-curricular activity regulations are:**

- In general, the school policy is that attendance at school for academics comes before attendance at games, and/or practices and extra curricular activities.
- Students who are absent from school are not eligible to play in any games that day, nor are they allowed to practice with any team or participate in any extra curricular activities. For an early dismissal or late arrival the student must be in attendance at school for 5 classes in order to play in a game, practice with a team or participate in an extra curricular activity.
- The only exceptions to this policy are officially excused absences from school such as attendance at a family funeral, a doctor's appointment, or, in the case of seniors, one of their three college visits. In such unusual circumstances, permission must be obtained beforehand from the athletic director or dean of students. School policy strongly encourages students to schedule medical appointments outside of class time whenever possible.
- Participants in all sports are responsible for all equipment issued to them. **Athletic uniforms are to be worn for athletic events and not for physical education or personal use.** Loss of or damage to equipment and uniform is charged directly to the student, and if not paid is added to the student's tuition account. Until lost equipment is paid for; the student will be subject to the penalties attached to any other non-payment of his/her account.
- All athletic facilities are off limits to students unless a member of the staff is present.
- Transportation home after games or practices is the responsibility of the student. When waiting for a ride, the student is to wait in the courtyard parking area adjacent to the locker rooms.
- Students caught smoking, using illegal drugs, alcohol, or steroids will be liable for immediate expulsion from any sports team, athletic event, and/or extracurricular.
- Athletic Letters will be awarded to participants on the following basis:
  - **Football:** participation in 50% of total quarters; participation is defined as playing two or more successive downs in that quarter or significant contributions to the team
  - **Basketball:** participation in 50% of total quarters; any part of the quarter is counted as a full quarter
  - **Track:** student must score at least one point per meet in all dual, triangular, & quadrangular meets
  - **Wrestling:** student must wrestle in one-half of all scheduled matches
  - **Bowling:** student must bowl in 66% of all scheduled matches
  - **Baseball:** student must play in 50% of all scheduled innings (except pitchers); awards to pitchers at discretion of the coach
  - **Cross Country:** Student must score an average of 1 and 1/2 points per dual meet
  - **Golf:** Student must participate in 150% of all scheduled matches
  - **Soccer:** Student must have played 50% of total game time
  - **Softball:** Student must play in 50% of total innings (except pitchers); awards to pitchers at discretion of the coach
  - **Volleyball:** student must play in 50% of all scheduled games; special cases at discretion of the coach
  - **Cheerleading:** to be determined by the coach and announced to team members at the beginning of each season

**AWARDS - Letter Jacket**

Students who earn a varsity letter award are able to display their award on a varsity letter jacket. The letter award jacket represents a number of years of tradition by many hard working athletes since the first varsity season of 1960. The letter jacket may be purchased through the St. Peter Chanel bookstore. It is a red wool jacket, no hood, white leather sleeves with the letter sewn on the left front side of the jacket over the heart, the nameplate is sewn on the waistband, and the sport names may be put on the back of

the jacket. Year of graduation on the left sleeve is optional. No other letter jacket is to be worn displaying the St. Peter Chanel varsity letter.

For further detailed information concerning the Athletic Department you may consult the Athletic Department Handbook available in the athletic office. Any student or parent with questions about the athletic program should direct them the athletic director.

### **Letters for extra curricular activities and academics**

- Drama: students who participate in two drama productions
- Varsity Band: must participate in varsity band a full school year
- Academics: must earn at least a 3.6 GPA for each of the first 3 academic quarters with no F's.

### **SCHOOL DANCES**

School dances, whether held on the premises or away from school, are school functions and as such will be governed by school by school regulations and policies. School dances are considered closed dances. They are not open to students from other schools or the general public. St. Peter Chanel High School students may invite one guest on specified occasions. Guests are expected to abide by the same standards of conduct and dress as St. Peter Chanel students.

- All music including disc jockeys and bands must be approved by the administration prior to the dance. Dancing should exemplify good taste.
- Students attire should be modest and in good taste.
- No smoking is permitted in the building or on school property.
- If a student leaves the dance, he/she will not be readmitted.

### **School Dance Policy**

At St. Peter Chanel Dances, and at any gathering held at or sponsored by St. Peter Chanel High School, the following policy is in place.

There will be no dancing which is implicitly or explicitly sexual in nature, nor any gestures or language of a sexual nature at a school dance or any school sponsored event. The acceptability of these activities will be at the sole discretion of the High School and are not open for discussion. Any student in violation of this policy will be removed from the dance immediately with no refund of admission. This applies to St. Peter Chanel students as well as their guests. If the removed student is a St. Peter Chanel student, further disciplinary action may be involved, including but not limited to Saturday detention and/or a suspension from school. St. Peter Chanel students will be held responsible for the behavior and actions of their guests.

### **SPIRITUAL, PERSONAL AND EDUCATIONAL COUNSELING**

Various mentoring opportunities are available to students. Students are encouraged to contact anyone of the following to get help when needed: guidance counselor, campus minister, faculty member or any administrator with whom they feel comfortable.

Parents, too, should feel free to initiate the service on behalf of their student. Simply call the aforementioned offices to arrange a meeting time. The school chaplain is available on a weekly basis for counseling, confessions, and other spiritual matters.

### **STUDENT SERVICES AND PRIVILEGES**

In each classroom, it is the teacher who determines those policies best suited for carrying out the instructional program. The cafeteria, study halls, and media center are available to all the students, and one set of regulations is designed for the best interests of all.

## Arrivals

The south entrance is opened at 7:30 a.m. until 8:00 a.m. After 8:00 a.m. all doors will be locked. The center entrance of the building is to be used by anyone entering the building.

## Cafeteria

The cafeteria is used daily by all the students and frequently after school and in the evenings by other groups who support the school. It is in everyone's best interest that the cafeteria is kept clean and neat.

