

2025-2026 STUDENT HANDBOOK

Student Guidelines for Acceptable Use of Technology Resources

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INTRODUCTION

Electronic information resources are made available to students and teachers at Moreau Catholic High School. These resources include access to the Internet, application software, hardware resources (e.g., laptops, eReaders, flip cameras, flash drives), online databases, e-mail, and other communication technologies. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

SCOPE

Internet access includes access to computers and people all over the world and also comes with the availability of materials that may not be considered to be of educational value in the context of the school setting. Moreau Catholic High School has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Moreau Catholic High School.

PURPOSE

In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general, your responsibilities require efficient, ethical, and legal utilization of the network resources.

By submitting the 2023-24 Student-Parent Acknowledgement Form, found at the front of this Handbook, you are legally bound and indicate the party (parties) has (have) read the terms and conditions carefully, understand(s) their significance, and agree(s) to abide by these terms.

TERMS AND CONDITIONS OF THIS CONTRACT

1) Privileges.

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources will result in the loss of computer services, disciplinary action, and/or referral to legal authorities. The systems administrator will close an account if necessary. An administrator or faculty member has the right to request, for cause, that the systems administrator deny, revoke, or suspend user access to Internet services.

2) Expectations.

- a. All users are expected to follow existing copyright laws.
- b. Although MCHS has Internet filtering in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or which make them feel uncomfortable.
- c. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

3) Acceptable Use.

The use of an assigned account must be in support of education, business and/or research, and within the educational goals and objectives of Moreau Catholic High School. These may be found in the Moreau Catholic High School Strategic Plan. Each user is personally responsible for this provision at all times when using the school's network and technology resources. Violations of this acceptable use policy can result in disciplinary actions up to and including expulsion.

- a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States or other state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
- c. Commercial activities by for-profit institutions are generally not acceptable.

- d. Use of product advertisement or political lobbying, including lobbying for the student body office, is prohibited.
 - e. Time and bandwidth are costly. All access to the Internet must be in support of the curriculum and mission of Moreau Catholic High School.
 - f. Illegal activities of any kind are forbidden.
 - g. Do not reveal personal information, i.e., home address, phone numbers, password, or social security number; this also applies to others' personal information or that of organizations.
 - h. Do not use the network in any way that would disrupt network use by others.
 - i. Information taken from the Internet must be cited. Plagiarizing information from the Internet, including ChatGPT or other AI sites, will result in consequences outlined in section 5.1, Statement of Academic Integrity.
- 4) Network Etiquette.

Each account holder is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:

- a. Be polite. Never send, or encourage others to send, abusive or threatening messages.
 - b. Use appropriate language. Remember that you are a representative of your school on a non-private system. You may be alone on a computer, but what you say and do can be viewed globally. Never use vulgar or inappropriate language.
 - c. Remember that other users of the MCHS network and the Internet are human beings whose culture, language, and humor have different points of reference from your own.
- 5) E-Mail.
- a. MCHS e-mail accounts should be used for educational purposes in support of the mission of the school.
 - b. E-mail transmissions, stored data, transmitted data, or any other use of the MCHS network services by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
 - c. All MCHS e-mail accounts and content are property of the school.

6) Vandalism.

Vandalism is defined as any malicious attempt to harm or destroy property of another user or of any other agencies that are connected to the network. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

7) Services.

Moreau Catholic High School makes no warranties of any kind, whether express or implied, for the service it is providing. Moreau Catholic High School will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. MCHS specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

STUDENT LAPTOP POLICY

Daily Use

Students are expected to arrive at school every day with their laptop charger and their laptop fully charged and in good working order.

Management of Student Laptops

Student laptops must be configured by school personnel in order to ensure that they will function properly on the school network and within the bounds of the school's acceptable use policy.

Repairs & Loaners

Students who are experiencing hardware or software failure may bring their laptops to the IT Department for reconfiguration or repair. These students may be issued a "loaner laptop" as available, for a period of up to 1 week, renewable for 1 additional week. A loaner distribution form will be issued and is required to be signed by a parent or legal guardian. The form is required to be returned to the IT Department within 24 hours.

Laptops are covered by a 3-year extended warranty which covers the repair of malfunctions under normal wear and tear. Repairs covered by the warranty will be facilitated by the IT Department. Repairs not covered by the warranty are the responsibility of the student and family and must be initiated outside of school.

Students may NOT loan laptops or other equipment to other students. Do NOT borrow a laptop from another student. Do NOT share passwords or usernames with others.

Internet Filtering

Access to the Internet at school is filtered to prevent student exposure to inappropriate Internet sites. Although these sites are blocked while students are logged on to the MCHS network, they may be accessible at home. parents/guardians are responsible for restricting access on their own home networks.

Protection of Data

All students are responsible for maintaining a good, current backup of their own data. The school does not maintain copies of student data and is not responsible for any loss of data that resides on student computers.

Security

- The laptop should be with the student or locked in his or her locker at all times.
- Unattended laptops will be picked up by faculty and taken to the IT Department or Campus Supervisors' Office.
- Students should always guard their laptops closely. It must not be left on car seats, on benches, or anywhere that might be tempting to others.
- Loss or theft of a computer on the school campus must be reported to the school administration immediately.
- Loss or theft of a computer, which occurs off-campus, must be reported to local law enforcement. A copy of the police report should be submitted to MCHS as soon as it is available.
- Families are responsible for replacing a laptop that is stolen or lost. In the case of a missing or stolen laptop, loaner computers are available for one month. It is the family's responsibility to purchase a replacement laptop.
- It is highly advised that laptops be put under the family's insurance policy.

Apple Classroom

- All students are required to have the latest operating system of Mojave 12.0 or higher.
- If the Apple Classroom is not working, students are expected to restart their computer. After restarting, if it is still not working students are expected to take their computer to the Tech Office for proper updating.

Music, Images and Other Media

- Students may not use, store, or access inappropriate media on their laptops.
- Inappropriate media shall be construed to be anything contrary to the curriculum and mission of Moreau Catholic High School, including, but not limited to, unlicensed music, movies or software, pornographic materials, inappropriate language, representations of weapons, alcohol and drug use, and gang activity.
- Laptops will be confiscated, wiped, and re-imaged to remove any of the above. A \$50 fee may be charged for the re-imaging.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in computer problems, will interfere with your ability to complete class work, and may affect your grades.
- In order to repair your files, your laptop may need to be wiped and re-imaged. A \$50 fee may be charged for the re-imaging.

Violation of the Acceptable Use of Technology and the Laptop Policy will result in disciplinary action (see section 10.9)

On behalf of the faculty and staff of Moreau Catholic, we are pleased to introduce to you the expectations, policies, and procedures outlined in this handbook, which over a period of time, have enabled our school to become an excellent Catholic high school community.

We believe that Moreau Catholic High School will remain an excellent school to the extent that its community of students, parents/guardians, faculty, and staff strive to realize the goals implied in the school's mission and philosophy. It is our responsibility to ensure that the resources of the school community are made available and are widely used for purposefully enhancing the pursuit of our common goals. Each person comprising the Moreau Catholic Community is expected to

cooperate with this common pursuit, and the basic means of cooperation are outlined in this handbook.

It is our further belief that each student enrolled in Moreau Catholic High School has God-given talents. If these talents are used, if they are allowed to mature, and if they are challenged, then our school community continues to achieve its stated purposes. Positive attitudes and behaviors reinforcing the dignity of each person in the school community are essential.

The primary objective of the Handbook is to assist students and their families in better understanding that Moreau Catholic is their school community. We request that each student and parent/guardian read this handbook carefully and sign the form at the beginning of the handbook to indicate that you have done so. Periodically, a revision to the handbook may be necessary. Such revisions will be distributed via email communication to parents/guardians. We ask that reasonable consideration be given to the inherent values implied in the expectations, policies, and procedures stated herein. In this way, all of us associated with Moreau Catholic will continue to take satisfaction in our common pursuit of our Holy Cross values and the ideals found within the mission and philosophy of Moreau Catholic High School.

Colleen Galloway '77

Principal

DEPARTMENT CHAIRS

English, Samantha Wainwright

Library, Jessica Chun

Mathematics, Caitin Brand

Physical Education/Health, Cheyne Foott

Science, Michael Tobler

Social Studies, Tyler Dragoni

Technology and Media Arts, Paul McKenna '83

Theology, James Hannon '02

Visual and Performing Arts, Angela Demmel

World Languages, Ana Patterson

COUNSELORS

College & Academic Counselor, Department Chair, Jonathan Aguilar

College & Academic Counselor, Saints & Scholars, Katricia Sanchez

College & Academic Counselor, Danielle Tovar

College & Academic Counselor and College Coordinator, Sabrina Eggerson

IMPORTANT TELEPHONE NUMBERS

Main Office	510.881.4300
Admissions	510.881.4320
Alumni	510.881.4360
Attendance	510.881.4340
Athletics	510.878.3845
Band	510.881.4339
Campus Ministry	510.881.4353
Communications	510.881.4359
Counseling	510.881.4331
Advancement	510.881.4322

CHAPTER 1 ABOUT MOREAU CATHOLIC

1.1 OUR HERITAGE IN THE HOLY CROSS TRADITION

The United States was introduced to the Congregation of Holy Cross in 1842. Centered in Sainte Croix, France, Blessed Basil Anthony Moreau, founder of the Congregation of Holy Cross, commissioned Father Edward Sorin and six Holy Cross brothers to open a school near South Bend, Indiana. Today that school is known as the University of Notre Dame. Approximately 25 schools, colleges, and universities are now sponsored by Holy Cross in the United States.

Moreau Catholic High School was founded in 1965 by the Brothers of Holy Cross as a four-year, college-preparatory high school. The school is the only secondary school in the world named after the founder of Holy Cross. Moreau Catholic has sister-schools sponsored by the Congregation of Holy Cross in the mid-western section of the United States. As a Holy Cross sponsored school of the Congregation's Moreau Province, Moreau Catholic is closely affiliated with several other Holy Cross institutions: Saint Francis High School, Mountain View, California; Notre Dame High School, Sherman Oaks, California; Holy Cross High School, San Antonio, Texas; Saint Edward's University, Austin, Texas; and the Holy Cross School, New Orleans, Louisiana.

Blessed Basil Moreau passed on to Holy Cross a vision and philosophy of education that is essentially Catholic Christian. The philosophical and practical aim of any Holy Cross school is to prepare students to be *members of society and people of God*. To accomplish these objectives, Moreau provided an educational framework to ensure that there is evidence of a correspondence between academic quality and Christian faith. He envisioned that a Holy Cross education must provide whatever is necessary for students to live productively in the society in which they find themselves and to live fully as Christians.

Providing these necessities for our students is the concern of every department, program and dimension of daily school life. For example, we believe that every teacher, administrator, or staff member is called to share in the responsibility of creating and maintaining a safe and caring environment in which students learn to be *competent citizens and committed Christians*.

Expounding on his educational philosophy in 1849, Blessed Basil Moreau wrote:

"We can state the kind of teaching we hope to give in a Holy Cross school. Even though we base our philosophy on faith, no one needs to fear that we will confine our teaching within narrow and unscientific boundaries. We will accept the discoveries of science without unscientific boundaries and prejudice in a manner adapted to the needs of our times. We do not want our students to be ignorant of anything they should know. We will always place instruction side-by-side with education; *the mind will not be cultivated at the expense of the heart*. While we prepare useful *citizens for society*, we shall likewise do our utmost to prepare *citizens for heaven*."

Three points from Moreau's vision of Catholic schools are particularly striking:

1. ***We will not confine our teaching within narrow and unscientific boundaries.*** A Holy Cross school provides an *integrated* Catholic education; it does not attempt to redefine reality by faith. A Holy Cross education strives to see reality with the eyes of faith by trying not so much to rearrange the world, but as to transform it through the teaching and example given by Jesus Christ. We believe that to redefine reality by faith, or rearranging the world rather than dealing with it, reflects a certain fundamentalism that is inconsistent with Catholic tradition.
2. ***We do not want our students to be ignorant of anything they should know.*** In a Holy Cross school, this is a moral imperative, duty and social responsibility of everyone associated with it. We believe that any negligence in this responsibility is cause for injustice to the students served by our school.
3. ***We will always place instruction side-by-side with education.*** For Blessed Basil Moreau, this distinction is not simply a semantic one. Instruction is understood as transmitting particular knowledge and skills. Education fosters the values, attitudes, and behaviors, which will use that knowledge and those skills appropriately and productively.

In a Holy Cross school such as Moreau Catholic, *instruction* is essential to the mission of the school, but its meaning and direction are rooted in *education*. For example, we believe that the instructor must always be the educator; that without the blend of both, teaching is incomplete and students are not fully served. This fusion is necessary to prepare, as Blessed Basil Moreau says, "*citizens for society*" and "*citizens for heaven*."

That instruction and education are to flourish in an environment where *family spirit* is evident and dominant among Blessed Basil Moreau's deepest desires. From the very origins of the Congregation of Holy Cross, family spirit marked its members

and the institutions that they founded. Moreau believed that the mission of Holy Cross would be successfully attained once his followers were united in the cause of good.

We believe that the future of society and religion is truly in the hands of everyone involved in the ministry of a Holy Cross school. The education given today determines the quality of life tomorrow. The following seven points summarize the profile of a Holy Cross education as envisioned by Blessed Basil Moreau:

- 1) Holy Cross education is concerned primarily with *leading students to understand and to live Christianity*.
- 2) Holy Cross education enables students to become *informed and active citizens*.
- 3) Holy Cross education nurtures an *environment of collaboration*, supported by a *family spirit*, which touches and includes everyone associated with the school.
- 4) Holy Cross education teaches *respect for personal, social, racial, political, religious, and linguistic diversity*.
- 5) Holy Cross education fosters *participation in the life of the Church*, and *promotes dialogue between faith and knowledge, faith and daily experience, and faith and culture*.
- 6) Holy Cross education *maintains standards of excellence* established by local, state, federal, and diocesan accreditation procedures and requirements.
- 7) Holy Cross education *maintains a global perspective*.

These seven points provide the substance of an education process of information, formation, and transformation, and they are inseparable within the heritage of a Holy Cross education. We believe that:

Information is comprised of the knowledge and skills communicated to students which is aimed at preparing them for life and work in the future. It takes on an ethical dimension once it is put to use. Information, however, is not an end in itself; it is ever at the service of formation.

Formation is the intellectual, social, and spiritual development of students that is found in every aspect of school life. It guides students in determining how they will use the information, knowledge, and skills at their disposal. Even formation is not an end in itself; it is directed toward transformation.

Transformation is where the values and qualities of life which students are taught and encouraged to embrace and shape the world around them. It becomes a reality within and around students' lives as they use knowledge and skills with personal integrity and consistency to the gospel. Thus, students in a Holy Cross school become agents of transformation.

Blessed Basil Moreau's vision for students educated within the heritage of Holy Cross continues to be truly liberating today as it was in his own time. His vision lies at the core of our school's mission. The Holy Cross schools of the Moreau Province have implemented four major Holy Cross themes: "Building Respect," "Educating Hearts and Minds," "Being Family," and "Bringing Hope" to help focus our communities mission throughout the school year. This year's theme is "**Educating Hearts and Minds.**"

1.2 HISTORY OF MOREAU CATHOLIC HIGH SCHOOL

Moreau Catholic is a four-year college-preparatory high school sponsored by the Brothers of Holy Cross, Moreau Province. The school is governed by a board of trustees and maintains an enrollment of approximately 950 students on a fourteen-acre campus. Moreau Catholic High School is fully accredited by the Western Association of Schools and Colleges and is the only Catholic high school located in Southern Alameda County.

Construction of the original facilities commenced in the spring of 1965 on acreage that was a portion of an orchard adjacent to Holy Sepulchre Cemetery. Moreau Catholic High School was one of the three private Catholic secondary schools in the Diocese of Oakland erected with substantial support from the people of the Diocese, the Most Reverend Floyd L. Begin, Bishop of Oakland, and the schools sponsoring religious congregations.

The school opened in the fall of 1965 with 103 ninth grade boys. Since construction of the main facilities was in progress at that time, Moreau Catholic High School was temporarily located on the parish grounds of St. Bede's Church in Hayward. It was through the generosity of the pastor and parishioners of St. Bede's that Moreau Catholic commenced its operations in 1965. Brother Fisher Iwasko, C.S.C., was the school's founding Principal. Construction continued through the spring of 1967, although classes were conducted in the main building's first floor from September 1966. Eight months later, on May 14, 1967, the school was dedicated by the Bishop of Oakland and the Apostolic Delegate to the United States.

The original facilities of Moreau Catholic High School consisted of 27 classrooms, five science laboratories, three lecture rooms, a language laboratory, guidance offices, chapel, large auditorium, cafeteria, gymnasium, music rooms, and maintenance facilities. Exterior facilities still include football and baseball fields, a track, and parking areas.

At the request of Bishop Begin, Moreau Catholic High School became a coeducational institution commencing with the 1969-1970 academic year when 177 ninth grade girls were enrolled. To meet the needs of the school's increased enrollment, Garin Hall was constructed during the 1970-71 school year. The building provided an additional gymnasium, locker and shower facilities, classrooms, and home economics laboratories. During the summer of 1982, a connecting arcade between the second floor of the main building and Garin Hall was constructed, thereby enhancing the utility of each building. In June 1983, the third floor of the main building ceased to be the religious community residence for the Brothers of Holy Cross. This enabled further expansion of student, faculty, and staff facilities and services to the campus community.

The alumni, faculty, and staff are proud of the school's reputation as an excellent academic institution.

For example, Moreau Catholic was nationally recognized in June 1984 as one of the 60 exemplary American private schools. The school was recognized a second time in the spring of 1989. These awards were bestowed by the United States Department of Education and the Council for American Private Education. The continuing excellence of Moreau Catholic's faculty, staff, students, and parents/guardians bears strong witness to the qualities of the school's academic and cocurricular programs, and to the success of the school's alumni.

March 1987 marked the opening of the Frank O. Ivaldi Student Center. This project represented the continuing response of the Moreau Catholic community to its long-range plan for the future of its students and the school's mission. In the summer of 1987, the Liebowitz Arts Complex was refurbished. In 1993, the school affirmed its Catholic mission and became Moreau Catholic High School.

In the late 1990's, several facilities were remodeled, including the band room, Main Gym lobby, and boys' locker room. In 2006, construction began on the *Transforming Tomorrow* project, which expanded the front of the school to accommodate a new lobby and main office area, expansion of the school's library, a new science classroom, and a state-of-the-art television studio and multimedia classroom. New landscaping and convenient drop-off areas were added to the front of the school. To celebrate the completion of the *Transforming Tomorrow* project, in September of 2007 the school was rededicated to Blessed Basil Moreau and the new spaces blessed by the retired Bishop of Oakland, John Cummins, and the Superior General of the Congregation of Holy Cross, Rev. Hugh Cleary, CSC.

Further facility improvements identified in a revised Master Site Plan, approved by the Board of Trustees in January 2009, include renovating athletic fields and facilities. In May of 2011, the student chapel on the second floor of the main building was dedicated to and renamed for St. Andre Bessette, CSC. The Brothers of Holy Cross, in the presence of the Board of Trustees, administration, faculty, students and friends, placed a first-class relic of St. Andre in the altar. All present laid hands on the chapel walls and prayed in thanksgiving for the blessings received by Moreau Catholic High School.

During the summer of 2011, thanks to the generosity of Moreau students, faculty, staff, parents, alumni and friends, Teves Theater was renovated with new seats, carpet, paint, window coverings and main stage curtain. In September 2014, Moreau Catholic commenced the 50th Anniversary celebration with a ribbon cutting ceremony to bless and open the newly renovated athletic field made possible by the generous *Campaign for Champions* donations from the Mariner community. During the summer of 2016, two science classrooms were remodeled, paving the way for further 21st century educational enhancements. The former maintenance area behind the Ivaldi Student Center was transformed into a Design Studio for physics, engineering, robotics, and other innovative programs. Lastly, three classrooms in A-hall were remodeled to support accelerated, personalized learning for our Saint Andre Program. In 2017, two more classrooms in A-hall were remodeled to create an Incubator Space to support the Holy Cross Social Justice Program and the senior capstone projects. In 2018, the Board of Trustees approved a new Master Site Plan that calls for further renovation of the main building classrooms and offices, a new athletic and student services building and a swimming pool in the current senior parking lot, a renovation of Garin Hall, and a new band room.

1.3 MISSION STATEMENT

Moreau Catholic High School is dedicated to the legacy and values of the Congregation of Holy Cross and its founder Blessed Basil Moreau. We are a college-preparatory school committed to outstanding achievement. As a community of faith, we prepare our students through academic, social, and spiritual learning experiences that form and transform them as they become responsible citizens of our global community.

1.4 STATEMENT OF PHILOSOPHY

Moreau Catholic High School enters into a partnership with the family and provides opportunities and means by which students are guided to higher levels of spiritual, social, and academic development.

We believe this partnership is given meaning through the legacy and values established by Blessed Basil Moreau, founder of the Congregation of Holy Cross. This partnership is enhanced by the spirit, vision, and collaboration shared among the

entire school community and the Diocese of Oakland.

As a community of faith, we believe a Holy Cross education is centered in Christian values and adheres to high standards and expectations for individual achievement and social responsibility. We are guided by Jesus Christ to give witness to our faith through lived experiences—prayer, liturgical celebrations, retreats, and community service. These experiences nurture dignity and respect for religious and cultural diversity.

A Moreau Catholic High School education facilitates the formation of qualities such as integrity, justice, stewardship, love, compassion, and hope. We educate students to become people of values as well as scholars. By cultivating heart and mind, our students become responsible citizens and a positive force in the transformation of our global community. Through our college-preparatory curriculum, our students become life-long learners and effective communicators. Our commitment to outstanding achievement ensures that our students become knowledgeable and skillful in areas of moral and ethical decision-making, critical thinking, accountability, technology and adaptability. Our cocurricular programs enhance the academic and spiritual dimensions of our school by providing formative activities that foster community, leadership, creativity, and sportsmanship. These learning experiences are achieved in a safe, caring educational environment facilitated by a professional and dedicated faculty and staff.

The fulfillment of our mission as Holy Cross educators is facilitated through the partnership between the family and school community. The knowledge, skills, and values taught to and embraced by our students help them shape their future and the world.

1.5 MOREAU CATHOLIC HIGH SCHOOL DEFINITION OF EXCELLENCE:

Commitment to Outstanding Achievement.

1.6 SCHOOL OBJECTIVES AND STUDENT-BASED OBJECTIVES

SCHOOL OBJECTIVES

Information

The knowledge and skills learned through the school's curricular and cocurricular programs are aimed at preparing students for life and work.

Formation

The intellectual, social and spiritual formation of students is the priority and outcome of every curricular and cocurricular aspect of school life.

Transformation

The knowledge, skills, formative values, and qualities of life which students are taught and which they learn and embrace, help them to shape their world and determine the future.

STUDENT-BASED OBJECTIVES

Information

With the knowledge and skills learned through the school's curricular and cocurricular programs, students will be prepared for life and work.

Formation

According to the priority of every curricular and cocurricular aspect of school life, students will be formed intellectually, socially, and spiritually.

Transformation

Students will learn and embrace the knowledge, skills, formative values, and qualities of life in order to shape their world and determine the future.

1.7 MOREAU CATHOLIC HIGH SCHOOL PHILOSOPHY OF TEACHING

Teaching is both an art and a science. Teaching at Moreau Catholic High School reflects the spirit and commitment of Blessed Basil Moreau who wrote, "We will always place education side-by-side with instruction; the mind will not be cultivated at the expense of the heart." The school's faculty is committed to the mission and philosophy of the school and actively pursues excellence through professional enrichment opportunities to promote appropriate learning outcomes.

Instruction is essential to the work of a teacher at Moreau Catholic, but teaching has its meaning and direction rooted in education. To serve students as fully as possible, teachers blend both instruction and education. Teachers challenge and guide students to become people of values as well as scholars by having high expectations of all students while recognizing

individual differences of students.

Effective teaching is facilitated by instructional ideas and methodologies that are continually assessed for their ongoing validity, efficacy, and adaptability. Teachers at Moreau Catholic facilitate the educational process of information at the service of formation directed towards transformation. Teaching at Moreau Catholic includes the ability to understand people: what motivates them, how they work, and how to work cooperatively with them.

Teachers strive to promote the goals of living a productive and spiritual life. These goals are communicated clearly and promoted through the modeling of Christian values that reflect care and concern for the individual student.

1.8 INTEGRAL STUDENT OUTCOMES (ISO's) updated 2022

INFORMATION

Students will be lifelong learners by

- 1.1 developing an understanding of the Catholic faith and charisms of Holy Cross
- 1.2 observing the world around them and thinking critically and creatively
- 1.3 acquiring the skills necessary to become independent learners by analyzing, organizing, and applying information and ideas from a variety of sources
- 1.4 communicating effectively by listening and reading critically, and using language precisely in speech and writing
- 1.5 utilizing and adapting technological resources productively and responsibly
- 1.6 interpreting and evaluating complex messages presented through various media

FORMATION

Students will demonstrate personal and social responsibility by

- 2.1 developing skills that manage, integrate, and balance their educational, social, physical, and spiritual pursuits
- 2.2 learning how to live ethically and morally while taking responsibility for their actions
- 2.3 cultivating meaningful and respectful friendships and peer relationships
- 2.4 sharing their gifts and talents in a spirit of fellowship, interdependence, dialogue, and collaboration
- 2.5 setting, planning for, and striving to achieve personal, academic, and professional goals

TRANSFORMATION

Students will carry into the world the legacy and values of a Holy Cross, Catholic tradition by

- 3.1 deepening the spiritual dimension as an integral part of their lives
- 3.2 fostering a sense of community that includes an understanding of and respect for the diversity of others
- 3.3 exercising justice, compassion, and integrity as citizens of the global community
- 3.4 contributing meaningfully to social, religious, political, environmental and cultural organizations
- 3.5 cultivating a sense of stewardship of God's creation by caring for the environment.

1.9 MCHS LEARNING COMMUNITY MISSION STATEMENT

Moreau Catholic High School strives to create within each classroom an ideal, productive learning environment where, in the words of Blessed Basil Moreau, "We will always place education side-by-side with instruction; the mind will not be cultivated at the expense of the heart." The learning process requires contributions from students as well as educators to create an atmosphere of integrity and respect so that every educational advantage and opportunity is made available.

Teacher Responsibilities

An outline of teacher responsibilities is outlined in Charlotte Danielson's [Framework for Teaching](#). Specifically, teachers are required to meet a specific set of expectations in the following domains:

DOMAIN 1: Planning and Preparation

1a Demonstrating Knowledge of Content and Pedagogy

- Content and the structure of the discipline • Prerequisite relationships • Content-related pedagogy

1b Demonstrating Knowledge of Students

- Child and adolescent development • Learning process • Special needs

- Students' skills, knowledge, and language proficiency • Students' interests and cultural heritage
- 1c Setting Instructional Outcomes
- Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners
- 1d Demonstrating Knowledge of Resources
- For classroom use • To extend content knowledge and pedagogy • Resources for students
- 1e Designing Coherent Instruction
- Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure
- 1f Designing Student Assessments
- Congruence with instructional outcomes • Criteria and standards • Design of formative assessments • Use for planning

DOMAIN 2: The Classroom Environment

- 2a Creating an Environment of that includes modeling Social and Emotional components to develop a Mariner Mindset in students by:
- Teacher interaction with students, including both words and actions • Student interaction with students, including both words and actions
- 2b Establishing a Culture for Learning
- Importance of content and of learning • Equitable teaching practices
 - Expectations for learning and achievement • Student pride in work
- 2c Managing Classroom Procedures
- Instructional groups • Transitions • Materials and supplies • Performance of classroom routines • Supervision of volunteers
- 2d Managing Student Behavior
- Expectations • Monitoring student behavior • Response to student misbehavior
- 2e Organizing Physical Space
- Safety and accessibility • Arrangement of furniture and use of physical resources

DOMAIN 3: Instruction

- 3a Communicating with Students
- Expectations for learning • Directions for activities • Explanations of content • Use of oral and written language
- 3b Using Questioning and Discussion Techniques
- Quality of questions/prompts • Discussion techniques • Student participation
- 3c Engaging Students in Learning
- Activities and assignments • Grouping of students • Instructional materials and resources • Structure and pacing
- 3d Using Assessment in Instruction
- Assessment criteria • Monitoring of student learning • Feedback to students
 - Student self-assessment and monitoring of progress
- 3e Demonstrating Flexibility and Responsiveness
- Lesson adjustment • Response to students • Persistence

DOMAIN 4: Instruction: Professional Responsibilities

- 4a Reflecting on Teaching
- Accuracy • Use in future teaching
- 4b Maintaining Accurate Records
- Student completion of assignments • Non-instructional records
- 4c Communicating with Families

- Student progress in learning • Information about the instructional program • Information about individual students
 - Engagement of families in the instructional program
- 4d Participating in a Professional Community
- Relationships with colleagues • Participation in school-wide projects
 - Involvement in culture of professional inquiry • Service to the school
- 4e Growing and Developing Professionally
- Enhancement of content knowledge and pedagogical skill
 - Receptivity to feedback from colleagues • Service to the profession
- 4f Showing Professionalism
- Integrity/ethical conduct • Service to students • Advocacy
 - Decision-making • Compliance with school and district regulation

Student Responsibilities

Be a competent student and put forth effort towards developing a Mariner Mindset

Demonstrating Leadership

- Abiding by the teacher's classroom guidelines
- Giving teachers the same undivided attention the student would want to receive
- Set positive goals and challenges
- Coming to class with a positive mind set and a willingness to learn
- Working efficiently and respectfully with teachers and other students

Demonstrating Self-Management

- Use your laptop as a tool for learning, rather than a way to become distracted and off task
- Stay on task and participate in class assignments and discussions
- Attend class regularly and keep track of grades

Demonstrate Self-Discipline

- Study for tests and never cheat or plagiarize
- Stay focused on the given task and not do other homework, socialize or fool around on laptops
- Students are considerate of and do not interfere with others' willingness to learn

Demonstrate Responsible Decision Making

- Students who are ill do not come to school out of consideration for classmates
- Be on time with laptops charged, books, supplies and completed work
- Utilize the given breaks to stretch and use the restroom

Demonstrate Pride in School

- Show pride by caring for school facilities by not intentionally damaging desks, lockers, school property, or other students' property
- Granting staff, cafeteria, and maintenance workers the same respect as teachers/administrators should be shown
- Taking responsibility for your own trash, and helping maintain the school

Demonstrate Effective and Appropriate Communications

- Communicate with teachers politely and without ridiculing them
- Notify teachers of planned absences and be responsible for any missed work
- When falling behind, make appointments or communicate with teachers to get help

Demonstrate Organizational Skills

- Remain organized with homework and assignments

- Check email on a daily basis, outside of class time

Demonstrate Empathy

- Be mindful of not disrupting the learning process
- Everyone has a right to privacy concerning grades
- Learning is not inhibited by other students' disruptions
- Appreciate diversity; racism and stereotypes are not tolerated
- Be empathetic of others' feelings, thoughts, and belongings

1.10 MCHS General Code of Conduct Covering Students and Parents/Guardians

In order to create a quality, value-based education and maintain a positive learning environment and climate for our students, all members of the Moreau Catholic community must work together to support the Holy Cross mission and philosophy of the school. Therefore, it is a condition of enrollment that a student behaves in a manner, both on and off campus, that is consistent with the principles and philosophy of Moreau Catholic High School. These principles include, but are not limited to, any policies, principles or procedures set forth in our Student-Parent Handbook. It is also a condition of enrollment that the parents/guardians of a student shall also act in accordance with these standards of conduct when interacting with the MCHS community. These principles include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with Moreau Catholic High School to assist the student in meeting the academic, moral and behavioral expectations of the school;
2. Parents/guardians may respectfully and constructively pursue concerns about a student's progress or behavior in a class or activity by contacting the student's teacher, coach/moderator or counselor. If matters are not resolved with school personnel at that level, procedure is to then contact the administrator in charge of the area;
3. Students and parents/guardians may respectfully and constructively express their concerns about the school operation and its personnel to the proper authorities. However, they must do so in a manner that is not disrespectful, disruptive, threatening, hostile or divisive;
4. These expectations of the general code of conduct for students and parents/ guardians include, but are not limited to, all school-sponsored programs and events. Moreau Catholic High School reserves the right to determine, in its discretion, which actions fall short of meeting the principles and philosophy of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and, for students, the appropriate disciplinary action as articulated in the Student-Parent Handbook. Moreau Catholic High School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action (suspension of student or suspension of parent/guardian's privilege to come on campus and/or participate in school activities) or require parents/guardians to withdraw their student with or without a previous warning.

1.11 ADMINISTRATIVE SERVICES

The school's administration is a team of dedicated professionals who have been provided the time, information, resources, and training to make decisions intended to further a positive educational climate and opportunities for students. Administrative services provide for the well-being of the students as individuals and for the general welfare of the student body as set forth in the school's mission statement.

A general description of the services provided by the administration follows.

Office of the President

The President of Moreau Catholic High School is responsible to the board of trustees for providing the primary leadership for the Moreau Catholic community through the implementation of the school's mission, philosophy, written policies, and plans of the board. The president serves as the liaison between the Brothers of Holy Cross who sponsor Moreau Catholic High School and the board of trustees who govern it. The President appoints the Principal and delegates to the Principal the necessary authority to administer those functions essential to the operational management of the school. The Office of the President is further responsible for planning and executing programs addressing the needs of the school affecting the institution's advancement.

Office of the Principal

The Principal is the chief operating officer of the school. The administration of the school shall be in accordance with the policies set forth by the President and the board of trustees. The Principal is the educational leader of the school who directs instructional programs, supervises the faculty and staff, and assists the president in maintaining effective relations

within the school community. If matters of a problematic nature come to the attention of the Principal without having gone through administrative channels, the matter will be referred to the appropriate administrative level for decision and/or review.

Assistant Principal (Instruction)

The Assistant Principal of Instruction is responsible for instruction plans, evaluation and implementation of curriculum, and faculty development and supervision consistent with the school's philosophy. He/she supervises student services pertaining to student records, college liaison, and the formation of the master schedule.