- A staff moderator is in charge of the cafeteria; problems, concerns, or questions should be directed to him/her.
- Students are to report to the cafeteria promptly and are not to leave it without permission of the moderator.
- Each student is expected to keep his/her area clean, putting all refuse into the trash containers and cleaning up any spills, etc.
- The moderator may call upon **any** student to help in cleaning up debris. Such a call is not a punishment, but a share in the responsibility that all have to the school community.
- All food must be consumed only in the cafeteria and may not be carried to other areas of the building.

## Campus Ministry

The Campus Ministry Office as lead by the school chaplain is responsible for planning masses, retreats, prayer services, etc., and for contributing to the spiritual growth and development of the school community. Please see the school chaplain or religion teacher to take an active role in these activities and/or to seek personal guidance.

## Chapel

The Chapel is always open to the community during the school day. Everyone is encouraged to visit the Chapel for private and group prayer and/or quiet meditation. Eucharistic Services are held daily and all students are encouraged to attend. Keep in mind that the Holy Eucharist is reserved in the Tabernacle and should be shown proper reverence. To ensure this, the following guidelines should be followed.

- On all occasions, food, drink and gum chewing are prohibited in the Chapel
- Please be respectfully quiet as you pass the Chapel during the day
- Please visit the Chapel for spiritual reasons only

The school chaplain and religion department are responsible for opening and closing the Chapel during the school week. During the school day, the Chapel doors are to remain open and the Chapel lights are to remain on as a sign of welcome to all.

## Clinic

- The clinic is located on the first floor, Room 117. All students reporting to the clinic must present a pass signed by a teacher indicating the student has reported for attendance and been excused to the clinic. If the nurse is not in the clinic, the ill student must report to the main office for directions.
- The student will spend no more than one class period in the clinic. Longer periods of class absence will warrant the student being dismissed for the day after the parents have been notified.
- **Before a medication may be given at school, a Physician's Request for Administration of Medication and Parent's Request for Administration of Medication must be signed and received in our school. This includes all prescription and over-the-counter medication. The request must include instructions as to the name of the medication, dosage, time, and duration of the medication. The medication and the signed permission forms must be brought to the clinic by the parent/guardian. Such forms may be obtained in the main office or the school clinic. Medication must be in the original container and have an affixed label. Students may not carry any medication unless so ordered by a physician and documentation directly from the physician is on file in the clinic.**

### **Computer lab guidelines**

- Students **are not permitted** to drop into the computer literacy lab (generally room 225) unless they have acquired prior permission from the computer lab instructor between classes, not during class time. If appropriate space is available, the student will be given authorization to be in computer lab.
- The student may then be allowed to come to the computer lab IF his or her classroom teacher agrees. The classroom teacher will determine if the student can go. A teacher may bring an entire class to an available computer lab at any time.

### **Corridors**

During the school day, except during change of class, no student is ever to be in the corridors without a pass. It is the student's responsibility to ask a teacher for a pass to be in the corridors. Students in the corridor without a pass will be reported to the dean of students.

### **Dismissal**

Students staying for any extra curricular activities should report to their coach/moderator immediately after dismissal.

The behavior and volume level of students waiting for a ride on the front porch after school should imitate what is acceptable in the hallways. Also, students are to stay out of the doorways. The lobby outside the gym is to be clear of all students at 3:00 p.m.

### **Guidance**

The Guidance Office is open every day to assist students in their college search needs, to offer support in academic matters, and for personal counseling. Please see the guidance counselor or the school psychologist to make an appointment. Appointments with the school psychologist may require a signed parental consent to treat form.

### **Health**

All immunization records, physical exam results, and Emergency Medical Authorization forms must be on file at the school within ONE month after the opening class in the fall. Failure to do so will result in the student being suspended from all academic and extra-curricular activities until the school receives the required forms.

### **Library/Media Center/Computer Lab**

Students in study hall may be given permission by the study hall moderator to go to the library to do research, read, etc. The student must have a pass signed by the moderator and **stay in the library until the bell rings to end the period**. Students who are sent to the library from a class must also have a pass signed by the teacher. The student must report to the designated area within three minutes. Most print materials circulate for a two-week period. Students should report lost materials immediately. A two-week grace period is given to find the material. If material is not found, the student must pay for the material. The library will close ONE HOUR AFTER the last period of the school day Monday through Thursday (with exception of Faculty Meeting dates).

- **No electronic devices are permitted in the library at anytime.**
- **Internet access acceptable use policy - see front of handbook**

### **Lockers**

At the beginning of the school year, each student is assigned a locker, and the student must use only that assigned locker for the year. The locker is the property of St. Peter Chanel High School and is to be treated accordingly. A combination lock will be provided for each student's locker by the dean of students. No other lock is to be used on a student's locker. In case a student loses his/her lock, he/she will be expected to pay the cost of replacing the lock. If a lock other than that assigned by the dean of students is on a locker it will be removed immediately and no refund will be given to the student for their lock. Lockers are not to be used for the storage of valuables. Concerns about lockers and locks are to be reported to the dean of students. Since the student's locker is school property, St. Peter Chanel High

School reserves the right to inspect the student lockers. This search, usually, will be conducted in the presence of an adult witness unless circumstances dictate otherwise. Students using locker room lockers MUST provide and use their own lock.

Any student in physical education or any athlete using the athletic lockers must provide their own locks for the locker room lockers. All students in physical education must have a lock as a requirement of the class.

### **Transportation**

Concerns about public transportation can best be answered by making contact with the transportation office of the public school district in which you reside. Other questions should be directed to the director of finance. All students must obey all instructions from bus drivers. Students may be denied the privilege of riding if their conduct poses a distraction to the bus driver and imposes any threat to the safety of his/her passengers. Other questions about transportation should be referred to the director of finance.