Assistant Principal (Climate and Culture)

The Assistant Principal of Climate and Culture is responsible for the development and sustainment of an equitable climate and inclusive culture. He/she manages the handbook, school calendar and supervises student services pertaining to the physiological and physical safety needs of the students, parent engagement and community activities. This position also supervises Campus Supervisors who coordinates the school's emergency plan, safety and security protocols and serves as the primary arbiter of disciplinary duties at the school.

Director of Admissions

The Director of Admissions oversees all matters relating to the admissions process including marketing of the school's programs to prospective students, arranging school visits, coordinating the placement test, admission interviews, support school outreach, and all admission activities.

Chief Financial and Operations Officer

The Chief Financial and Operations Officer oversees all school-related financial and business affairs and prepares and manages the school's annual operating/capital budgets.

Director of Advancement

The Director of Advancement supervises the school's institutional advancement, marketing and communications programs including digital marketing, television and radio commercials, electronic communications, social media and other media outlets.

Director of Site Services

The Director of Site Services is responsible for the activities and personnel required in facility maintenance, custodial assistance, and groundskeeping, as well as being responsible for facility use, planning, safety, and security. The director also oversees the food services and transportation operations.

Director of Athletics

The Director of Athletics provides for the overall leadership and coordination among the various sports to facilitate programs that provide student-athletes worthwhile learning experiences. The director ensures all activities of the department maintain the ideals and standards of the school administration, the league (MVAL), the North Coast Section (NCS), and California Interscholastic Federation (CIF).

Director of Holy Cross Mission

The Director of Holy Cross Mission examines and oversees the growth of Catholic identity and Holy Cross mission throughout the programs of the school. The coordinator will work in direct partnership with the campus minister and lead the Theology Department in content and spirit.

Director of Campus Ministry

The Director of Campus Ministry is a pastoral leader within the school community who oversees all aspects of the formative and spiritual development of students through: retreats, worship, social justice, service/outreach programs, immersions, and leadership development. The Director also teaches the Campus Ministry Leadership Class and is a member of the Theology Dept.

1.12 AUXILIARY ORGANIZATIONS

Moreau Catholic High School depends on several auxiliary organizations whose membership includes parents/guardians and friends of the Moreau Catholic community.

Boosters Club

The purpose of the club is to support Mariner athletics as an integral part of the educational mission of the school. The Boosters assist Moreau Catholic by supporting athletic and co-curricular activities and by fundraising to offset the cost of these programs. Fundraising activities include the annual Crab Feed, the Snack Bar/Mariner Cafe, Membership and Mariner

Wear sales.

Band parents/guardiansClub

The Band parents/guardiansClub is dedicated to providing all band participants and directors with a high level of support to enhance student education through music. parents/guardians work in partnership with the band director and school staff to create an environment that encourages excellence, growth, integrity, and leadership.

Parent Ambassadors

Parent Ambassadors assist the Office of the President and the Office of Admissions in matters promoting positive relationships between Moreau Catholic High School and the parish/school communities served by the school.

Equity Team

The Equity Team consists of teachers, parents/guardians and school leaders focused on cultural proficiency, diversity and student engagement. This team works with the AP of Climate and Culture and works to build capacity among teachers, parents/guardians and school leaders in transforming school climate and strengthening engagement among families.

1.13 FUNDRAISING

Philosophy

Moreau Catholic High School's fundraising efforts help ensure that the school can continuously deliver on the promise of providing a top-quality college preparatory education to our Mariner community. We could not do this without the generous support of our alumni, parents, friends, and community partners. The majority of our fundraising efforts support facility improvements and renovations, tuition assistance programs, co-curricular programs, and much, much more.

Moreau Catholic does its best in identifying a donor's philanthropic interests and matching them with the school fundraising needs. By building a culture of philanthropy, it is our hope that donors will choose to support the school on the basis of our history of serving the East Bay community for more than 50 years, offering students a well-rounded education in a safe and compassionate environment and our commitment to ensuring that as many qualified students as possible will have the opportunity to attend Moreau Catholic, regardless of their family's financial situation.

We believe that our fundraising programs and events present opportunities for "teachable" moments about the importance of giving back in both time and resources. This is evidenced by the Integral Student Outcomes, which state, "Students will contribute meaningfully to social, religious, political, environmental, and cultural organizations." We believe that the school community demonstrates a generous, philanthropic spirit as evidenced by the broad support of school-sponsored fundraising activities.

Definition

Fundraising is any request for resources (i.e. financial, in-kind product, or services) that is intended to help supplement the Moreau Catholic operating budget or support emerging priorities for which no other funding exists.

Policy

All fundraising activities and events for the benefit of the school require approval in writing by the Advancement Office. Fundraising activities that are not directly produced by the Advancement Office will be coordinated through the Moreau Catholic partner, eTeamSponsor.

Fundraising Procedures by Department

- Advancement
 - Guided by the Advancement Plan, the Advancement Office will organize and produce all fundraising appeals and events except where noted otherwise herein.
 - The Advancement Office will maintain the year-round fundraising appeal and event calendar. The approval of any and all campus fundraising appeals and events will be evaluated based on this calendar. Unless there is no conflict with multiple audiences, no fundraising event or appeal will be approved that coincides simultaneously with another fundraising event or appeal.
 - The Advancement Office will maintain the campus donor database and be responsible for the integrity of donor records as well as donor gift acknowledgment and annual tax letters.
- Athletics
 - Team Fundraising
 - Teams will participate in eTeamSponsor for fundraising

- The Advancement Office will engage eTeamSponsor
 - Department Fundraising
 - Fundraising events initiated by the Athletics Department (including the Booster Club) will be presented by the Director of Athletics
 - Athletic Department fundraising events will be produced by the Booster Club unless otherwise negotiated.
- Campus Ministry
 - Service and retreat coordinators may present fundraising appeal requests to the Director of Campus Ministry for approval via the Campus Fundraising Request Form.
 - The Director of Campus Ministry will present the Form to the Principal for review.
 - The Director of Campus Ministry will present the Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the organizer of the fundraising appeal.
- Mission Drives
 - Throughout the year, the Moreau Catholic community supports a variety of causes and organizations. All requests for school-wide mission drives are submitted to the Principal for approval via the Campus Fundraising Request Form.
 - Mission Drive organizers will present the Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the Mission Drive organizer.
- Student Activities
 - Co-curricular club/class leaders and club/class moderators may present fundraising appeal requests to the Student Life and Activities Coordinator for approval via the Campus Fundraising Request Form. These appeals may include canned food collections and toy drives.
 - The Student Life and Activities Coordinator will present the Form to the Principal for review.
 - The Student Life and Activities Coordinator will present the Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the organizer of the fundraising appeal.
- Visual and Performing Arts (VAPA)
 - VAPA program directors may present fundraising appeal requests to the VAPA Department Chair for approval via the Campus Fundraising Request Form (Form).
 - The VAPA Department Chair will present the Form to the Assistant Principal of Instruction for review.
 - The VAPA Department Chair will present the Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the organizer of the fundraising appeal.

CHAPTER 2 ADMISSION, REGISTRATION AND RECORDS

2.1 NON-DISCRIMINATION POLICY

Moreau Catholic High School admits students of any color, race, ethnic origin, faith or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, financial status, disability, or ability in the administration of its education policies, scholarships and financial aid programs, athletic, and other school-administered programs. Moreau reserves the right to make decisions based on principles of Catholic moral teaching, religious preferences; and other religious needs, criteria, and policies and, in maintaining this policy. Moreau does not waive any legal exceptions or exemptions that may apply to it as a religious nonprofit organization.

2.2 ADMISSIONS POLICY

Entrance requirements are not exclusively based on intellectual ability, but on a combination of character, willingness to learn and study, and other related factors. New students may be accepted into sophomore and junior classes if space

becomes available and at the discretion of the school administration. All transfer students must also meet the necessary Moreau Catholic High School graduation requirements. Please see the *Course Description Guide* for more information on these requirements. It is a rare exception to accept new students into the senior class.

The specific criteria considered for determining 9th grade admission are:

1. Completed application, student statement, and signed agreement form to complete the program of study of Moreau Catholic High School
2. Completed Confidential Recommendation Form or letters of recommendation from a current Math and English teacher, and the student's Principal or Assistant Principal
3. Completed Diocesan Grade Form (submitted by Diocesan Catholic elementary schools) or two years of transcripts (7th and 8th grade)
4. Standardized test scores from public or private schools
5. Student and parent/guardian personal interview with a Moreau Catholic faculty or staff member
6. High School Placement Test results (required of all incoming 9th grade students)

Admission criteria considered for determining 10th and 11th grade (transfer) admission are the same as the 9th grade *except for* the High School Placement Test (HSPT) results. Transfer students are not required to submit this document.

All students who currently have a 504 or IEP plan are required to submit all documentation at the time applications are due. Submission of the student's psycho-educational report will determine whether or not accommodations can be given for the High School Placement Test. If you cannot obtain the psycho-educational report by the deadline, we will read it at a later date and cannot guarantee that accommodations will be given for the placement test. For additional information about our *Saints and Scholars* program, please section 7.2 in the handbook.

At the time the application is submitted, student applications must also submit a processing fee for the application.

In addition to the specific criteria for admissions, consideration is given to applicants for whom Moreau Catholic is their school of choice, who are continuing a Catholic education, who have had one or more parents/guardians or siblings attend Moreau Catholic, or who are Catholic seeking admission from public school.

The admissions process operates independently and is not influenced by the finances of the prospective family.

Once accepted, students are expected to maintain good academic and disciplinary standing in their respective schools prior to attending Moreau Catholic.

2.3 REGISTRATION POLICY

Currently enrolled students are given first choice of course offerings for the next year if the tuition contract and laptop agreement (with applicable fee) is completed and returned by the specified date determined by the administration. Moreau Catholic High School operates on a first-come, first-served registration policy. A completed tuition contract and timely tuition payments ensures a returning student space reservation for the next academic year. The school considers a student automatically withdrawn at the end of the current year if the tuition contract and related paperwork and payments are not returned by the specified date.

2.4 TUITION AND FEES

- 1) A non-refundable tuition deposit is included in the first payment of the tuition plan selected. The first tuition payment is due on registration day for new students and in May for returning students. A \$50 late fee will be assessed to students not returning forms by the March due date.
- 2) Parents/guardians may pay the annual tuition directly to the school in either one annual payment or two semi-annual payments. A monthly tuition payment plan is available using electronic funds transfer through the FACTS Tuition Management Plan. Tuition payments are withdrawn monthly on either the 5th or the 20th of each month. It is the parent's responsibility to contact the business office when unforeseen financial problems occur. Failure to fulfill tuition obligations may result in a student's suspension and/or expulsion.
- 3) Checks returned unpaid from the bank will be assessed a \$25 processing fee. Delinquent May or November annual or semi-annual payments will be assessed a late charge if not received by the due date. If not paid by December 1, the FACTS Tuition Management Plan must be used for the remaining monthly payments.
- 4) Pending payment to the school of delinquent tuition and fees, students may be suspended, yearbooks will be held at year-end, and graduating seniors will not be permitted to participate in graduation exercises and their diplomas will be held.
- 5) Payment of delinquent tuition and fees must be paid by cashier's check or money order in order to start the next quarter

or participate in graduation exercises.

2.5 STUDENT RECORDS (FERPA)

In 1974, Congress passed the Family Education Rights and Privacy Act. This law gives the student, if he/she is an eligible student, or the student's parents/guardians(if the student is not eligible), certain rights regarding student educational records. An eligible student is one who has reached the age of 16 or is attending any school after graduation from high school.

The law requires that schools:

- 1) Allow the parent or eligible students to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a counselor or social worker, which are not shared with anyone but a delegated substitute.
- 2) Give the parent or eligible student the chance to challenge the records in a hearing to make sure they are not misleading or inaccurate.
- 3) Obtain written permission from the parent or eligible student before revealing the records to other persons.
- 4) Notify parents/guardians or eligible students of their right under this law.

There are some exceptions to rule #3 above. School personnel may show or turn over records without permission to:

- 1) Other officials of the same school.
- 2) Officials of another school in which the student seeks or intends to enroll.
- 3) Certain federal, state and local authorities perform functions authorized by law.
- 4) Individuals or organizations in connection with a student's application for receiving financial aid.
- 5) Court or law enforcement officials, if the school is given a subpoena or court order.

2.6 TRANSCRIPT POLICY

Transcript information reflects a student's home address, date of birth, and courses attempted and completed while enrolled at Moreau Catholic (Transfer students please read section 5.13.) Cumulative GPA is based on a weighted grade point calculation on all coursework completed in grades 9 to 12, excluding summer jumper coursework, using the MCHS grade point scale. A student's transcript does not contain information about a student's cocurricular activities, test scores, or discipline record. Moreau Catholic High School does not rank students' GPAs.

Any student receiving a failing grade (F), in a required subject for Moreau Catholic, must repeat that semester's work satisfactorily in an approved summer school course. Students receiving a D or F in a course required for college admission should remediate the course during summer school.

While we encourage students to participate in summer enrichment programs, including summer school, only course work that is used to fulfill prerequisites for Moreau Catholic graduation requirements, or course prerequisites, will be posted on the transcript. However, these grades will not be calculated into the cumulative MCHS GPA. Only approved summer course work taken to remediate a D or F grade will be factored in the calculation of the cumulative GPA. Courses taken prior to entering the 9th grade year, or after graduation date, will not be posted. The Assistant Principal of Instruction must approve all courses.

Summer school courses can be taken at Moreau Catholic or at another school approved by the student's counselor or the Assistant Principal of Instruction. Students should check with their counselor to verify what courses or outside schools are approved for summer school credit. Students and parents/guardians are reminded that they should retain a copy of the student's official transcripts for any courses completed in summer school or outside of Moreau Catholic to use in the college admissions process. In establishing their admission requirements and computing admission grade point averages, colleges generally determine which courses will be considered and may include summer school courses.

Transcripts may be requested through the Mariner Mall under Academic Fees. Three options are available to choose from:

1. Request and pay by credit card, the fee is \$5.00.
2. Request and pay by check, the fee is \$5.00.
3. Request through Parchment, the fee is \$8.

This option is recommended to those who need the transcript urgently and/or would like to track their electronic transcript delivery.

Transcripts may also be requested in person at the main office if paying by check, the fee is \$5.00.

2.7 INFORMATION CHANGES

Parents/guardians are reminded to update school records whenever there is a change in their address, phone number, or work number. It is important that school records are accurate so that communication between the school and families may be done in a timely manner. Please call the school receptionist or attendance office with any changes. Requests for name changes to a student record must be done in person and require original legal documentation such as a birth certificate or driver's license.

CHAPTER 3 PARENTS & GUARDIANS

3.1 POLICIES AFFECTING PARENTS & GUARDIANS

Parents and guardians are expected to uphold the mission, goals and policies of the school; nevertheless, a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents/guardians might so diminish the effectiveness of the school that continuation of the student in the school would be morally impossible.

- 1) Any parent, guardian or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a student, is guilty of a misdemeanor. (California Education Code-Section 44811)
- 2) Further, any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or at some other place, if the teacher is required to be at some other place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine of not less than 50 dollars nor exceeding 500 dollars. (California Education Code-Section 44812)

3.2 STUDENT: EIGHTEEN YEARS OLD

All school procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in the school. The school shall continue to direct all official correspondence and other matters to parents/guardians concerning their student's grades, disciplinary status, tuition statements, graduation privileges, and so forth.

3.3 BACK TO SCHOOL NIGHT

Back to School Night is held early in the first quarter of school and all parents/guardians are expected to attend. Back to School Night provides the opportunity to be informed of the teacher's plans and objectives for the year, to ask questions, and to meet the faculty, administration, and other parents/guardians. Close cooperation and ongoing communication between home and school are essential to excellence in education. The faculty and staff recognize the very important role of parental responsibility in the education of students and depend on parental support to ensure that students receive the full benefit of the quality education offered at Moreau Catholic High School.

3.4 STUDENT-PARENT-TEACHER CONFERENCES

Student-Parent-Teacher conferences are scheduled in October. Conferences can be initiated by teachers, students, or by parents/guardians. Appointments can be made by emailing the teacher directly. Teachers will initiate communication about mandatory meetings for students with D or F quarter grades.

3.5 MARINER CLEARED

Moreau Catholic values and needs parent chaperones to supervise students during off-campus trips and events for academic and co-curricular programs. All parent/guardian chaperones need to complete the following to be Mariner Cleared: fingerprinting, Diocesan online course, and a Department of Motor Vehicle clearance form. Moreau Catholic will cover all costs related to becoming cleared.

3.6 PARENT/GUARDIAN ENGAGEMENT

Parents/guardians are encouraged to participate in parent events hosted by the school. These events are intended to build community between parents/guardians and faculty-staff, as well as provide informative and engaging presentations on relevant school topics.

Parents/Guardians of Student-Athletes are required to volunteer 20 hours throughout the school year through various sport events. Volunteer opportunities can be found at: <https://moreaucatholic.org/parents/volunteer-opportunities/>

3.7 PARENT/GUARDIAN CHANNELS OF COMMUNICATION

Whenever a parent/guardian has a concern regarding an academic or classroom management situation involving their student, the first contact must be the teacher. If the concern is regarding athletics, the first contact must be the head coach.

Please see below for the full channel of communication.

Academics	Athletics	Behavioral Management
Classroom Teacher	Head Coach	Classroom Teacher/Coach
Department Chair	Director of Athletics Or Assistant Athletic Director	Campus Supervisors/Assistant Dean
Assistant Principal of Curriculum	Assistant Principal of Climate and Culture	Assistant Principal of Climate and Culture
Principal	Principal	Principal

In the event you suspect child abuse by any school member, immediately, or as soon as practicable, report your concerns to Hayward Police Department.

CHAPTER 4 ACADEMIC PROGRAM

4.1 CURRICULUM

The school strives to ensure that the structure of the curriculum will meet the student's present concerns and future needs. Incoming, as well as continuing students, receive information about the school's curriculum policies and changes well in advance of the registration deadlines for the next academic year. Please refer to our Course Description Guide on the school website for more information about course offerings and curriculum.

4.2 GRADUATION REQUIREMENTS

In order to be in good standing and on track for graduation, by the end of the ninth grade year, students should have earned 70 units; by the end of the tenth grade year, students should have earned 140 units; by the end of the eleventh grade year, students should have earned 210 units.

The following course of studies is required for graduation:

MCHS Graduation Requirements	
English	40 Units
Theology	40 Units
Mathematics (including Alg. 2)	30 Units
Social Studies	30 Units
Science (Life & Physical Lab)	20 Units
World Language (same language)	20 Units
Physical Education (including Health)	15 Units

Visual Performing Arts	10 Units
Electives	65 Units
TOTAL	270 Units

In addition to the above-mentioned graduation requirements, all students are expected to participate in the 9th, 10th, and 11th grade retreat program and complete their required number of service hours, in addition to their Senior Capstone Project (See section 5.2).

4.3 GRADING PERIOD

The school year is divided into two semesters, each of which is composed of two quarters. Quarter grades are considered progress reports for students, with semester grades posting to final transcripts. If a student has a grade below a C- at the quarter, parents/guardians will be notified by email and encouraged to check their student's grades in Canvas. Students with multiple D's and/or F's may require a student-parent-administrator meeting.

4.4 GRADING SYSTEM

A standard grading system is currently employed at Moreau Catholic High School. Passing grades in order of their priority are A, B, C, and D. Refer below for interpretation of each grade. A failure is indicated by the letter grade F. Grades C and D are acceptable for high school graduation. Grades of A, B or C are acceptable for college admission. Students and parents/guardians will be notified by email at the end of each quarter and semester to check Canvas for student grades. Quarter and semester report cards will be made available upon request for students or parents.

Any student receiving a D or F grade for a semester in a class required for college admission should repeat that semester's work with a grade of C or better in an approved school course to maintain college eligibility. Courses may not be remediated for credit during the school year.

In the event that students have a question about a semester grade, they must contact the teacher no later than the first three weeks of the following semester.

4.5 GRADING SCALE

93 - 100	A
90 - 92	A-
87 - 89	B+
83 - 86	B
80 - 82	B-
77 - 79	C+
73 - 76	C
70 - 72	C-
67 - 69	D+
63 - 66	D
60 - 62	D-
Below 60	F

The method used for computation of semester grades in the various departments is described in each teacher's Course Information Guide.

4.6 GRADE POINT AVERAGE

Grade point average, GPA, is determined by giving to letter grades a numerical value:

A	=	4.000	C	=	2.000
A-	=	3.667	C-	=	1.667

B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.667	D- = 0.667
C+ = 2.333	F = 0.000

Honors and AP courses are given an additional point for an A, B, or C grade. The number assigned to the grade is multiplied by the number of credits for that course. These numbers are added together and divided by the number of credits attempted.

4.7 HONOR ROLL

Each semester the names of those students whose GPA is from 3.0 to 3.49 are listed on the Honor Roll. Those students whose GPA is 3.5 or higher are listed on the Principal's Honor Roll.

4.8 GRADUATING WITH HONORS

Honors at graduation are earned for the following 7 semester cumulative GPAs: CUM LAUDE for a 3.5 to 3.74; MAGNA CUM LAUDE for a 3.75 to 3.89; and SUMMA CUM LAUDE for a 3.9 and above. Students may also earn California Scholarship Federation status for graduation based on the number of semesters of eligibility grades 10 through 12.

4.9 ADVANCED PLACEMENT PROGRAM (AP)

- Students enrolled in AP courses are required to take the AP exam in each course.
- AP exam fees are due prior to each exam. (These fees are NOT included in student tuition.)

The Advanced Placement Program at Moreau Catholic offers a college/university level curriculum for high school students. An AP course at Moreau Catholic will assess students by college/university level standards. It is expected that college/university level projects and activities that span a wide range of intellectual tasks will be assigned to students. Students who sign up for AP courses must be highly motivated and will make the AP course and exam a priority. Students should carefully consider the level of difficulty that an advanced placement course, or courses, present and plan their schedule wisely. Any student who does not take the AP test will not receive honors credit for the course; the student's report card will be amended to reflect a non-AP course title.

4.10 SUMMER SCHOOL

Any student receiving a failing grade (F) in a required subject for Moreau must repeat that semester's work satisfactorily in an approved summer school course. Students receiving a D or F in a course required for college admission should remediate the course during summer school. Only approved summer course work taken to remediate a D or F grade will be factored in the calculation of the cumulative GPA. Summer school courses can be taken at Moreau Catholic High School or at another school approved by the student's counselor or the Assistant Principal of Instruction. Students should always keep a copy of the official summer school transcript for college admissions purposes.

Students should check with their counselor to verify what courses or outside schools are approved for summer school credit.

4.11 CONCURRENT ENROLLMENT

Many students express interest in taking college level courses at the local community college, such as Chabot or Ohlone. Taking these courses can be an enrichment opportunity for students, but it is a serious decision and commitment that should be made thoughtfully and carefully in consultation with the student's counselor.

Concurrent enrollment forms require the signature of a school official; at MCHS that designated school official is the student's counselor. The Counseling Department recommends students only take concurrent enrollment courses in the summer, up to one class for rising Juniors and up to two classes for rising Seniors. Please see section 2.6 Transcript Policy for more information on how summer coursework is represented in students' official transcripts, GPAs, and graduation requirements.

CHAPTER 5 ACADEMIC POLICIES

5.1 STATEMENT OF ACADEMIC INTEGRITY

As a community that affirms the traditions and values of Christianity and the Catholic faith, Moreau Catholic High School demands academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and

ideas in all areas of campus life.

Academic dishonesty includes, but is not limited to:

Plagiarism. Plagiarism is the act of using someone else's ideas or writings as one's own, with or without the knowledge of the other person.

Plagiarism includes:

1. Not properly citing sources in a written work and sources taken from the Internet, including ChatGPT, AI apps, and/or other electronic resources.
2. Copying a classmate's homework.
3. Paraphrasing original material without documentation.
4. Sharing one's work (including GoogleDocs) with another student, in part or in full.

Cheating. Cheating occurs when a student attempts to get academic credit, or to help someone else get academic credit, in a way that is dishonest or unfair.

Cheating includes, but is not limited to:

1. Using unauthorized notes, materials, and/or resources of any type (calculators, the help of another student, looking at another paper, etc.) on any exam, quiz, paper, and/or homework assignment
2. Having a phone or other electronic device out during an assessment
3. The use or possession of another person's test/answers either before or during the exam.
4. The use or possession of notes, answers, cheat sheets, screen shots, electronic devices or other sources not approved by the teacher during the exam.
5. The stealing/receiving of test papers or taking/possessing a photo of the test prior to the test or the giving/receiving of specific test information in any format
6. Marking answers after the test period is over.

Consequences will be appropriately assigned to any student who gives the impression of academic dishonesty by word and/or action.

Consequences will be determined by the AP of Curriculum, in consultation with the teacher, based on the format below.

There are two tiers of violations:

Tier I: Academic Integrity offense on a homework assignment

Tier II: Academic Integrity offense on tests, quizzes, papers, and major projects (the assignation of major project will be determined by the AP of Curriculum or designee in consultation with the teacher.)

Consequences:

The first offense, whether Tier I or Tier II, will require a mandatory online tutorial.

In all offenses, the teacher has the option to issue no credit for the assignment. This decision is made by the individual teacher in consultation with the AP of Curriculum.

Tier I Offense #1: Mandatory online tutorial.

Tier I Offense #2, and beyond: Will be treated as a Tier II offense.

Tier II Offense #1: Tutorial (if it is the first incident), and Activity Restriction Level One* for 10 days

*Activity Restriction Level One is defined as restriction from co-curricular activities; the student is able to appeal for ONE sport or activity during this period.

Tier II Offense #2: Activity Restriction Level Two* for 10 school days

*Activity Restriction Level Two is defined as restriction from ALL co-curricular activities during this period.

Tier II Offense #3: 1-day suspension and Activity Restriction Level Two for 15 school days

Tier II Offense #4: 2-day suspension and Disciplinary Review Board hearing to determine student status. A Tier II 4th offense may lead to expulsion.

5.2 HOLY CROSS SOCIAL JUSTICE PROGRAM

The Holy Cross Social Justice program stems from the life and teachings of Christ who came "to bring glad tidings to the

poor...liberty to captives...recovery of sight to the blind. (Lk 4:1819) The four-year program offers students knowledge and lived experiences of the tenets of Catholic social teaching in society, opportunities to develop compassionate awareness through contemplative prayer and finally, students are invited to put this love and knowledge into action through the preparation of a capstone project senior year. It is through the pillars of Being Family, Bringing Hope, Building Respect, and Educating Hearts and Minds that students may come to understand what our founder Blessed Basil Moreau meant when he said that "we must be, first of all, so closely united in charity as to form but one mind and one soul; for, as you well know, in union there is strength (Circular Letter 1 Moreau 1835). With the new Holy Cross Social Justice program students enter into a unique space in which course content, service activities and their retreat experiences facilitate a rich praxis, making the transition from their formation as Holy Cross men and women to transforming themselves and the world around them, applying newfound knowledge to the challenging circumstances and problems they encounter in society.

Every student in the school is responsible for submitting their hours through the online service platform MobileServe.

Using MobileServe to Log Hours

Follow the steps below to start this process:

1. Students will log into their MobileServe accounts provided by the school.
2. Students will click on the button "Log Hours" at the bottom of the page.
3. You will need to enter the information of the organization and volunteer coordinator that you worked with for the hours you are logging. For example, you will need the phone number and email of the person who helped facilitate your volunteer hours in order for your hours to be verified. After those hours have been verified by the volunteer facilitator, the social justice program coordinator will count only the verified hours towards a student's final hourly goal. In the event of a discrepancy with verified hours, all students are encouraged to log hours right away following the volunteer time and also to keep a signed paper record as a backup. That signed record can be attached to the relevant MobileServe hours entry as proof of verification.

Ninth Grade: Being Family Total hours due: 10 verified Hours **(5 Social Justice Hours / 5 Service to the School Hours)**

Fall 5 Hours Due: December 5, 2025

Spring 5 Hours Due: April 24, 2026

Ninth grade students are expected to complete a minimum of 10 hours of service. Unless other arrangements have been established with theology teachers, an incomplete will be assigned to students that do not complete the minimum hours due by the end of the year. These hours will be completed in keeping with the Being Family theme: women's shelters, children's services, tutoring children, etc.

Tenth Grade: Bringing Hope Total hours due: 15 Verified Hours **(10 Social Justice Hours / 5 Service to the School Hours)**

Fall 7 Hours Due: December 5, 2025

Spring 8 Hours Due: April 24, 2026

Tenth grade students are expected to complete a minimum of 15 hours during their sophomore year. These hours must be done in any of the pre-approved sites from our list posted on the Holy Cross Social Justice website. Unless other arrangements have been established with theology teachers, an incomplete will be assigned to students that do not complete the minimum hours due by the end of the year.

Eleventh Grade: Building Respect Total hours due: 20 Verified Hours **(15 Social Justice Hours / 5 Service to the School Hours)**

7 Hours: Social Justice Retreat and Service Immersion and 8 Hours: Social Justice Hours

5 Hours: April 24, 2026

The focus for the third year of the social justice program is Building Respect. In this phase of the program the foundations of the capstone project will be set within the context of students coursework in the Social Justice Seminar. As part of the seminar all students will participate in a 1-day service immersion experience and will receive 7 hours for this time. Beyond those 7 hours received on retreat, students are also asked to complete an additional 13 hours of service on their own which will be approved by their Social Justice teacher(s) in accordance with their capstone project goals.

Twelfth Grade: Educating Hearts and Minds Capstone Projects

Seniors will be given a Holy Cross Social Justice Capstone Project packet that will detail due dates, expectations and program forms. All Capstone projects are completed by Friday, April 24, 2026. parents/guardians will be required to sign-off on the Capstone packet at the beginning of the Fall Semester.

1. 12th grade students are expected to have accumulated 45 hours by the start of their senior year.
2. Any special service project that may require a student's absence from school must meet the following criteria and have advance approval from the Social Justice Coordinators.
 - a. The request to participate in the project must be made to the Social Justice Coordinators at least two weeks' in advance.
 - b. A parental note must be on file in the attendance office prior to the absence.
 - c. The student's attendance record will be a consideration in the process of approval. Any absence from school to perform project hours will count on the student's attendance record as an excused absence from school.
 - d. The student must have a cumulative GPA of 3.0 or above.
 - e. Students requesting absence from school to perform a capstone project must be in good standing and not subject to any disciplinary probation.
 - f. All arrangements for volunteering at a particular agency, and transportation to and from the service site, are entirely the responsibility of the student.
3. Parents/guardians can become involved in the social justice program by providing transportation for off-campus volunteer opportunities, volunteering with students when appropriate, assisting MCHS staff in supervising a similar opportunity, or suggesting new programs to the Social Justice Coordinator for possible inclusion in the list of approved sites/projects.
4. An official volunteer supervisor at the organization must be 21 or above and cannot be a parent of a student that is volunteering unless otherwise stipulated by school staff.

Social Justice Seminar

Students will build the foundational questions and cultivate new insights towards their capstone projects which will be due during their senior year. This course serves as a cornerstone for the capstone project—a culmination of volunteer experience during their time at Moreau. The overall course outline follows closely the framework provided by the USCCB, option C (Living as a Disciple of Jesus Christ) and uses the primary themes of Catholic Social Teaching as scaffolding with the intent of inspiring our students to become active agents of change, advocates for the poor and vulnerable and individuals whose passions and talents connect with the needs of the world.

Junior Year Immersion Experience

The Junior service immersion has been designed to complement the Social Justice Seminar course. Each junior will take the Social Justice course and participate in the formative experience of a service immersion.

In this experience, each Junior is invited to consider a different definition of Church—one in which it is not only a place of worship but one of refuge, peace and respite from the streets. Juniors will take to the streets for an immersion in which we will be serving in one of San Francisco's greatest areas of need, the Tenderloin neighborhood. This junior retreat experience takes us a step further into the heart of the city, to live in simplicity, reflection and solidarity with the community. Students learn with their heads and their hands that hospitality is at the core of Holy Cross spirituality, and that much of our ministry throughout our lives will be one of presence. This retreat is a challenge to hearts and minds to take knowledge from the classroom and apply it to the complex realities that contribute to poverty and homelessness. Students participating in this experience will be traveling to San Francisco via BART and will travel back to Moreau Catholic at the times approximated by the Social Justice Coordinator. Participants will be asked to bring only essential items; water, lunch (if a student has dietary restrictions), and snacks on the experience. All laptops, headphones, personal electronic devices, and other electronic devices are not permitted on this immersion.

TEDxMoreauCatholicHS

Every year, Seniors have the opportunity to create, develop, and present a TEDx talk at our annual TEDx conference. Seniors apply by submitting their TEDx idea in the Fall and work through the school year to refine and develop their talk. Through the program, teachers and staff work with Seniors on public speaking and how to deliver an engaging and exciting presentation. The TEDx conference takes place during the Spring in our Teves Theatre. Students, parents, faculty and staff, and community members are invited to watch the conference live as the Seniors present their ideas. All the TEDx talks are professionally recorded, edited, and then uploaded to the TEDx platform and the TEDx Youtube page. Students are

encouraged to use these talks on applications and resumes! Students who participate in the TEDx program are expected to uphold the Mariner ideals and code of conduct as leaders on campus. Failure to comply with our code of conduct will result in removal of the event/program.

Father Moreau Day Service Day

Father Moreau Day (FMD), February 11, 2026, is now an integral part of our Social Justice Program, providing students with a dedicated day to engage in meaningful service, reflection, and community-building. Rooted in the values of the Congregation of Holy Cross, FMD emphasizes the Catholic Social Teaching of Family, Community, Participation, as well as the Common Good, by encouraging students to work together in service, strengthening their role in the border community. Participation in FMD is required, and students will receive Social Justice Hours for their service. Those who miss the day will be required to complete a service project outside of school, chosen from a list provided by the Social Justice Coordinator, ensuring they still engage in impactful service beyond the classroom.