## **LOST AND FOUND, PARKING, TELEPHONES, VISITORS**

### **Lost and Found**

Students finding articles are asked to bring them to the main office. Students who have lost anything should check in the main office for them within a reasonable time. Articles not claimed after a reasonable period of time will be disposed of.

### **Parking**

Students of driving age with a valid driver's license are permitted to drive to school. Their cars are to be registered with the dean of students. To do this, they must complete the form with the following information:

1. valid driver's license number
  2. permission by the parent to drive to school
  3. make, year, and color of all automobiles to be driven to school
  4. license plate numbers of all automobiles to be driven to school
  5. proof that the student is covered by insurance
- Cars are to be registered with the dean of students by the 2nd week of school or before the student begins driving to school. After that time a parking permit must be issued before parking privileges are given.
  - Students will be responsible for any damage to school property caused by their vehicles.
  - Every student car parked on the property must bear a parking permit. The cost for the first car's sticker is **\$ 30.00**.
  - The speed limit on school property is 10 m.p.h.
  - The parking lot is off limits to students during the school day.
  - Safety and security are the clear principles that govern use of a car on school premises.
  - Students park only in the student lot at the south end of the school in designated areas. Violation of these rules may result in fines, loss of driving privileges and/or the towing of the automobile at the driver's expense.
  - At no time are students allowed to park in the back courtyard parking lot (between the cafeteria and the transportation garages).
  - Violation fines: \$10 for the 1st offense; \$25 for the 2nd offense; Loss of driving privileges for 3rd offense

### **Telephones**

- **Parents are instructed not to call the school to deliver messages to students except in emergencies.**
- **Only such messages from parents and/or legal guardians will be relayed to students.**
- **Parents are instructed not to call students on cell phones or pagers during school hours.**
- **School office phones are not to be used by students.**

## Visitors

- Only authorized visitors are permitted in the building and must report directly to the main office.
- Parents and unauthorized visitors are not permitted to sit in on classes.

## MISCELLANEOUS

### Bookstore

The bookstore is open according to posted hours.

### Contacting Teachers

Teachers may be contacted by leaving a message on their voice mail or email or by setting up an appointment at a mutually convenient time.

### Elevator

For medical reasons students may use the elevator after receiving permission from the dean of students. All elevator keys must be returned on a daily basis; a security deposit will be charged.

### Gift Delivery

Gift delivery of flowers, balloons, or any other type of “gifts” to a student is not allowed and will be refused by the main office.

## DISCIPLINARY CODE

St. Peter Chanel, as is true of any community, sets up rules and regulations for its members. They are designed to carry out the purposes of the school and provide for the common good. **It is commonly understood that no discipline code can be written to cover all possible cases and the following section is meant only to give some general guidelines. The school reserves the right to deal with discipline situations in a manner the administration deems appropriate. The guiding principle is to ensure a safe, nurturing environment conducive to learning.**

The fundamental principle of the rules at St. Peter Chanel is that each student is to conduct himself/herself as a Christian individual. Simply speaking, we will expect each student to treat all members of our school community with dignity and respect. In addition to the policies that have already been indicated, the following expectations are in force:

1. The staff members are always to be addressed by their proper title, e.g. Father, Mister, Mrs., Sister, Miss, and Ms.
2. Food or drink is not to be consumed in any part of the building except the cafeteria.
3. Crude, vulgar, offensive, or profane language is not to be used.
4. Littering or any act of vandalism is clearly prohibited.
5. Unauthorized absence from any class, study hall, or other assignment is prohibited.
6. Leaving of the campus without express permission from the administration is prohibited.
7. Gum chewing is not permitted in the building.
8. Physical signs of affection, such as holding hands, embracing, kissing, etc., are prohibited.
9. Inappropriate dress or behavior is not permitted at school sponsored extracurricular events.
10. Leaflets, posters, and other such materials may not be distributed or posted without the approval of the dean of students.

### **Certain other offenses are clearly of a more serious nature and will be dealt with accordingly.**

The following are not all inclusive of prohibited behavior:

1. Flagrant disrespect or outright disobedience of any member of the St. Peter Chanel staff.
2. Gambling or games of chance are forbidden on school property.
3. Fighting or the threat of any physical injury to any member of the school community or visitors.
4. Possession or use of any intoxicant or mood altering chemical or look alike substance.
5. Dishonesty in terms of theft, cheating, or lying.

6. Damage to or destruction of school property or the property of students or staff.
7. Misconduct in the public forum, which is damaging to the reputation of the St. Peter Chanel community.
8. Conduct which is an affront to the values of the Catholic faith community.
9. Inappropriate sexual behavior or language.
10. Smoking is not permitted on the campus at any time.
11. Weapons, explosives, fireworks, ammunition or any look alike material of any type are not permitted on school property (including school or personal vehicles) at any time including school sponsored activities, athletic events, (home or away), and extra-curricular activities. Violation of this policy may result in immediate expulsion.

St. Peter Chanel has established a system of penalties for violations of its rules. These are meant to impress on students the fact that their conduct fell short of expectations and of their need to do better. Penalties can include but are not limited to: warnings, detentions, demerits, suspensions, and/or dismissal.

1. **Warning:** Warnings may be given for minor offenses, if a student's record indicates no previous infractions.
2. **Detention:** Detentions will be given, whether in a teacher's classroom or in detention hall, or by the dean of students, to students who have not behaved in a manner consistent with a teacher's classroom policies and/or the Student/Parent Handbook.

#### **Teacher Detentions**

- Teachers and staff member need only inform a student verbally of their detention.
- Teachers should assign a student detention so the student has adequate opportunity to arrange his/her transportation. "Adequate opportunity" here is defined as the next day.
- Teachers may assign a day of the week for the student to serve a detention provided it give the student adequate opportunity to arrange transportation.
- Anyone who arrive late or fails to show for a teacher detention will receive **2 demerits and a school detention.**

#### **School Detentions**

- School detentions will be assigned by the dean of students.
- **Detention Hall will be held on Tuesdays and Wednesdays at 7:30 AM**
- **Any student who receives more than two detentions in a week will receive an out of school detention (Saturday or other non-school day) and 1 demerit**
- Anyone who arrives late or fails to show for a school detention will receive **2 demerits and another school detention.**
- Anyone who arrives late or fails to show for a Saturday detention will **receive 5 demerits and a school detention.**

#### **Detention Hall – Room 011**

- **Detention Hall will run from 7:30 AM until the end of homeroom; attendance will be taken in detention hall.**
- **Students must be on time and in complete dress code.**
- **Students must stay awake and remain in silence until dismissed from detention hall.**

3. **Demerit:** Demerits, ranging in number from one to thirty, will be assigned by the dean of students to any infraction of the school code; the number will depend on the nature and severity of the offense.

Some examples of demerits assigned include, but are not limited to:

Horseplay.....	5 demerits
Vulgar or Profane Language.....	5 demerits
A.W.O.L.....	5-15 demerits
Smoking.....	10 demerits
Fighting.....	10-30 demerits - expulsion
Vandalism.....	10-30 demerits - expulsion
Disrespect.....	5-30 demerits - expulsion
Theft.....	up to 30 demerits and suspension determined by the dean of students and/or possible expulsion
Violation of Weapon or Gang Policies.....	a minimum of 5 day suspension plus 30 demerits and / or expulsion.
Possession and/or Consumption of alcohol, other drug or illegal substances or look alike substances.....	up to 30 demerits and a minimum 5 days suspension and or expulsion.
Dealing of drugs or illegal substances or look alike substances.....	expulsion and notification of proper authorities.

**SPECIAL NOTE:** Students found to be in possession of or using alcohol, other drugs, controlled substances, or illegal substances may be required to obtain a professional assessment from an agency mutually agreed to by the school and parents. The written results of the assessment are to be submitted to the dean of students and the student must agree to adhere to the recommendations stipulated before being readmitted to St. Peter Chanel.. The assessment does not preclude disciplinary action deemed appropriate by the administration.

When a student accumulates 10 demerits, a parent conference will be held with the dean of students, a follow-up letter will be sent to the parents, and the student will be suspended for one (1) day.

When a student accumulates 15 demerits, a parent conference will be held with the dean of students, and the student may be suspended up to three (3) days at the discretion of the dean of students. When a student accumulates 25 demerits, a parent conference will be held with the principal and dean of students and the student will be suspended for five (5) days.

A student who accumulates 30 demerits is subject to immediate expulsion.

4. **Suspension:** Suspensions, as noted above, can be assigned for accumulating demerits, but can also be given for a violation of the school code. Suspensions may be served either in school or out-of-school. A student who is suspended may not return to class until he/she and his/her parents have a conference with the dean of students.
5. **Dismissal:** Expulsion from the school is warranted by a serious violation of the school code, conduct which is an affront to the values of the Catholic faith community, or by accumulating thirty (30) demerits or repeated violations of school rules or regulations. When such occurs, the student's case will be presented by the dean of students to the administrative council, which will recommend a course of action to the principal. The principal will then make the final decision.
6. **Probation:** At the end of each school year, every student's discipline record is reviewed. Should it indicate chronic problems and/or continuous demerit trouble, the student may be allowed to return to St. Peter Chanel only on probationary status.

A student on disciplinary probation may not exceed ten (10) demerits during either semester, nor accumulate more than fifteen (15) demerits for the year. Violation of these terms may result in immediate dismissal. The dean of students also has other remedies at his disposal for trying to help a student

become a good citizen of the school community and is not limited to the formal procedures outlined above. Parents are urged to contact the dean of students when they become aware of any problem that threatens the well being of their child. The school's main concern is to alleviate student problems and will devote its resources to that end.

St. Peter Chanel High School has adopted the Office of Catholic Education's written policies on gangs and sexual harassment, which are on file in the main office.

### **DIOCESAN POLICIES**

- Pregnancy Policy (policy on file in the main office)
- Married Students Policy (policy on file in the main office)
- AIDS Policy (policy on file in the main office)
- Youth Gangs and Violence (policy on file in the main office)
- Weapons Policy (policy on file in the main office)
- Sexual Harassment and Sexual Violence (policy on file in the main office)
- Sexual Harassment (policy on file in the main office)
- Sexual Violence (policy on file in the main office)

### **Family/Custodial Situations - Relationship with the School**

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Peter Chanel High School personnel will mail notices, communications, etc. to the home address. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be mailed to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform both the principal and teachers of this fact so that appropriate support can be given to the child. St. Peter Chanel High School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a court order, release such records upon request to referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Unless restricted by court order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding, misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, subject to the approval of both parents, and further reviewed by St. Peter Chanel High School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoid duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this re-statement of procedures or circumstances you feel necessitate other arrangements, parent(s) should contact the principal personally.

### **St. Peter Chanel High School Service Program**

The Gospel calls us to "love one another." It is this Good News which inspires the Service Program at St. Peter Chanel High School. In addition, our Service Program is guided by the apostolic tradition of the Marists, which encourages us to emulate Mary, the Servant Mother of the Church. By her example, we learn to embrace the lives of others in a quiet and prayerful manner. Furthermore, our Missionary patron, St. Peter Chanel adds to our Service Program the important dimension of "reaching out" to the world at large for the sake of the Love of Christ. Finally, the St. Peter Chanel High School Service Program recognizes the mandate of the Diocese of Cleveland to form young men and women into "faith filled Disciples of Christ." With these four elements in mind, the St. Peter Chanel High School community has created the following service obligations for her students.