5.3 COURSE PLACEMENT

Developing a course of studies for a student incorporates the student's wishes as indicated on his/her preliminary course request form and the ability of the school to meet those requests and those of other students. If an irresolvable schedule conflict exists, courses may be substituted without student notification.

Therefore, it is necessary that alternate choices be selected with the same care as first choices. Schedules may be changed at the beginning of each semester during the first three days of class. In the beginning of the first semester students may request a change in any part of their schedule during the first five days of class. Mid-way through the second quarter, students may request a change to second semester courses. All second semester course changes must be completed by the third day of the semester.

Course change requests made after the third day of instruction in either semester will be considered only in cases of extreme hardship (documentation may be required). If approved, the course title will remain, and a W indicating withdrawal, will be posted on the student's transcript.

5.4 HOMEWORK

On the first day of each class, students receive a Course Information Guide which contains homework requirements and study expectations. Each student is expected to maintain good study habits, including choosing a quiet place free from interruptions and distractions, developing a study schedule, and putting forth his/her best individual effort to complete each assignment. On Day 2, the Office Hours period is an opportunity for students to obtain tutoring or assistance from teachers or to work on group projects. Students should devote a minimum of two hours daily (exclusive of class time) to their written and study assignments. In addition to completion of all written assignments, a student should spend a reasonable amount of time each day reviewing the day's lesson, reading assigned portions of the text, reviewing and studying class notes and vocabulary, and preparing for the next day's lesson.

MCHS Policy Regarding Late Work

Students are expected to exercise academic integrity in all of their endeavors. It is the student's responsibility to email the teacher or to check Canvas regarding classwork/homework that is missed due to absence.

Major Projects, Papers, and Other Long-term Assignments

All major projects, papers, and assignments must be turned in—or, in the case of same-day absence, emailed—to the teacher before 8:00 AM on the assigned due date (with hard copy of the final draft and all process work to be submitted immediately upon return, if absent), though teachers may extend this deadline according to their discretion. If, however, a teacher hasn't explicitly stated an exception to this policy in writing, it should be assumed that the universal policy is in play.

Homework and Classwork

Barring extenuating circumstances, * an assignment is late if it is not received at the designated time. Students must initiate the necessary communication with the teacher regarding late work. If work is submitted by the next **calendar day**, the assignment will receive a 10% deduction. For each subsequent **calendar day** (regardless of holidays or weekends) the assignment is late, it will receive an additional 10% deduction. No assignment will be accepted after a 50% deduction has been accrued (5 calendar days), unless the teacher decides to make an exception based on extenuating circumstances.

***Extenuating circumstances** include (but are not restricted to) illness and absence due to legitimate family or school need. Extenuating circumstances are to be evaluated by the teacher and, when necessary, the Office of Instruction.

MCHS Policy Regarding Work Assigned During an Excused Absence

Absences must be verified by parents/guardians and communicated to the instructor by or before the absence, according to school policy. Students will be given the time (and instruction) necessary to complete the missed assignments commensurate to the number of class periods missed, to be decided upon by the instructor. All students will have fair, reasonable, and equitable opportunities to submit their work, with the **minimum of one class meeting** per day of absence to make up work. (So, if a student is absent on Monday, any assignments or tests missed would be due on Wednesday, at the earliest. If a student is absent Monday and Wednesday, assignments would be due two class periods from Wednesday, etc). Teachers have the discretion to extend this timeline as needed.

Students w/ Accommodation Plans

Students with Accommodation Plans specifically related to extended timelines for assignments are not to be assessed according to this policy. Rather, the student's Action Plan, and the accommodations included therein, supersede this policy.

5.5 GUIDELINES FOR FIELD TRIPS

Field trips sponsored by Moreau Catholic High School serve the purpose of enhancing the classroom curriculum. Field trips are approved and scheduled through the Office of Instruction. All participating students will be cleared through the Magnus system, with parents/guardians notified and asked to give permission through their Magnus account. The classroom teacher and an appropriate number of Mariner Cleared chaperones will supervise trips.

5.6 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

See Scholastic Requirements, Chapter 9.4.

5.7 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN DRAMA PRODUCTIONS

- 1) Prior to auditions, the drama director will inform students via the Daily Bulletin and other avenues of communication, the dates and times for auditions, the sign-ups for the technical crew, and where they may obtain grade check forms. ALL students must submit a current grade check form **completed by class teachers**, and return it to the drama director by the announced deadline.
- 2) If, during the production process, the grading period GPA falls below a 1.667 or if the student receives 2 F's, that student may not be allowed to continue in the production. The director will determine this after careful review and advice.
- 3) All student participants must be enrolled in the production class. If a student is not allowed to continue participating due to low grades or other circumstances, the student will receive no credit for the class.

5.8 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN STUDENT GOVERNMENT

To run for a student government office, students must be academically eligible, as defined by the Director of Student Activities in the student government petitions and applications.

5.9 SCHOLASTIC REQUIREMENTS FOR PARTICIPATION IN CAMPUS MINISTRY AND RETREAT LEADERSHIP

To be eligible to run for consideration for membership in campus ministry or retreat leadership, a student is expected to meet the scholastic requirements as defined by the Director of Campus Ministry in the application.

5.10 MEDICAL EXCUSE FOR PHYSICAL EDUCATION

A student who is unable to fully participate in PE class must bring a note from a physician to the attendance officer and the chairperson of the PE department, who will determine whether the student may safely participate in an adaptive PE program. Students who are excused from participation in PE may be required to participate in a make-up program. A student who does not complete the specified activities and who has missed more than 7 class periods in a semester may be denied credit for that semester. If a student is excused from participation, they may not participate in athletics that day.

Students who have a long-term medical condition (exceeding but not limited to one full quarter) which excuses them from the regular PE program should request a PE waiver from the PE department chairperson. Final approval will be made by the Assistant Principal of Instruction in consultation with the student's counselor.

5.11 GRADUATION INELIGIBLE LIST

Students are placed on the Graduation Ineligible list when any one of the following conditions is met:

- Students who are deficient in a subject required for graduation by virtue of one or more semester F grades
- Students are prevented from enrolling in a required course due to a missing prerequisite

- Students who are deficient in the total number of units required for graduation.

Once placed on the Graduation Ineligible List, students will be required to meet with their counselor. A course of remedial action will be prepared by the counselor regarding the deficiency.

- 1) The student and parents/guardians will work closely with the counselor to monitor and provide direction in order to meet the goals of the remedial action plan.
- 2) It is the responsibility of the student and parents/guardians to follow the terms of the action plan. Frequent contact between student and parent with teacher and counselor is encouraged through this period.
- 3) Once placed on Graduation Ineligible List, the student will remain on it until they remediate the missing requirement.

If these conditions are met, the student is taken off the Graduation Ineligible List. If not, their continued enrollment at Moreau Catholic is subject to the evaluation of the AP of Instruction and counselors. They will make a recommendation regarding the enrollment status of the student and forward that recommendation to the Principal. The recommendation may result in withdrawal from the school. The Principal will make the final decision in all cases.

If the nature of the student's graduation ineligibility prevents the timely remediation of their coursework by their graduation date, the student will be withdrawn at the end of the current academic year. They will not be allowed to start the subsequent academic year until all course or unit issues have been remediated. When the student remediates all appropriate coursework, the student will be allowed to re-enroll. parents/guardians who wish to appeal the decision of the Principal may file a letter of appeal with the Principal within 24 hours of the initial decision. This letter must present new information that might alter the decision. The Principal is the final arbiter of the appeal.

5.12 ACADEMIC DISQUALIFICATION

A student will be academically disqualified from further attendance at Moreau Catholic High School if the student receives three or more semester F grades during a given semester, or if the student fails to meet the terms of graduation eligibility. Passing the California High School Proficiency Exam does not exempt students from attending school unless they are 16 years old or over and have verified parental permission to withdraw.

5.13 TRANSFER STUDENTS

Students transferring to Moreau Catholic will have their course placement determined by the Counseling Office in consultation with the Office of Instruction. Honors and AP course placement will be made at the discretion of the counselor, appropriate department chairperson, AP of Instruction, and space availability.

Moreau Catholic will determine which courses from the previous high school(s) will be posted on the Moreau Catholic transcript and accepted for graduation. Those grades posted on the transcript shall be calculated into the student's cumulative GPA based on the Moreau Catholic grade point average scale.

Transfer students may have amended requirements when it comes to issues such as courses required for graduation and courses that may be repeatable for credit.

Please refer to sections 4.2 and 5.2 for more information regarding the Holy Cross Social Justice Program and requirements for transfer students.

CHAPTER 6 CAMPUS MINISTRY

Campus Ministry at Moreau Catholic High School strives to foster authentic experiences of faith with the students, faculty, staff, and administration. It is Church on Campus based on the principles of Jesus as found in the Gospels.

Goals and Aspects of Campus Ministry

- A. Forming the Faith Community
- B. Appropriating the Faith
- C. Forming the Christian Conscience
- D. Educating for Justice
- E. Facilitating Personal Development
- F. Developing Leaders for the Future

The Campus Ministry Retreat Program

We all know the importance of getting away from the hectic pace of life and finding time to pray, to reflect and to deepen our knowledge and love of ourselves and of God.

Since the school's founding, campus ministers have shared the Holy Cross way of praying with our students by celebrating the Eucharist (Catholic Mass) for all the catholic days of obligation when school is in session and Prayer Services including the annual Interfaith Prayer Service. We also offer four separate retreat experiences, each tailored for the four classes at Moreau — frosh, sophomores, juniors and seniors.

Frosh Retreat: The Spirit of Holy Cross, an IFT Day

The retreat day will be on campus beginning at 8:00 AM.

The Church's central vision for Catholic education "...aims at the formation of the human person in the pursuit of his [her] ultimate end." Simply stated- education is formation.

'Formation' is the process by which a person becomes who they have been called by God to be. The formation process is concerned with the complete human person and, consequently, is driven by a single question: "Who are you becoming?" The Spirit of Holy Cross Retreat is the intentional, systematic direction of the complete frosh experience toward the end of developing the whole person, body and soul, and facilitating each student toward transformation.

Central to that formation are relationships. Students will begin the cultivation of Holy Cross spirituality as they reflect on our four Pillars of Being Family, Building Respect, Educating Hearts and Minds and Bringing Hope. Personalization of the formation environment – enabling students to know well, and be known well by at least one adult at Moreau will lead to a deeper experience.

Outcomes of the Spirit of Holy Cross (IFT Retreat Day)

The retreat's primary goal of student growth toward transformation is supported by:

- Facilitating a healthy transition to Moreau Catholic
- Creating community with peers and an adult
- Developing an understanding of Holy Cross Spirituality
- Promoting wellness and healthy habits

Overarching Enduring Understandings

- Every student has inherent dignity regardless of background, sexuality, ethnicity, and economic circumstances.
- Moreau educates the whole person: mind, spirit, body.
- Holy Cross values diverse religious backgrounds and experiences.
- The Moreau community needs their gifts and talents, active participation, and loving care.
- Self-knowledge and self-determination requires ongoing work; high school is an ongoing process of coming to know oneself.

Logistics

- The Spirit of Holy Cross retreat will be held on campus and led by the Campus Ministry staff with student campus ministers, Frosh Theology teacher and other Frosh teachers, and is directed by the Associate Campus Minister for Retreats and Liturgy.
- Every student will be assigned to groups, composed of approximately 8-10 frosh, student campus minister and an adult leader.
- On the day of retreat, all participants will be provided with Drinks of water, juices and snacks.

Sophomore: Agape Retreat

Agape, and its verb form *agapao*, is **one** of the several Greek words for love. *Agape* love is a little different. It is not a feeling; it's a motivation for action that we are free to choose or reject. *Agape* is a sacrificial love that voluntarily suffers inconvenience, discomfort, and even death for the benefit of another without expecting anything in return. We are called to *agape* love through Christ's example: "Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us to God".

In the Sophomore year, the Moreau student is given the opportunity to expand their awareness of their world through an intense community experience in a day retreat at the Dominican Sisters' Motherhouse, Mission San Jose. The retreat begins with self-examination, then transitions into a look at our community, ending with a look at each student's commitment

to building the Kingdom of God. It is when we love and are loved that we then can begin to build the Kingdom of God. The day involves self-examination, group discussion, and sharing of their own experiences.

Outcomes of the Agape Retreat:

- Deepening understanding of Holy Cross Spirituality
- Experiencing community within their theology class
- Experiencing the personal Love of God (agape)

Overarching Enduring Understandings:

- Students will understand their creation as of the image and likeness of God
- Students will recognize their own personal call to holiness
- Students will reflect on their shortcomings and challenge to seek forgiveness
- The Paschal Mystery (Passion, Death & Resurrection) of Christ as the fulfilled promise of God for our salvation
- Deeper Understanding of Holy Cross motto, "Ave Crux, Spes Unica."

Logistics

- The retreat is led by our Campus Ministry team along with our faculty.
- The day begins at 8:00 a.m. in Ivaldi Student Center. Students are excused from classes and activities, but must complete any assignments by arrangement with instructors.
- The retreat will be held at the Dominican Sisters' Motherhouse, Mission San Jose.

The students will travel via school bus, leaving Moreau at 8:15 a.m.

- On the day of retreat, all participants will bring their own lunch. Drinks of water, juices and snacks will be provided.

Junior: Holy Cross Social Justice Retreat

The junior retreat has been designed to coincide and complement the Social Justice Seminar course. Each junior will take the social justice course and participate in the formative experience of retreat, (we offer a total of 8 retreats throughout the year). On retreat, juniors are invited to consider a different definition of Church— one in which it is not only a place of worship but one of refuge, peace and respite from the streets.

Juniors take to the streets for a two-day immersion in which we will serve in our local community (Fremont, Union City, Hayward, Castro Valley) and then extend that service to one of San Francisco's greatest areas of need, the Tenderloin. This junior retreat experience takes us a step further into the heart of the city, to live in simplicity... simple food, simple living. Students will bring their hearts and their backpacks as they walk the beat in SF's downtown. They hear stories and live music, serve kids and adults and become church for others as we walk with the individuals we serve. Students learn with their heads and their hands that hospitality is at the core of Holy Cross spirituality, and that much of our ministry throughout our lives will be one of presence. This retreat is a challenge to hearts and minds, to take knowledge from the classroom and apply it to the complex realities that create poverty and homelessness...developing a deeper understanding of life through service and contemplation.

Senior Kairos Retreat

The Kairos Retreat Program has been in existence since 1965. It was originally adapted from the Christian Awakening Program designed by a team of priests, religious, and lay people. Kairos was modeled after the Cursillo retreat but adapted for teenagers.

Several modifications particular to Moreau's program have been made over the years. It is the opinion of the facilitators of the Kairos program at Moreau that these changes promote the faith and life of the students at our school and have emerged from the experience of implementing this program. Moreover, more specific Holy Cross language and themes have been highlighted in the Moreau program. Furthermore, student leadership and training has developed extensively since an adaptation of the program was first attempted at Moreau.

At Moreau, Kairos is a silent, directed retreat offered to our seniors as a three-day, two nights culminating retreat. The purpose of the retreat is to deepen the senior's connection to their faith through the connection to relationships with family and friends, providing a glimpse of God's intimate love for each retreat participant.

Dharmic Retreat

From its founding in 1965, Moreau Catholic has welcomed students from various religious and non-religious backgrounds.

This respect is deeply rooted in our Holy Cross and Catholic Identity. Shaped by over 175 years of Holy Cross education around the globe, our culture embraces the changing times while staying true to core values – engaging the intellect in educating hearts and minds, helping students grow ethically and spiritually, exchanging ideas freely and building a more just world. One of the ways that we embody our Holy Cross heritage is by making a home for all faith traditions. Campus Ministry offers the Dharmic retreats for Buddhist, Hindu, Sikh, Jain and Muslim students. A Dharmic and Muslim retreat will support the faith and growth of our non-Catholic students in their own spiritual journey.

Immersions are life-altering experiences that teach our students what it truly means to live faithfully and act justly. By going on immersions, students stretch beyond their “comfort zones” and discover how fulfilling it is to serve those in need. Their firsthand experiences stay with them throughout their lives, and for some, inspires future careers.

Holy Cross Immersion for rising Seniors

A Holy Cross education is a balance between heart and mind, of living faith and knowledge. The immersion program delivers this balance. By living and working in poor communities, MCHS senior students will experience the people, their history, and culture. Faith is put into practice by serving others. This trip will be an intense experience of service work and living in Christian community with students from five other Holy Cross High Schools. This is an opportunity that includes learning about the common values experienced by students in Holy Cross High Schools. **Pre-trip meetings to be determined.**

International Service & Cultural Immersion: Summer

We believe the first step to becoming a global citizen is to see and respect the world as it is. During our Summer Break, a trip to the Philippines will provide our students with real-world leadership training and skill development through personal challenge and decision making; Global citizenship through cultural immersion and awareness and experiential learning opportunities that are student –led. The service immersion will address sustainable community projects aligned with the UN Sustainable Development Goals that will address: poverty in all its forms, hunger, education, gender equality and women’s empowerment, water and sanitation, etc. **Pre-trip meetings mandatory; to be determined.**

More International trips are being developed.