#### **The Service Program**

1. Each student is responsible for 20 hours of service each year.
2. All service must be pre-approved by a religion teacher
3. Service must be completed, documented, and signed no later than April 30<sup>th</sup> of the current school year.
4. Each student who fails to complete his/her yearly service obligation must attend a summer service project class at St. Peter Chanel High School before receiving credit for his/her religion grade.
5. The Campus Ministry Team will handle each student's service record.
6. All questions/concerns related to the Service Program should be addressed with each student's instructor.
7. Each student will receive from his/her religion instructor all necessary forms, information and instruction concerning the service program throughout the school year.

#### **Important Details**

The St. Peter Chanel High School Service Program is designed to provide a variety of service opportunities. The following information briefly details the obligations of service for each class.

**Freshman and Sophomore Service:** Service obligations for freshman and sophomores can be completed both within the St. Peter Chanel High School community or in the community at large.

Examples of service that can be completed within the school community are: assisting Institutional Advancement, assisting with the CYO games, cleaning the football stadium, sweeping the parking lots, cleaning the weight room, cleaning a teacher's overheads, participating in Youth for Life, participating in RACE, SADD, liturgical choir, Ambassador's Club, lecturing and/or serving at mass, retrieving balls at soccer games, keeping score for athletic teams, assisting at Open House, Freshman Registration, and a variety of student ministries. Service must be pre-approved before credit will be given for service performed.

**Junior and Senior Service:** Service obligations for juniors and seniors can be completed in the community at large. There are a few opportunities at Chanel that will be considered for juniors and seniors including: RACE, SADD, Youth for Life, liturgical choir, lecturing and/or serving at mass and a variety of student ministries. See religion teachers and/or Campus Minister for other considerations. Service must be pre-approved before credit will be given for services performed.

The Service program will develop and adapt to the needs of the St. Peter Chanel community. Addendums to the Service Program will be made available through your religion teachers.

## ST. PETER CHANEL HIGH SCHOOL 2008-2009

**FIRST DEPOSIT: \$275.00** This first deposit is payable by **March 1<sup>st</sup>**. Students new to St. Peter Chanel High School are to pay this fee by registration day in March or within ten days of admission notification. **A \$25.00 Late Fee is applied to those who do not pay by March 1<sup>st</sup>**. Unless notified by March 1<sup>st</sup> that the student is withdrawing, this first deposit is not refundable.

**A SECOND DEPOSIT of \$475.00** is due in the business office by **April 15<sup>th</sup>**. The second deposit is also not refundable. **After April 15<sup>th</sup> a \$25.00 late fee is applied to those who do not pay by April 15<sup>th</sup>.**

**TUITION: \$8,150.00 (less deposits of \$750.00)** The tuition can be paid by selecting one of the three pre-payment plans being offered for the 2008-2009 school year. Children of alumni receive a 10% discount. The oldest of 2 children attending St. Peter Chanel during the same school year will receive a \$1000 discount. With three students from the same family attending St. Peter Chanel during the same school year, the oldest student will receive a \$2000 discount and the 2<sup>nd</sup> child will receive a \$1000 discount.

One semester's tuition is \$4450.00.00 including \$750.00 non-refundable in deposits.

The three tuition payment plans being offered are as follow:

- Pay the entire tuition balance on or before June 1st.
- Pay part of the tuition on or before June 1st and finance the balance with the assistance of a simple interest bearing loan through the **Ohio Catholic Federal Credit Union**
- Pay tuition less required deposits of \$750.00 with the assistance of a simple interest bearing loan through **Ohio Catholic Federal Credit Union**.

In reference to the second and third options, loan applications must be filled out in advance, then forwarded to the Finance Office where the loan documents will be prepared by the Credit Union. The loan applicants must sign documents, bring a copy of their driver's license, and bring a voided check to the account from which the loan payment will be made. The signing process takes approximately ten minutes at the Ohio Catholic Federal Credit Union.

**TUITION REFUND POLICY:** If a student chooses to leave or is dismissed for any reason from St. Peter Chanel, the refund policy during each semester is as follows:

After 1 week-80%; After 2 weeks-60%; After 3 weeks-40%; After 4 weeks-20%; After 5 weeks-0%

The required \$750.00 deposit is not refundable. Also any financial aid, scholarships, alumni or brother/sister discounts will be cancelled and forfeited if a student leaves during the school year at any time and for any reason

**Items not covered by tuition include:** gym uniforms, school clothing, transportation, class rings, athletic events away from school, transcripts after the first one issued, and school property damages or losses for which a student is found responsible.

**DELINQUENT TUITION:** If a student's tuition (including loan program) is delinquent, he/she will not be permitted to receive a semester schedule, semester report card, or a diploma. He/she will not be permitted to attend the senior prom or participate in the graduation ceremony and all related activities, including receipt of cap and gown, tickets, and announcements. Additionally, no official transcript will be sent to any institution or employer, and the student will be liable for immediate dismissal.

For purposes of the above provisions, delinquent is defined as tuition not being paid in full by May 1. If 1<sup>st</sup> semester tuition is not paid in full by January 15, then the student will not be permitted to begin 2<sup>nd</sup> semester classes. In all cases, no transcripts will be issued until tuition and any and all outstanding

charges are paid in full. The school may request that final payment be made by certified check, money order, cashier's check, or by credit card.

**GRADUATION FEE: \$75.00** - This fee is for seniors only and must be paid by June 1 of the junior year. This fee covers expenses incurred in relation to senior commencement, as well as caps, gowns, diplomas and 10 announcements.

**COURSE CHANGES: \$20.00** This fee is payable if a student decides to change his/her course schedule after August 26<sup>th</sup>. If the school has made an error, there is no charge.

**CHANEL BUS FEE:** This fee is payable at the beginning of each quarter.  
**\$300** per quarter (two-way, daily); **\$165** one way daily; **\$3.75** (each way) tickets for occasional riders.

The above is subject to change based on the cost of fuel. Students who ride the St. Peter Chanel school bus/van must pay their bus fee at the beginning of each quarter. Bus schedules are available in the business office.

Parents are advised to contact their local public school district for their policy on transportation of high school students.

**Joint Guardianship: A \$50 fee will be billed to your student's tuition for additional copies of all school publications mid term reports, report cards, announcements, newsletters, and all other mailings for the school year, which must be sent to two separate addresses. This fee covers cost of handling, mailings, materials, postage and other cost of mailing .**

#### **ST. PETER CHANEL HIGH SCHOOL ADMINISTRATION**

President/Principal  
Dean of Student Affairs  
Dean of Academics  
Director of Finance  
Director of Institutional  
Advancement  
Director of Development  
Director of Athletics  
Director of Guidance  
Administrative Assistant

Sr. Maria Berlec, OSU  
Mr. William C. Parris  
Mrs. Jacylyn Doerner  
Mr. Edward V. Treat '66  
Mr. Scott Gongos '90  
  
Mrs. Pat DeFranco  
Mr. Dwight Hollins  
Mrs. Chestina Holly-Brown  
Mrs. Barbara Dew

#### **SECRETARIAL / CLERICAL STAFF**

Development Office Secretary  
School Office  
Finance Office  
Athletic Office  
School Nurse  
School Psychologist  
Auxiliary Services  
Library & Media Service

Mrs. Jule Kennedy  
Mrs. Mary Lynn Haldi  
Mrs. Lizette Simon, Mrs. Kelly Bielanski  
Mrs. Kelly Bielanski  
Mrs. Carolyn McGuire  
Mr. Craig Gordon  
Mrs. Lillian Neptune  
Mrs. JoAnn Perko

#### **MAINTENANCE /HOUSEKEEPING**

Mr. Mark Albert, Mr. Don Dropcho, Mr. Joe Grenig, Mr. Mark Titus

## ST. PETER CHANEL HIGH SCHOOL INTERNET ACCESS

### GOALS/MISSION

St. Peter Chanel High School offers Internet access service to students, faculty, and staff. The vast and diverse informational resources of the Internet are meant to be used as a tool for supporting the curriculum and enhancing the educational process at St. Peter Chanel High School. The goal of Internet use at the school is to share resources and expand research, critical thinking, and communication skills. Like any other aspect of school life, Internet usage must be consistent with the overall mission of the school. St. Peter Chanel High School commits to abiding by all pertinent copyright and license requirements. The privilege of using Internet access service at St. Peter Chanel High School is contingent upon signing and complying with the Acceptable Use Policy and Agreement. Failure to do so will result in the loss of privilege.

### PURPOSE

The purpose of internet use at St. Peter Chanel High School is to support the curriculum and enhance education in a manner consistent with the mission of the school. **It is not intended for entertainment or recreational use.**

### GENERAL INFORMATION

It is the intent of St. Peter Chanel High School to provide a cooperative environment in which guidance is given for internet searches and users are encouraged to share appropriate information and resource sites with the community. It must be understood that it is impossible to provide a foolproof guard against access of all controversial materials and those industrious users who may seek or discover them.

### ACCEPTABLE USE POLICY Internet Safety Policy

These policies have been established so those users are aware of their responsibilities, for efficient, ethical and legal use of the service. If a user violates any of the following provision, his/her privileges and appropriate disciplinary action will be taken.

1. All computer users must sign in at the front desk of the library or with the computer lab instructor and must have this completed form on file. Students will be responsible for damage to computer equipment and furniture. Problems sometimes occur with computers. If you encounter a problem, please report it to the librarian/instructor, immediately, otherwise, repair cost could be charged to you.
2. The following are not permitted:
  - Email is **not** permitted at any time.
  - Internet gaming is **not** permitted at any time.
  - Chatting is **not** permitted at any time.
  - Students may **not** load or download ANY programs or games onto school computers, hard drives, or servers.
  - Students may **not change any** computer settings. This includes but is not limited to display and sound.
3. Priority use is to be given to students who are working on current projects for teachers. The librarian or instructor will determine this.
4. Blank discs will be available for purchase. Students may **not** bring in their own discs. Even though our computers will have an anti-virus software package, it is still possible for a "contaminated" disc to escape detection.
5. Transmission or access of any material in violation of any US or state regulation is prohibited. This includes but is not limited to copyrighted materials, threatening or obscene material or materials protected by trade secret.
6. Vandalism of any sort is prohibited. Vandalism is a malicious attempt to destroy data of another user, provider or the Internet itself as well as the degrading of any technological equipment or of system performance. This includes but is not limited to uploading or creating computer viruses.
7. The user is expected to access authorized resources and entities only.

8. The user is expected to use the network in such a way as not to disrupt its use by others. (Examples of “disruptive use” include: going into and making any changes to the file manager; disconnecting or disabling the modem, phone lines, surge protector etc.)
9. The user is expected to be polite and to use appropriate language and respect the privacy of others.
10. The user is expected to make efficient use of time and resources.
11. For pages that require registration of user information or have an interactive dimension, the user must understand that he/she represents St. Peter Chanel High School at that particular point in time on the Internet and should be sure to provide honest and accurate information in a manner consistent with the mission of the school. Before completing registration to one of these sites, you must contact the librarian/instructor **before submission.**
12. Use of the network for financial gain is prohibited.
13. Files may be saved only on diskette or jump drive.
14. Students printing more than **one** copy on the school printer (rather than using the copier for additional copies) will be charged ten cents per page for each additional copy printed. They will receive **none** of their copies until the money is received for the additional copies.
15. Only material directly related to a class or school related assignment may be printed on the school printer.