Fundraising

- Campus Ministry
 - Service and retreat coordinators may present fundraising appeal requests to the Director of Campus Ministry for approval via the Campus Fundraising Request Form.
 - The Director of Campus Ministry will present the Campus Fundraising Request Form to the Principal for her review.
 - The Director of Campus Ministry will present the Campus Fundraising Request Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the organizer of the fundraising appeal.
- Mission Drives
 - Throughout the year, the Moreau Catholic community supports a variety of causes and organizations. All requests for school-wide mission drives are submitted to the Principal for approval via the Campus Fundraising Request Form.
 - Mission Drive organizers will present the Campus Fundraising Request Form to the Advancement Office for final approval, in consultation with the Business Office.
 - The Advancement Office will engage eTeamSponsor to partner with the Mission Drive organizer.

CHAPTER 7 COUNSELING

7.1 COUNSELING SERVICES

Moreau Catholic High School’s Counseling Department and Counseling Resource Center are located on the third floor of the main building. The department offers services in personal, academic, college, scholarship, and career counseling. Our primary focus is working with students, as well as with parents/guardians and families, to provide comprehensive services to help students reach their academic, college, and career goals.

The counseling department is composed of four academic/personal/college/career counselors serving grades 9-12. Counselors meet annually with each student as well as whenever requested by a student, teacher, administrator, parent, or due to unsatisfactory academic status. Parents/guardians who have questions about their student's performance in a particular class are encouraged to first contact the teacher directly.

Counselors are available before and after school and at lunch. Students may sign up to see their counselor with the Counseling Secretary or email their counselor directly. Counselors will do their best to send the student a call slip for a designated time during the school day within one day, or sooner if it is urgent.

In the fall, counselors meet with each senior as a follow up to individual meetings held in spring of the student's junior year to discuss college plans and advise them on the college admissions process. During the third quarter, all students in grades 9 through 11 meet with their counselor to confirm their course requests (and college admissions requirements) for the next year. An academic plan is given to each student after this meeting to share with their parents.

In conjunction with a student's annual scheduling meeting, counselors review information on specific college admission requirements. A number of college rep visits are offered throughout the school year and the department provides the appropriate information for attendance. All students are encouraged to visit colleges in which they are interested by the fall of their senior year. Juniors and Seniors may take a "College Day" to travel to a college or university they are interested in. Procedures are outlined in section 11.6, "College Visitation Days."

We also provide career education, which begins in the freshman year and continues through senior year. Utilizing the SCOIR Platform students are directed to take surveys on career and character assessments, providing them information on careers which might be a good match for them. This information, coupled with scheduling conferences and individual counseling, enables students to be guided in the process of establishing goals, developing their aptitudes and interests, and making decisions which will benefit their future success.

The Counseling Resource Center / Counseling website

The Counseling Resource Center provides a place for students to hear college admissions representatives. It is also a space where students will work with their counselors in small groups on a variety of topics and where college application workshops are held. Students may see their counselor about transcript request forms, NCAA, NAIA Clearinghouse information and applications, and SAT/ACT registration. Information on universities, financial aid, career paths, and college entrance testing can be found through our website: <https://www.moreaucatholic.org/academics/counseling> and on SCOIR.

SCOIR

We encourage all students and families to utilize SCOIR. This tool is a major resource in the college and career planning process. Links for college applications, financial aid, and scholarships are at your fingertips. All frosh will receive login information and instructions from their counselor at the beginning of the school year. Parents/guardians will receive an invitation email at the start of school with their login information. If you don't have your username and password, please contact your child's counselor.

7.2 SAINTS AND SCHOLARS: ACCOMMODATIONS FOR LEARNING DIFFERENCES AND OTHER NEEDS

The Counseling Department provides coordination and support services for students with documented learning differences and other needs. The "Saints and Scholars (SAS) Program" seeks to support student development of necessary learning skills and strategies to succeed independently. In order to promote student success, reasonable accommodations are provided based on the current impact of the disability or challenge on the student's academic performance. The Saints and Scholars Program follows the guidelines prepared by the College Board regarding accommodations and documentation of disabilities.

Incoming eligible students and their parents/guardians meet with the SAS Coordinator and Educational Specialist to create their accommodation plan. Current students may also be referred by parents/guardians or teachers. Please contact the SAS Coordinator or Educational Specialist for additional information regarding the referral process.

In order to receive accommodations, a student must have an updated and confirmed diagnosis by a qualified learning specialist or a medical provider. The Educational Specialist may request an updated assessment. This confidential report will become part of the student's file. The comprehensive evaluation should also include:

- Relevant educational, developmental, and medical history
- Test results and subtest scores
- A description of the functional limitations resulting from the disability

- A description of specific recommended accommodations and a rationale explaining the need for the accommodation
- The professional credentials of the evaluator (license, certification, area of specialization)

Students who are eligible for the Saints and Scholars Program may also qualify for accommodations, such as extended time, on the PSAT, SAT, and ACT Tests. In order to qualify for accommodations, the above-mentioned documents may be submitted to the College Board or ACT. Therefore, it is crucial that documentation is current and comprehensive for present and future academic support. The Saints and Scholars Program provides full access to our college preparatory curriculum and seeks to increase student success by providing appropriate accommodations in high school. Upon graduation, we also support students in seeking out accommodations in college.

Reasonable Accommodations

When a documented learning difference is identified, Moreau Catholic faculty will be provided with a Formal Accommodation Plan. The plan is reviewed annually with information that will help teachers work productively with the student. Educational plans are distributed confidentially to teachers at the start of each semester. The original current copy of the plan is maintained in the student's SAS file. The plans are a resource for teachers in making reasonable accommodations, which may include but are not limited to:

- Supplemental peer or teacher notes
- Preferential seating
- Use of learning aids
- A separate quiet and distraction-free testing location
- Extended time on assessments

7.3 COLLEGE SPEAKERS ON CAMPUS

During the school year, representatives from various colleges and universities may visit the Moreau Catholic campus to speak with interested students about admission and academic programs. Students should use their SCOIR account to sign up for speakers they are interested in. We encourage students to be selective when signing up to see a particular campus representative and they should inform their teachers in advance of a representative's appointment. Students are responsible for any class work or assignments missed while attending the representative's meeting.

CHAPTER 8 STUDENT ACTIVITIES

Student activities encompass all cocurricular activities of the school, providing creative outlets for student leadership and participation in a variety of ways which further school unity and civic responsibility.

Activities within the student activities program are coordinated through the work of the student council assisted by the Student Life and Activities Coordinator. The student activities program is intended to be as educational as the time students spend in the formal classroom environment. To maximize the full potential of their education, all students are encouraged to participate in the program. **Students must attend school the day of (or the Friday before) any co-curricular activity.** At the conclusion of all activities, students must be picked up and leave the event in a timely manner or the student will not be allowed to attend the next activity.

8.1 CLUBS AND ACTIVITIES

The following guidelines have been established with regard to student organizations and activities:

- 1) The clubs are recognized by the Principal.
- 2) Membership is open to all students, with the exception of the honor societies and some academic clubs/teams which have specific academic requirements.
- 3) The club or activity has an administration-approved faculty sponsor who attends all meetings and functions.
- 4) The club or activity deposits its funds in school accounts and follows established financial procedures.
- 5) The club or activity may use the school's name for public, social, or commercial activities with the permission of the Principal.
- 6) All activities are approved by the Student Life and Activities Coordinator. Extensive changes or unusual activities must be approved by the Principal.

- 7) All activities must be supervised. Club leaders may be removed from office and/or clubs may be disbanded if activities are held without supervision. Actions listed as leading to suspension and expulsion incur the same penalties whether on campus or off campus. Any disciplinary problems must be reported to an administrator as soon as possible. If drugs, alcohol, or violence are involved the report must be immediate.

Fundraising

- Co-curricular club/class leaders and club/class moderators may present fundraising appeal requests to the Director of Student Activities for approval via the Campus Fundraising Request Form. These appeals may include canned food collections and toy drives.
- The Student Life and Activities Coordinator will present the Form to the Principal for review.
- The Student Life and Activities Coordinator will present the Form to the Advancement Office for final approval, in consultation with the Business Office.
- The Advancement Office will engage eTeamSponsor to partner with the organizer of the fundraising appeal.

8.2 DANCES AT MOREAU CATHOLIC

Moreau Catholic High School sponsors several dances during the school year. The following conditions apply:

- 1) All dances at MCHS are from 7:00-10:00 PM, with the exception of the Frosh Box Social which is 6:00-9:00 PM. Students will not be admitted after 8:00 PM without a phone call to a parent/guardian. Students are expected to have their ride from the dance available at 10:00 PM. Off campus dances end at times published on the school calendar. Parents/guardians are expected to pick students up immediately after these events end. All students MUST be picked up by 10:30 PM. Any student whose ride arrives after 10:30 PM will receive a regular detention and may not be allowed to attend the NEXT school activity.
- 2) All dances off campus have specific times. Students will not be admitted after one hour from the beginning of the dance without a phone call to a parent/guardian. Students are expected to have their ride available at the end of the dance. Any student whose ride arrives past 30 minutes from the end of the dance will receive a regular detention and may not be allowed to attend the NEXT school activity.
- 3) Moreau Catholic students may apply to bring a guest to selected dances. They must obtain a guest pass from the Student Life and Activities Coordinator as instructed via the school bulletin. All guests must have parental approval and the approval of the Student Life and Activities Coordinator. Only 9th grade students or older may be invited as a guest and no guest over the age of 20 may attend dances. All Guest Passes will be reviewed by the Student Life and Activities Coordinator to ensure guests demonstrate exemplary citizenship, maintain positive relationships with current Moreau students and meet the disciplinary standards set for Moreau Catholic students. All guests must have current picture identification; non-school ID's will require a printed date of birth. No exceptions.
- 4) Moreau Catholic students are required to present a current school student body card to attend any dance. Failure to show a current school student body card will result in a detention to be served on the next available school day. Guests must show a current school ID for admittance, failure to do so will result in a phone call to guest's parent/guardian for identification. Guests of high school age not attending high school must show a current photo ID with a printed date of birth.
- 5) Moreau Catholic students on activity restriction may appeal for dance attendance, while students on strict probation will not be allowed to attend.
- 6) A student may not leave the dance early without parental permission communicated to the administrator in charge. Students must leave the school grounds upon exiting the dance.
- 7) Appearance code for informal dances is only relaxed to include walking shorts and t-shirts. Hats, spaghetti strap shirts, and short skirts are not allowed. Dances requiring more formal attire will be announced. Students should be mindful of specific colors of garments that may be interpreted as being related to gang involvement or affiliation (See section 10.9, 1h).
- 8) Moreau Catholic requires respectful and mature actions by students and guests at all of our dances. Offensive language, obscene gestures, unsafe and/or explicit dancing, is strictly prohibited. Students choosing to dance inappropriately will be asked to leave the dance floor and sit away from the dance for a period of at least 15 minutes. A second offense will result in a student being asked to leave the dance, a phone call to their parents/guardians, and a Saturday detention will be issued.
- 9) If a student buys a ticket to an MCHS dance in advance but does not arrive at the dance by the time doors close,

parents/guardians will be notified to ensure the student's safety.

- 10) Prior to admission to any MCHS dances, drug/alcohol screenings and searches of students' belongings will be conducted.

8.3 EXPULSION FROM COCURRICULAR ACTIVITIES

In the event that Moreau Catholic students, guests, or parents, do not comply with school behavioral policies, they will be asked by the administrator in charge to leave the school activity. For students under these circumstances, the following procedure will be followed:

- 1) Expulsion due to the use of drugs, alcohol or violent behavior:
 - a. Police will be called and the incident reported. Depending on the severity of the incident, the police may take custody of the student or agree to release the student to the school or parent/guardian. The student will remain under the supervision of the school administrator or campus supervisor until the situation has been dealt with completely.
 - b. Parents/guardians will be called and asked to come to the school immediately either to pick up their student or to follow up with the police.
- 2) Expulsion for other reasons:
 - a. Parents/guardians of the student will be called by the school administrator to inform them of the situation.
 - b. Parents/guardians will be required to pick up their student or to give permission for the student to themselves home.
 - c. If the parent cannot be reached the student will be held and supervised by the school administrator or campus supervisor until the end of the activity. During the next working day, the parents/guardians will be notified regarding the incident.

8.4 OFF CAMPUS PARTIES

The staff of Moreau Catholic High School is concerned about alcohol and other drug use by students. With this concern in mind, some guidelines are offered to parents/guardians for their consideration:

- 1) Parties should be chaperoned.
- 2) Parents/guardians of a party-goer are advised to contact host parents.
- 3) Parents/guardians should have the phone number and address of the party.
- 4) Parents/guardians should assure students that, in case of unexpected circumstances, they can call for a ride home.
- 5) Parents/guardians are advised to instruct teenagers not to have parties when parents/guardians are not at home.
- 6) Alcohol and drug use by minors is illegal.
- 7) You may be criminally responsible if you knowingly allow minors to consume alcohol or use other drugs.
- 8) Driving under the influence of alcohol or other drugs is unacceptable and potentially dangerous behavior at any age.
- 9) If events from an off-campus party interfere with student activities on campus, disciplinary action may be taken against the offending parties.
- 10) Parents/Guardians are reminded this, any student who has had their driver's license for less than 12 months **may not** transport other students unless they are accompanied by a California-licensed parent or guardian (sec 12814.6 CVC).

CHAPTER 9 ATHLETICS

9.1 ATHLETIC PROGRAM

The interscholastic athletic program is an integral part of Moreau Catholic High School. It holds many educational advantages for those students who elect to participate. The self-discipline required of the students participating in interscholastic competition provides a unique training opportunity not ordinarily available elsewhere in the curriculum.

All interscholastic activities of the school's athletic department will maintain the ideals and standards that are the policy of the school administration, the league, the North Coast Section (NCS), and the California Interscholastic Federation (CIF).

The teams fielded are as follows:

FALL SPORTS

CROSS COUNTRY

Boys/Girls Varsity, Boys/Girls Junior Varsity, Boys/Girls Frosh/Soph

FOOTBALL

Varsity, Junior Varsity

GIRLS GOLF

Varsity, Junior Varsity

GIRLS TENNIS

Varsity, Junior Varsity

GIRLS VOLLEYBALL

Varsity, Junior Varsity

WATER POLO

Boys/Girls Varsity, Boys/Girls Junior Varsity

RALLY SQUAD

Cheer Varsity, Cheer Junior Varsity

Song Varsity

WINTER SPORTS

BASKETBALL

Boys Varsity, Boys Junior Varsity, Boys Freshman

Girls Varsity, Girls Junior Varsity

RALLY SQUAD

Cheer Varsity, Cheer Junior Varsity

Song Varsity

SOCCER

Boys Varsity, Boys Junior Varsity

Girls Varsity, Girls Junior Varsity

SPRING SPORTS

BADMINTON

Coed Varsity, Coed Junior Varsity

BASEBALL

Varsity, Junior Varsity

BOYS TENNIS

Varsity, Junior Varsity

BOYS VOLLEYBALL

Varsity, Junior Varsity

BOYS GOLF

Varsity, Junior Varsity

BOYS LACROSSE

Varsity

GIRLS LACROSSE

Varsity

SOFTBALL

Varsity, Junior Varsity

SWIMMING

Boys/Girls Varsity, Boys/Girls Junior Varsity

TRACK & FIELD

Boys/Girls Varsity, Boys/Girls Junior Varsity

9.2 INFORMED CONSENT

Parents/Guardians and students need to be aware of the potential dangers of participation in interscholastic athletics since there is a risk of being injured in all sports. The risk of injury may be severe, including varieties of fractures, sprains, contusions, brain injuries, paralysis, or even death. Risk of injury may be somewhat reduced through parent insistence upon student-athletes following carefully all of the guidelines given by the coaching staff and school regarding training rules, safety procedures, proper use of equipment, legal and safe playing techniques, and any and all other safety procedures. As part of the Athletic registration that all students must submit on Magnus in order to participate, students and parents/guardians will acknowledge the risks inherent with athletic competition and can use these guidelines on concussions, sudden cardiac arrest, and heat illness prevention as well as follow up treatments and protocols if a student is diagnosed with a concussion, suffer from sudden cardiac arrest, and heat illness.

9.3 ELIGIBILITY RULES

- 1) Only students regularly enrolled in CIF member schools, grade 9-12, shall be permitted to participate in interscholastic competition. Students shall not participate nor practice on any team if they attain their nineteenth birthday prior to January 1st.
- 2) A student who first enters the ninth grade of any school following his/her completion of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for fifteen (15) days or more, or participation in one or more inter-school contests, shall count as one of the eight semesters.
- 3) A student who transfers from one school to another without a change of address on the part of the parents/guardians or legal guardians shall be ineligible for one (1) year. This rule also applies to students 18 years of age or older, though they are legally adults. It does not apply to students who have been promoted from elementary or junior high schools at the end of the preceding semester. CIF, NCS, and the league do, however, provide a means to appeal for waivers of ineligibility. All student athletes who transfer to MCHS in their first year must fill out paperwork with their parents/guardians & the Athletic Director before they can participate in athletics.
- 4) Foreign exchange students interested in participating in athletics should contact the Athletic Director regarding their eligibility to participate.

9.4 SCHOLASTIC REQUIREMENT

Athletic Probation

The Athletic Probation policy is intended to encourage students to:

- Pass all courses attempted.
- Take as full of a course load as possible without sacrificing co-curricular activities.
- Work to capacity in all academic endeavors.
- Achieve academic success in preparation for a challenging college curriculum.

MCHS will define **Athletic Probation** in the following way:

A student is on **Athletic Probation** if he/she:

- has a straight GPA (no pluses or minus) below 2.0 at the date of determination

A student is placed on Athletic Probation at the date of determination and has the following grading period to improve. The timeline is as follows:

- 1.) Parents/Guardians will be notified via email by the Athletic Director at the start of the probation period that the student is on Athletic Probation.
- 2.) Must attend all Moreau Athletics Study Hall (MASH). This service will provide a structured learning environment for student-athletes to work independently, or with teachers on their academic assignments. Study hall will be held during school hours, specifically during AM office hours, PM office hours, early release days, and late start days. Sessions will be monitored by our teacher-coaches, teachers, academic counselors, and administration. Required hours are driven

by academic need and mandatory for students with a GPA under 2.5. Failure to comply or attend with MASH requirements may lead to the right to remove student-athletes from competition, if not from the program entirely. For more information regarding MASH policies, please visit: <https://moreaucatholic.org/athletics/student-athlete-eligibility/moreau-athletic-study-hall/>

3.) At the end of the next grading period, if a student still remains under a 2.0 GPA, he/she will be **Academically Ineligible**.

Students who are **Academically Ineligible** may not participate in any athletic contests, practices, and teams. Students are **Academically Ineligible** until the next official grading period (when grades are distributed), and may only become eligible for reinstatement if they have higher than a 2.0 straight GPA. The timeline is as follows:

The Athletic Director will email the parents/guardians of Ineligible students and alert them that they will be ineligible. These are the Dates of Determination **October 14, 2025, January 13, 2025, and March 19, 2026.**

At the end of July following summer school, the Athletic Director will meet with the AP of Instruction and registrar to review re-calculated GPA after summer school to determine which students will move from the Athletic Probation list to Ineligible and which students will come off the list.

Fall sports eligibility is based on the previous year's second semester. If applicable, summer school grades will be used to compute the GPA for Fall Eligibility.

After final semester grades are posted, the Athletic Director will also contact any students who will be coming **off** the Athletic Probation / Ineligible lists.

9.5 ATTENDANCE REQUIREMENTS

- 1) A student-athlete who misses **any part of the school day, or the Friday before a practice or competition** for reasons other than medical or dental appointments (as verified by a doctor's note) will not be allowed to participate in practice or in a game on that day. Any exceptions must be cleared by the Athletic Director.
- 2) Any student-athlete enrolled in a physical education class who does not participate in class on a given day may not participate in practice or in a game on that same day. Any exceptions must be cleared by the Athletic Director.

9.6 PHYSICAL EXAMINATION

Students who play sports must file with the Athletic Director of a physical examination **each year** to be eligible to play. Physicals for athletes are valid for only **ONE calendar year**. No facsimiles of physical exams will be accepted.

Students who do not have a physical on file with the athletic department or on Magnus will not be allowed to participate in sports

9.7 AMATEUR STATUS REQUIREMENTS

A student must be an amateur, that is, one who has not coached, or taught, or participated in athletics for pay (or compensation).

9.8 UNIFORM AND EQUIPMENT REQUIREMENTS

- 1) Any student who is issued equipment or uniforms is fully accountable for the return, in good condition, of the items issued. parents/guardians will be held financially accountable for any items lost, stolen, or damaged.
- 2) Uniforms and equipment issued to the student at the beginning of the season for use throughout the sport shall be stored in a locked locker at school or kept at home for use on game days. No student should give out a lock combination to any other student. **It is the student's responsibility to lock all valuables and possessions at all times during use of the locker room for storage. All lost possessions must be reported to the teacher or coach immediately.**

9.9 MEDICAL REQUIREMENTS

- 1) Each student who participates in any sport must provide evidence of a physical examination by a medical practitioner in order to satisfy CIF, NCS, and Moreau Catholic High School athletic regulations. Physical examinations are valid for one calendar year. Such evidence is to be turned in to the Athletic Director prior to the beginning of the athlete's season of sport.
- 2) Each student participating in any sport (athlete, statistician, manager, etc.) must provide a complete medical release form signed by the parents/guardians through Magnus.
- 3) Each student participating in interscholastic sports must provide evidence of medical insurance; this information must

be recorded on the medical release form.

- 4) **Football Insurance:** Competition in interscholastic football requires additional insurance in order for the student to be allowed to compete. The cost of this insurance is covered by Moreau Catholic High School. This information will be disseminated at the beginning of the school year.
- 5) After an injury which requires medical attention, a release in writing must be obtained from a doctor before a player may resume participation. This is for the protection of the player, coach, and school.

9.10 TRANSPORTATION AND TRAVEL

- 1) Travel to away contests and off-site practices, may be by school bus, school van, charter bus, or other method approved by parental permission slips. The transportation of students from their homes to game sites is the responsibility of the parents. In the event that school transportation is not available, the transportation of students to off-campus practice sites is the responsibility of the parents.
- 2) Student-athletes are expected to adhere to the same behavior guidelines and Holy Cross values that they display during school while traveling to away games and practices. Students must follow the directions and guidelines of the bus driver, chaperone, coaches, and other adults representing Moreau Catholic.
- 3) Students who travel to a contest by school bus, school van, charter, etc. must present a signed note from their parents/guardians to their coach if they are to be permitted to go home with someone else or if they are driving a teammate to the contest from the school both parties need a note from their parent(s).
- 4) Any student who has had their driver's license for less than 12 months **may not** transport other students unless they are accompanied by a California-licensed parent or guardian (sec 12814.6 CVC).

9.11 OUTSIDE COMPETITION

- 1) According to CIF rules, no student may participate for an outside team and a school team in the same sport during the same season; i.e. CYSA soccer and Moreau Catholic soccer; USVBA volleyball and Moreau Catholic volleyball; recreational softball and Moreau Catholic softball, Babe Ruth baseball, league baseball and Moreau Catholic baseball, USA Swimming and Moreau Swimming, USA Water Polo and Moreau Water Polo.
- 2) Athletes are not obligated to attend any meeting when the sport is not in season or when the athlete is still a member of another school team. Athletes shall request their coach's permission to attend organizational meetings of another Moreau Catholic sport, especially if it would involve missing a practice time.

9.12 GENERAL

- 1) All students are required to register for Athletics through Magnus. The link is on the Moreau Website. Magnus will also be used by the school for field trips and retreats. Students may also upload their physical into the Magnus system.
- 2) Consent is required through Magnus. Emails or written notes will not be accepted as consent. Consent may be granted through Magnus only.
- 3) Athletes who participate in the fall or winter seasons and need to try out late due to overlapping seasons will be given an equal opportunity of minimum three days to try out for the team.
- 4) Athletes may only participate in a maximum of one sport per season.
- 5) Any person cut from a team may request an explanation from the coach involved.
- 6) After joining a team, a player must finish that season before going out for another sport, unless approval is received from the coaches involved. Consent may be given if it is in the best interest of the program and player involved.
- 7) Whenever a question arises in a player's mind, the player should go to the respective coach for an answer. If that does not solve the problem or answer the question, parents/guardians and student may request a meeting with the coach for more clarity. If additional information is needed, the player and parent can request a meeting with the Athletic Director.
- 8) Athletes and their parents/guardians are expected to be familiar with the policies, and regulations of the Moreau Catholic High School Athletic Department.
- 9) Athletes that sustain an injury that requires an exception to the appearance code are to get approval from the Trainer or a member of Administration.
- 10) Parents/Guardians of Student-Athletes are required to volunteer 20 hours throughout the school year through various sport events. Volunteer opportunities can be found at: <https://moreaucatholic.org/parents/volunteer-opportunities/>

Fundraising

- Athletics
 - Team Fundraising
 - Teams will participate in eTeamSponsor for fundraising
 - The Advancement Office will engage eTeamSponsor
 - Department Fundraising
 - Fundraising events initiated by the Athletics Department (including the Booster Club) will be presented by the Director of Athletics
 - Athletic Department fundraising events will be produced by the Booster Club unless otherwise negotiated.

9.13 SUMMER CAMPS

Moreau Catholic High School offers summer camps for a variety of sports. The summer camp sessions usually begin the second week of June. Summer camp sessions are one or two weeks for the beginner/intermediate levels. Advanced camps are also offered. Participation in summer camps is not a requirement for participating on the school's athletic teams during the regular school year. Unsportsmanlike behavior exhibited during Summer Camps or on summer teams with connections to Moreau Catholic High School are subject to disciplinary consequences outlined in this Handbook.

9.14 SPORTSMANSHIP BEHAVIOR

- 1) Players are to show proper respect for their teammates, coaches, opponents and officials.
- 2) Any student-athlete placed on activity restriction probation will be ineligible to participate in athletics for the duration of the probation.
- 3) Players may not use or be in possession of any drugs, including alcohol, while being considered a member of a Moreau Catholic athletic team. Any player who must use a drug prescribed by a licensed physician to control a medical condition **MUST** have this noted on his/her medical release form. Smoking or chewing tobacco is not permitted. If there is a violation of the above rules, the AP of Climate and Culture or designee will be notified. The student-athlete will appear before the board which will determine the course of action to be taken with reference to athletics. Such action may include suspension from the team for a minimum of one game; referred for appropriate counseling; dismissal from the team and/or ineligibility for the duration of any probation assessed by the school. Should the situation be the result of a second offense, the automatic penalty is dismissal from the team.

9.15 CODE OF CONDUCT FOR STUDENTS, PARENTS, SPECTATORS AND CHEERING SECTIONS

- 1) Parents/Guardians of Student-Athletes are required to volunteer 20 hours throughout the school year through various sport events. Volunteer opportunities can be found at: <https://moreaucatholic.org/parents/volunteer-opportunities/>.
- 2) Students are to respect the campus of the other schools. Students guilty of vandalism, on any school campus, are liable for disciplinary consequences.
- 3) Students guilty of unauthorized visitations to other schools at any time are subject to disciplinary consequences.
- 4) No pre-game or post-game rallies are permitted at another school's campus. Rallies may be held by the home school only after the visiting team players and spectators have left the campus, public stadium, or auditorium.
- 5) Signs and/or posters, banners, etc., (other than regular school banners) must meet MVAL guidelines and must be in accordance with Moreau Catholic High School philosophies.
- 6) Spectators are required to maintain a high degree of sportsmanship during athletic contests.
- 7) Spectators must, at all times, remain in the designated seating areas while a contest is in progress.
- 8) No spectator is allowed to confront an official, coach, school employee, or player before, during, or after an athletic contest.
- 9) A spectator suspected of throwing objects onto the playing surface of an athletic contest will be immediately ejected from the premises.
- 10) The actions of a spectator detrimental to the playing of a game may cause forfeiture of the contest.
- 11) There shall be no antagonistic or deprecating comments directed at the opposing school, individual players or referee's. Moreau Catholic High School/Athletic Director reserves the right to impose suspension(s) and the right to remove a student from a team when violated.
- 12) Moreau Catholic High School reserves the right to remove any person who is in violation of the above standards from

any event and to refuse admission to future events.

9.16 STEROID PROHIBITION

The California Interscholastic Federation mandates that, “as a condition of membership, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have all participating students and their parents/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the American Medical Association) to treat a medical condition.” Moreau Catholic affirms and supports this mandate and encourages all families to discuss this important issue with their student-athletes.

9.17 PHYSICAL EDUCATION

Physical education is an integral part of the Moreau curriculum and offers many of the same benefits for student participants as the interscholastic programs. With that comes similar risks while engaging in physical activities and students and parents/guardians should make themselves aware of those risks and discuss any concerns with the appropriate teacher.

CHAPTER 10 DISCIPLINE

PHILOSOPHY

Moreau Catholic High School is a college-preparatory, coeducational institution offering a diverse curriculum emphasizing academic excellence, spiritual development, and personal responsibility. To successfully implement our curriculum, a strong disciplinary component integrating all aspects of the school community is essential. The ultimate goal of the school’s administration is to actively work with students, parents/guardians, faculty, and staff to promote personal responsibility and respect for others and to maintain a safe and orderly environment.

Proper behavioral expectations are adopted to create a harmony with differing personalities working toward common objectives. Moral conduct, courteous behavior, and respect for the property of others are expected of Moreau Catholic students at all times including travel to and from school and school events.

To maintain order and discipline and protect the safety and welfare of students and school personnel, school authorities may interview students and/or search a student’s personal effects. A student’s personal effects, includes, but is not limited to: purses, book bags, sport bags, electronic devices, books, folders, clothing and other personal items. A search may occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, or items harmful or detrimental to the school’s climate and culture, without prior notice to the student. If a student is involved in an interview, it is expected that they conduct themselves in a manner that is consistent with Christian values including but not limited to, being respectful, honest and complete in their statements. Parents/guardians will be contacted when necessary or appropriate during the process. The school reserves the right to search lost and found items and items in unlocked lockers for identification and safety purposes.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

CODE OF DISCIPLINE

10.1 APPEARANCE CODE

In keeping with its mission statement, Moreau Catholic High School expects its students to demonstrate good taste and modesty in their appearance, as appropriate to an educational environment. School approved apparel fosters the idea that a student’s uniqueness derives from within, not from his or her appearance. In addition, dress regulations contribute to a positive school learning environment and lend dignity and pride to the school community. The school administrators, in consultation with the Principal, have ultimate responsibility and authority for all issues pertaining to the appearance code.

Apparel choices for all students:

- 1) **SHIRTS:** Approved unaltered polo shirts with the Moreau Catholic logo. Color options include green, black, gray, and cream. Polos must be buttoned to four inches from the top of the shirt collar and fall below the waistband when seated. Approved unaltered long-sleeve polo shirts with the Moreau Catholic logo are optional. Approved unaltered long-sleeve t-shirts with Moreau Catholic logo will be acceptable for all students as well.
- 2) **PANTS:** Cotton twill long or corduroy pants fitted at the waist. Pants that are “sagging” are not acceptable. Shorts must be cotton twill and fitted at the waist and must fall four inches above the middle of the knee or lower. No jeans allowed. No clothing that has the appearance of jeans (for example: denim and spandex blends) are allowed. Any solid color, pattern, or print is allowed.
- 3) **SKIRTS:** Cotton twill skirts fitted at the waist and must fall four inches above the middle of the knee or lower. Leggings

and tights under skirts are acceptable if the skirt is four inches above the knee. Approved polo must be worn with the skirt.

- 4) OUTERWEAR: Only approved, unaltered Mariner Wear sweatshirts, and hoodies are allowed in the school building. Jackets and coats are accepted on campus, but not in classrooms. Approved, unaltered Mariner wear, which includes polos or long sleeve t-shirts bought through SportsPacks or BSN, with the Moreau logo, must be worn underneath. This includes gear provided by athletic or co-curricular teams, clubs and classes.
- 5) SHOES: Shoes must have backs or back straps. No "slides", slippers, UGG mid slippers, backless shoes or heels above 2 inches allowed. Crocs must be worn in sport mode (meaning strap on back of the ankle).
- 6) HAIR must be well groomed and no inappropriate hairstyles will be allowed. If any question, the AP of Climate and Culture or designee will decide whether a particular style or hair color may be worn. Male students are allowed neatly trimmed beards and/or goatees.
- 7) Other Guidelines
 - Clothing must be neat and in good repair, with no holes, tears, rips or frayed edges.
 - No "jeggings," leggings, sweats or tights may substitute for pants.
 - No camouflage clothing
 - No pajamas or sleepwear
 - No baggy or tight clothing allowed; avoid pants with spandex in them
 - No tank tops, spaghetti straps or sleeveless tops
 - Inappropriate words, graphics, symbols, decorations, or chains are not allowed on clothing, bags, or tattoos
 - Hats, bandanas, hoodies, durags and sweatbands are not permitted *at any time indoors* during the school day. Sunglasses may not be worn inside school buildings.
 - Emergencies, including injuries, which cause students to be out of appearance code must be reported to the Attendance Office and AP of Climate and Culture immediately.
 - Any appeal of the appearance code for religious reasons must be documented each year by the student and family
 - On days of athletic contests, student-athletes are required to be in appearance code. Team members may wear appropriate team tops (jersey, jacket, warm-up or other outerwear) with pants, shorts, or skirts in compliance with the appearance code. Any exception to this rule needs the approval of the Director of Athletics.

CONSEQUENCES

Students who do not comply with the appearance code - at any time during the school day - will receive the following consequences:

- First violation - All reasonable efforts will be made to rectify the situation prior to the student being allowed to attend class.
- Second violation - Regular detention and the student will be required to correct the violation. Parent/Guardian will be notified.
- Third violation - The student will be required to correct the violation (clothes brought to school or going home to change) and receive a detention. Students are responsible for any work missed and time they are out of class must be served as a detention.
- Continued Non-compliance - Students will face further disciplinary action including Saturday Detentions, Activity Restriction, Disciplinary Probation and/or Suspension.