### **SECURITY**

- Security is a high priority to both individuals and the system as well.
- **Caution** -- For your security and that of others in the St. Peter Chanel Community, **do not** reveal personal address or phone numbers of yourself or anyone else in the St. Peter Chanel Community. If you feel you can identify a security problem on the Internet, you must notify the librarian/instructor immediately. **Do not** demonstrate the problem to others by displaying the inappropriate material on your monitor.
- **Log on** to the Internet only with the express permission from the librarian/instructor or designated faculty member.
- Caution – **Do not give your log on name or password to anyone else.**

**CAUTION: PARENTS SHOULD CONSTANTLY REVIEW THE SITES THEIR STUDENTS ARE ACCESSING.**

**CALENDAR FOR THE 2008-2009 SCHOOL YEAR**  
**With appropriate notice, this calendar is subject to change.**

8/21, 8/22, 8/25	Teacher In-Service
8/25/08	Freshmen & New Student Orientation
8/26/08	First Day of Classes
9/01/08	No School – Labor Day
10/17/08	No School – Teacher In-Service
10/29/08	End of 1 <sup>st</sup> Quarter
11/05/08	Parent/Teacher Conferences; 1 <sup>st</sup> Quarter Report Cards distributed
11/26, 11/27, 11/28	No School – Thanksgiving Break
12/22/08 – 1/02/09	No School – Christmas Break
1/16/09	End 2 <sup>nd</sup> Quarter; End 1 <sup>st</sup> Semester; Report Cards mailed out
1/19/09	No School – MLK, Jr. Day
2/11/09	Parent/Teacher Conferences
2/16/09	No School – Presidents Day
3/24/09	End 3 <sup>rd</sup> Quarter; Report Cards Mailed out
4/10/09 – 4/17/09	No School – Easter Break
4/27/09	No School – Celebrate St. Peter Chanel Feast Day
5/25/09	No School – Memorial Day
5/31/09	Baccalaureate Mass
6/01/09	Graduation
6/05/09	End 4 <sup>th</sup> Quarter; End 2 <sup>nd</sup> Semester Last Day of School; Report Cards Mailed Out 178 student days

**Daily Starting Time: 8:00 a.m.; Daily Closing Time: 2:40 p.m.**

## **MLA Documentation Guide**

### **Prepared by St. Peter Chanel's English Department**

MLA (Modern Language Association) style documentation is the system used by St. Peter Chanel High School, as well as many other high schools, colleges, and universities, to document sources.

#### **Maintaining Academic Integrity**

The main reason style manuals such as MLA exist is to help students maintain academic integrity. Academic integrity means being honest about telling your readers where borrowed material came from. Any exact words or ideas that were not previously your own **MUST** be indicated as borrowed material in your paper. This guide will tell you how to do that. It is important to remember that borrowing material without giving credit to the original author or source in an appropriate fashion is academic dishonesty, also known as plagiarism, and carries a punishment explained elsewhere in the school handbook. Plagiarism, whether intentional or accidental, is wrong.

#### **Taking Notes**

One reason plagiarism occurs is because students do not take notes carefully, allowing them to forget where borrowed material originated. Three ways exist to borrow material from other sources. Combining or modifying these methods to suit your own needs is wrong. You may borrow material in one of the three fashions listed here:

**Direct quote:** You may use the exact words of another writer if, and only if, those words are used within quotation marks in your paper and you cite the material by mentioning the author's last name and page number on which the material occurred within the context of the writing or in parentheses after the direct quote. Using exact wording within quotation marks means that you may not change anything in the original within indicating in brackets that you are doing so.

**Paraphrase:** A paraphrase involves taking the idea of another person and putting that idea completely in your own words without the use of quotation marks. You must change the wording and the sentence structure completely. Merely changing one or two words is not good enough and is considered plagiarism. In addition, you must also mention the author's name and page number on which the idea occurred either in the context of the paper or immediately following the borrowed idea in parentheses. A paraphrase is generally the same length as the original passage.

**Summary:** A summary is a shortened or condensed version of the original idea, again changing all wording and sentence structure. A summary must still be cited, meaning you must indicate the original author and page number on which the idea occurred either in the context of your essay or immediately following the summary in parentheses.

In order to ensure accuracy with any of these types of notes, you must keep a record of where the material came from and of the required bibliographic material which will occur later in the paper in the Works Cited page. Creating bibliography cards which correspond with your note cards will ensure success in this area. Note cards should contain minimally the author's last name and page number. Bibliography cards will include all publishing information.

#### **Preparing Bibliography Cards and the Works Cited Page**

Documenting sources consists of two parts: preparing a list of bibliographic references which will comprise your Works Cited page, and referencing or citing those sources within your paper, called in-text citations. A specific form must be followed for both of these parts. You may not make up your own system. The most common forms for the Works Cited page will be given here. Additional forms can be found in the *MLA Handbook for Writers of Research Papers* or online at <http://www.mla.org>. Two other helpful websites are <http://www.bedfordstmartins.com/online/cite5.html> and <http://www.noodletools.com>. If you write out the full bibliographic information for each source on separate 3x5 index cards as you take notes, you will have an easy time compiling your Works Cited page and avoiding plagiarism. Notice that the first line of each entry is to the left margin. Second and consecutive lines are indented 5 spaces or a tab key. Everything within MLA format is double spaced. Please note also that titles of larger works (books, magazines, movies, plays) are italicized or underlined. Titles of shorter works or parts of a whole

(short stories, poems, articles, songs) are in quotation marks. All works in the Works Cited page will be placed in alphabetical order according to the first word in the entry unless the first word is *a*, *an*, or *the*, in which case you would go by the next word.

## Books

### *A Book with One Author*

Walker, Alice. *The Color Purple*. New York: Pocket Books, 1982.

**Author's last name, first name. Title of book. City of publication: publisher, date of publication.**

### *A Book with Two Authors*

Wilson, Richard M., and Peter Ayerst. *White Gold*. London: Heinemann, 1976.

### *A Book with More than Three Authors*

Linn, L.A., et al. *The Quest for White Gold*. New York: McGraw-Hill, 1993.

### *A Book with Corporate or Association Authorship*

College Entrance Examination Board. *Introducing the New SAT: The College Board's Official Examination Guide*. New York: College Entrance Examination Board, 1993.

### *An Edition Other Than the First*

Reinking, James A., Andrew W. Hart, and Robert von der Osten. *Strategies for Successful Writing*. Fifth edition. Upper Saddle River, New Jersey: Prentice Hall, 1999.

### *A Book with an Editor Rather Than an Author*

Gates, Henry Louis, Jr., ed. *Classic Slave Narrative*. New York: NAL, 1987.

### *An Essay or Chapter in a Collection of Works by One Author*

Woolf, Virginia. "The Lives of the Obscure." *The Common Reader: First Series*. New York: Harcourt, 1925. 111-18.

### *An Essay or Chapter in an Anthology*

Angell, Roger. "On the Ball." *Subject and Strategy*. Ed. Paul Eschholz and Alfred Rosa. New York: St. Martin's, 1981.

**Sometimes additional information is needed. The following list shows most of the possible components of a book entry and the order in which they should appear: author's name; title of a part of the book; title of the book; name of editor, translator, or compiler; edition used; number(s) of the volume(s) used; name of the series, place of publication, name of the publisher, and date of publication; page numbers; supplementary bibliographic information and annotation.**

## Periodicals

*An Article in a Scholarly Journal That Pages Each Issue Separately*

Lewis, Tom. "Political Correctness': A Class Issue." *Minnesota Review* 39.2 (1992-93): 88-102.  
**Author's last name, first name. "Title of article." Title of publication Volume number: Issue number (Date of publication): page numbers.**

*An Article in a Scholarly Journal Consecutively Paged Through the Entire Volume*

Ovando, Carlos J. "Politics and Pedagogy: The Case of Bilingual Education." *Harvard Educational Review* 60 (1990): 3341-56.

*An Unsigned Article in a Scholarly Journal*

"Baby, It's Cold Inside." *Science* 276 (1997): 537-38.

*A Signed Article in an Occupational or Popular Magazine*

Elmer-Dewitt, Philip. "Battle for the Soul of the Internet." *Time* 25 July 1994: 5-56.

*An Unsigned Article in an Occupational or Popular Magazine*

"Robot Productivity." *Production Engineering*. May 1982: 52-55.

*A Signed Article in a Daily Newspaper*

Gates, Henry Louis, Jr. "It's Not Just Anglo-Saxon." *New York Times* 4 May 1991: A23.

*An Unsigned Article in a Daily Newspaper*

"The Arithmetic of Terrorism." *Washington Post*. 14 Nov. 1997: A26.

**Sometimes additional information is necessary. The following shows most of the possible components of an entry for an article in a periodical and the order in which they should appear: author's name; title of article; name of periodical; series number or name; volume number; issue number; date of publication; page numbers; supplementary information.**

## Encyclopedia Articles

Sobieszek, Robert A. "Photography." *World Book Encyclopedia*. 1991 ed.

## Other Sources

*Personal Interviews*

Willis, Sarah. Personal interview. 25 Nov. 2003.

## Online Sources

### *Professional or Personal Site*

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *The MUDdex*. 1993.

<http://www.apocalypse.org/pub/u/lpb/muddex/essay> 5 Dec. 1994.

**Author's last name, first name. "Title of document or page." *Title of complete work*. Document date or date of last revision. URL address, date of access.**

## Databases

### *SIRS Discoverer*

Maddren, Gerry. "Against All Odds." *Cricket* Feb. 1998: 21-23. *SIRS Discoverer*. SIRS Discoverer on the Web. St. Peter Chanel Language Arts Lab, Bedford, Ohio. 8 Feb. 2004

<<http://www.sirs.com>.>

### *Lexis-Nexus*

Conly, Shanti and Stephanie L. Koontz. *Preventing AIDS and STDs: Priorities for Family*

*Planning Program—Questions and Answers*. 1995 Retrieved 8 Feb. 2004 from

LexisNexis Database on the World Wide Web: <http://www.lexisnexis.com/ciuniv>.

### *Gale Group*

Cowen, R. "Neutron Stars Twist Einstein's Theory." *Science News* 158:10 (2 Sept. 2000): 150.

Online. Student Resource Center. Gale Group. 8 Jan. 2004.

**Many databases will give you the form for MLA at the end of the article or if you search using the "help" button.**

## Documenting Sources Within Your Paper

Once you have created bibliography cards for all of your sources and indicated where each source came from on your note cards, it is easy to write the paper including in-text citations. You can cite in one of two ways: either mention the author's last name within the context of your paper (According to John Smith. . . ) and include the page number on which the material occurred at the end of the material (49) or include both the author's last name and page number in parentheses at the end of the material (Smith 49). If your material is taken from an online source, you will not need to include a page number, only the author's name. If there is no author, use the first piece of information for that source on your bib card, usually the name of the article. Include the article title in quotation marks. Punctuation will always come after the citation. Note the above example. Under no circumstances will you be citing by web address.

Student's Name

Teacher's Name

Course

Date

Title of Essay

This is the format you should be using to turn in your essays, whether they are narratives or research papers. MLA format dictates use of certain conventions. For example, the appropriate heading should appear in the top left hand corner of your paper. This heading will appear only on the first page of a paper. Notice that the heading is double spaced and that the information follows a certain order. A header should appear in the top right corner of the paper, one-half inch from the top of the paper. A header contains the author's last name and page number. Your computer should have the option to paginate each page by itself. You only need to put the header in once and it should appear on all pages.

Also note that one inch margins are used on all sides of a paper. The entire essay should be double spaced, using 12 point type in a standard font. Italics and other unusual fonts are not acceptable. Black ink should be used to print the essay on white paper. The paper should be stapled in the top left hand corner after it is complete. No binders or folders should be used unless otherwise specified by the teacher. Paragraphs should be indented one tab key.

Please note that the title of the paper is centered and that there are no quotation marks or italics or underlining. This should be the case for your title as well.