10.2 ELECTRONIC DEVICES

To prevent disruption in class, students may not use cellular telephones and other electronic devices during school hours (7:55 AM until end of scheduled day). Cell phones must be out of sight and turned OFF, not on silent or vibrate mode, during the school day. Cell phones or cameras may not be used to photograph or film a student or teacher without his/her express permission. An administrator or campus supervisor may search cell phones when there is reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, or items harmful or detrimental to the school's climate and culture, without prior notice to the student. Teachers may deem any electronic device as an acceptable education tool during class time. All electronic devices used on campus are also subject to Student Guidelines for acceptable Use of Technology Resources included with this handbook.

Any student found in possession of unapproved electronic devices during a quiz or test will be subject to discipline based on Moreau Catholic's Academic Integrity Policy, Section 5.1.

Cell phones can be used as personal listening devices, with one ear bud, during lunch periods inside the Ivaldi Student Center and outside in school lunch areas. Headphones and earbuds must be removed when not at lunch.

Electronic devices of any type may be confiscated by school personnel and kept until a parent contact has been made and may require a parent meeting. Repeat offenders may be required to leave electronic devices in their car or at home.

- 1st and 2nd offense in a year receives a detention.
- 3rd + detentions in a year receive Saturday detentions.
- 5th + detentions in a year will require the student to leave their electronic device in the Campus Supervisors' office during the school day.

10.3 VIOLATIONS CONCERNING ALCOHOL AND OTHER DRUGS

We recognize the many problems that challenge students and their families. The problem of alcohol and drug abuse/misuse is a serious one. We make every effort to assist students who are motivated and interested in working to solve this problem. Strict confidentiality is observed in providing assistance, and every effort is made to enable students, who are actively seeking help for themselves or others, to continue their education at Moreau Catholic High School.

Any student that shows evidence of having consumed, or is reasonably suspected to be in possession, involved in the sale or exchange, or under the influence of controlled or illegal substances, is subject to an investigation. All students while on campus or at a school-sponsored event may be monitored with a passive alcohol sensor. If a student is suspected of being under the influence of alcohol, a passive alcohol measurement will be required. If the test confirms the presence of alcohol, an investigation will take place. An investigation into a student's suspected alcohol use or possession may be done even without a positive test from a passive alcohol sensor. *Any student requiring possession of/use of a prescription medication during the school day should only have the required dosage for the day and must have a notice on file with the attendance office (see Section 13.5).*

- "Reasonable suspicion" is defined as sufficient reasons or basis in fact to give rise to a reasonable belief that a student has drugs and/or alcohol in her/his blood system and/or on her/his person."
- "Showing evidence of" includes any behavior or conduct observed by an adult, which might be indicative of the use of alcohol and other drugs. This may be based upon specific observations concerning behavior, speech, body odors, or circumstances which indicate that a student at school or school event is not in a sober and reliable state, free from the influence of drugs and/or alcohol.
- "In possession" includes participation in the use of, being in the presence of drugs, or possession of drugs or drug paraphernalia, while going to and from school, on campus, or at any school activity.
- "Drugs" includes, but is not limited to, all that is commonly understood in the context of the problem, for example: narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, THC or CBD infused edibles, (including medicinal marijuana), tobacco products (including vape pens, cartridges, and juul items) and federally controlled substances including prescription medications.

The investigation may require the student to submit to searches and/or testing for controlled substances and may also include the filing of a police report or a request for police investigation. Refusal to submit to searches, testing, or assessment in a timely manner may result in a decision to expel the student. The student will be suspended pending completion of the investigation by the administration. The Disciplinary Review Committee may be convened to consider the student's return to Moreau Catholic High School. Parents/guardians will be notified when students are required to undergo an alcohol/drug assessment. Possible disciplinary consequences may include, but are not limited to, expulsion, disciplinary probation, and exclusion from school activities such as clubs, athletics, social events or graduation exercises for a specified period of time or other health-oriented interventions.

CONSEQUENCES

- Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances is a disciplinary cause for suspension and/or expulsion. This includes being under the influence of alcohol or other drugs and/or narcotics at any school-sponsored event.
- Use, sale, distribution or possession of narcotics, dangerous drugs, drug paraphernalia, alcoholic beverages or other substances is a crime and a student may face consequences outside of school disciplinary actions.
- Students found to have possessed or to have used controlled or mind altering substances on campus (including on the

way to and from) or at a school-sponsored event (including on the way to and from) will be suspended and upon return to school, the student will be required to submit to assessment by a school-approved community agency.

- Students found to have possessed or to have used controlled or mind-altering substances off campus will be referred to their counselor. parents/guardians will be notified.
- Some circumstances may require a Disciplinary Review Committee hearing.
- Failure to submit assessment results to a counselor in a timely manner may result in students remaining/being placed back on Activity Restriction.
- There must be communication between the agency and counselor that the student has fulfilled all recommendations of the assessment; continued enrollment at MCHS is contingent upon the student's completion of the recommendations.
- Possible consequences of the assessment may include, but are not limited to, random drug/alcohol testing and assessment, education, counseling, inpatient or outpatient treatment.
- The AP of Climate and Culture or designee will review the behavioral expectations with the student and parents
- A repeat offense may result in expulsion.
- Failure to comply with the assessed consequences may result in suspension or expulsion.
- Failure of parents/guardians to cooperate and support the conditions for their student's continuing enrollment at Moreau Catholic High School may result in the school's request that the parents/guardians withdraw their student.

10.4 HARASSMENT & BULLYING

All students must be allowed to learn in an environment free from unwelcome and unsolicited harassment of any type. This may include, but is not limited to, harassment regarding race, religion, appearance, gender identity or sexual orientation. Behavior or comments that are offensive and/or of an offensive nature will not be tolerated.

Moreau Catholic High School defines harassment and bullying as any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (using information or devices such as texting/instant messaging, site postings, photos, or video- "cyberbullying"), whether these actions occur on or off campus.

Harassment also includes conduct that has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal comment or conduct of a sexual nature when any or all of the following occurs:

- a) submission to such conduct is made either explicitly or implicitly a term of condition of a student's status or progress
 - b) submission to or rejection of such conduct is used as the basis of academic decisions affecting the individual
 - c) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment
- 1) This policy prohibits students, faculty, staff, or volunteers from harassing a student whenever it is related to a school activity or attendance and occurs at any time including but not limited to, any of the following:
 - a) while on school grounds
 - b) while going to or coming from school
 - c) during, or while going to or coming from, a school sponsored activity
 - 2) Any student who engages in the harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.
 - 3) Students who feel aggrieved because of conduct that may constitute harassment should directly and immediately inform the person engaging in such conduct that such conduct is offensive and must stop. If the students do not feel comfortable doing this, or are unable to do so, they shall direct their verbal complaint to a counselor, appropriate administrator or the Principal. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of confidentiality. The designee receiving the complaint will act in a prompt and timely manner to ensure that the alleged harasser is informed that the offensive behavior must stop. Failure to comply will lead to suspension and the possibility of expulsion. If the harassment is severe the police will be contacted.

It is the student's responsibility to:

Conduct himself or herself in a manner which contributes to a positive school environment; not to commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to, and including expulsion.

Sexting

Sexting includes, but is not limited to, requesting, producing, exchanging, receiving, or distributing inappropriate photos or images in any way or posting or sharing pictures or texts of a sexual nature on any social media site. It is a violation of acceptable use of technology, as well as against the law. Students found to have been involved in producing, sending or distributing photos or texts of a sexual nature, or saving such photos or texts on their electronic devices, will be dealt with severely. It is the expectation that students who receive any texts or photos of this nature will report it to the administration immediately and then delete all inappropriate images/content.

10.5 VIOLATIONS CONCERNING THEFT

The school does not tolerate theft. Students found to have committed a theft will be dealt with severely. In addition, any student who has witnessed a theft and does not report it immediately will be held accountable. Incidents of theft must be reported to the Campus Supervisor immediately. All reasonable efforts will be made to recover lost or stolen property. However, the school does not assume responsibility for lost or stolen property that occurs on school property before, during, or after the school day or at school sponsored events. It is always the student's responsibility to assure that their possessions are secured in their school locker. Items left unsecured may be confiscated and the student issued a detention.

Using another student's account to purchase items including, but not limited to: food from the cafeteria, printing in the LLC, without specific permission from the student, will be treated as a theft.

Any student who finds lost property is required to turn it into the Main Office or a campus supervisor. Keeping found property will be dealt with in the same manner as a theft.

10.6 STUDENT RESPONSIBILITIES/DISRUPTIVE BEHAVIOR/INAPPROPRIATE LANGUAGE

Moreau Catholic students are expected to behave in a way that represents the tradition of our founder, Blessed Basil Moreau and adhere to the Student Responsibilities outlined on page 21. Students are held accountable before, during and after school including on and off campus, including all cocurricular events taking place at other venues. Disruptive behavior would include but is not limited to throwing food, horseplay, talking/inappropriate behavior at Mass, profanity, verbal abuse, intimidating actions, excessive or constant disruption in class, rude language and rude behavior, excessive or repeated "horse-play", escalating or inciting tensions, and jaywalking in front of the school. Disrespectful behavior is characterized by having or showing disrespect, lacking courtesy, or rudeness and may result in discipline consequences.

OFFENSIVE AND HURTFUL LANGUAGE:

Moreau Catholic regards the use of slurs (spoken or written) by students, school officials, and other employees as contrary to our Holy Cross vision and mission, which calls us to respect the intrinsic dignity of all people. This policy views the use of slurs against any person based on race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, financial status, disability, or ability as unacceptable behavior. Any language that may unnecessarily exclude members of our campus and community is without social value and will not be tolerated. Willful use of slurs of any type will be subject to disciplinary action on the part of school authorities, and may result in suspension or expulsion.

10.7 EXCESSIVE AFFECTION AND SEXUAL ACTIVITY

- Hand-holding is the only acceptable expression of affection during the school day or at any school activity.
- Any student engaged in any form of sexual activity on campus before, during, or after school hours or school-sponsored events, may be subject to disciplinary action, including suspension and possible expulsion.

10.8 DETENTIONS AND SATURDAY DETENTIONS

Students must clear regular detentions within a day of receiving their detention. Regular detentions must be served five minutes after school is dismissed for a period of 30 minutes in the Ivaldi Student Center. If a student needs to reschedule a detention for a school event, the student needs to contact a Campus Supervisor immediately and must serve the detention the following morning at 7:15 am in the Ivaldi Student Center. Regular detentions not served on the same day will result in an additional detention and require students to serve at lunch and after school the next school day. Any student with an accumulation of unserved detentions may be placed on Activity Restriction until all detentions are cleared. Parents/guardians will be contacted via the school's parent notification system within the week a student receives a

detention; however, it is the student's responsibility to communicate all detentions to their parent/guardian

The AP of Climate and Culture and Principal are given the discretion to determine the level of punishment for any offense against school policy. Simple offenses may lead to a conversation or single detentions while more serious offenses or repeated offenses may lead to multiple detentions, a Saturday detention, or multiple Saturday detentions.

Once a student receives three (3) or more regular detentions, they will be issued a Saturday detention and their parents/guardians will be notified by a Campus Supervisor. If a student continues to violate the school's code of conduct by receiving additional detentions, he/she may be placed on Disciplinary Probation. If the behavior still does not change, the student may be placed on Activity Restriction in accordance with Section 10.12 of the student handbook.

Saturday detentions are held from 8:00 AM – 11:00 AM on dates published at the beginning of the school year. Saturday detentions require students to arrive before 8:00 AM, work the assignment given by the administration and leave by 11:00 AM. Students should dress in work clothes and leave all electronic devices at home. Some Saturday Detentions may be served working for staff members as needed (LLC, Admissions, Athletics). Students will be notified by a Campus Supervisor or AP of Climate and Culture if this is an option available for them. Failure to serve the assigned Saturday detention may result in an additional Saturday detention. Failure to serve multiple Saturday detentions, or an accumulation of Saturday detentions, may result in Activity Restriction and/or suspension until the detentions are served.

10.9 CAUSES FOR SUSPENSION, EXPULSION AND RECOMMENDED TRANSFERS

Any of the offenses listed and committed by students under the jurisdiction of the school, while at school, while participating at a school-related activity, and while on the way to and from school, are reasons for suspension, expulsion and/or disciplinary probation (regular or activity restriction), and any other disciplinary measures deemed appropriate by Moreau.

Students who have been expelled, suspended, or transferred based upon school recommendation may not attend cocurricular events on school grounds or at school sponsored events. In addition, they are not allowed to visit the school campus at any time.

Non-Exhaustive List of Disciplinary causes for expulsion

1. Non-Exhaustive List of Disciplinary causes for Expulsion **without warning** are:

- a. Hazing.
- b. Extreme insubordination.
- c. Theft.
- d. Willfully cutting, defacing, or otherwise injuring in any way, any property, real or personal, belonging to the school or to persons.
- e. Assault or battery, or any threat of force or violence, directed against anyone.
- f. Use or possession of dangerous weapons.
- g. Gang involvement or affiliation, or actions that mimic gang behavior.
- h. Encouragement of illegal demonstrations.
- i. Harassment
- j. Extreme violation of the Student Guidelines for Acceptable Use of Technology Resources.
- k. Any threat against the school or school community.
- l. The use of extreme hate speech or slurs.

Disciplinary causes leading to suspension and/or expulsion

2. The disciplinary causes leading to suspension and/or expulsion are:

- a) Truancy (cutting).
- b) Unexcused absence from class.
- c) Continued and willful disobedience.
- d) Open or persistent defiance of authority or disrespect to any school employee.
- e) Forging or using forged notes or excuses.
- f) Smoking or possessing tobacco or vaping implements
- g) Persistent violation of dress regulations.
- h) Habitual profanity or vulgarity.

- i) Violation of disciplinary probation.
- j) Unapproved visits to other school campuses while those schools are in sessions.
- k) Misuse of electronic information resources as outlined in the electronic information resources contract and the Student Guidelines for Acceptable Use of Technology Resources.
- l) Repeated violation of the Statement of Integrity.
- m) Failure to serve Saturday detentions.
- n) Sexual activity on campus.
- o) An ongoing pattern of behavior that violates Holy Cross values despite disciplinary interventions, including chronic or severe disruptions to the learning environment.
- p) Continued tardiness, whether excused or not, despite disciplinary interventions

Some offenses, which may not be directly school related, are reason for suspension or expulsion or other disciplinary action:

1. Violations of the law whether as an individual or as a member of a group.
2. Actions or attitudes directly contrary to the mission of Moreau Catholic High School.

Non-disciplinary causes for suspension, expulsion, or recommended transfer

The non-disciplinary **causes** for suspension, expulsion, or recommended transfer are:

1. Non-compliance with academic requirements as published by the school.
2. Failure to comply with attendance requirements, especially chronic absenteeism.
3. Severe medical or psychological problems.
4. Uncooperative or disruptive attitude of parents/guardians.
5. Failure to fulfill tuition obligation.
6. Failure to return emergency card, health records or immunization records to the attendance office prior to the opening of school.

10.10 SUSPENSION

A period of suspension (which includes in-school or out of school suspensions) can be required for more serious violations of school policies. An in-school suspension is where a student is under direct supervision of school personnel. An out of school suspension is the removal of a student off of school grounds. The student shall be given the opportunity to make up work missed during a period of suspension. Students are ineligible to participate in or attend any school activities while suspended. Depending upon the terms of readmission this ineligibility may extend beyond the suspension. In all cases of suspension, parents/guardians will be notified prior to the student leaving the school campus. Before any student is readmitted after a period of suspension a meeting between the Principal, AP of Climate and Culture, parent, and student will be required. The student will also be placed on a period of probation as determined by the school administration, outlined in section 10.11 and 10.12.

When it has been judged not to expel a student because of the poor timing of transferring to another school but necessary to have the student remain suspended from school for a period longer than ten school days, an option for completing class work at home may be offered by the administration. Serious disciplinary violations or a pattern of inappropriate behavior may result in a student being placed on probation. There are two forms of probation:

10.11 DISCIPLINARY PROBATION

Students may be placed directly on Disciplinary Probation or students who successfully complete Activity Restriction may be placed on Disciplinary Probation. During this probationary period (minimum of 30 school days), students are permitted to continue school activities while their behavior is monitored by the AP of Climate and Culture or designee. While on probation (either Disciplinary or Activity Restriction) students may be required to engage in community service; self-reflection; mediation; or other activities determined by the school for the purpose of repairing relationships that were harmed through the violation. This will be done under the supervision of the AP of Climate and Culture or designee. Violations of the school code of conduct during this period will result in the student being placed on Activity Restriction probation.

10.12 ACTIVITY RESTRICTION PROBATION

The terms/sanctions of Activity Restriction Probation shall be the loss of all non-academic, cocurricular eligibility (athletics, band activities, drama productions, club activities, student government and all cocurricular activities) for a minimum of ten

school days. Students placed on this type of probation are required to leave campus daily by 3:00 pm unless involved in academic work that has been pre-approved by the AP of Climate and Culture or designee. The behavioral restrictions placed on students require total compliance with all school rules and regulations. A serious violation while on activity restriction may result in expulsion without any further review. A letter detailing Activity Restriction Probation will be sent to the student's parent/guardian and a copy will be placed in the student's disciplinary file. At the conclusion of this probationary period, a student may be placed on disciplinary probation.

*Conditions for participation in activities that take place during school breaks are subject to review by the school administration.

10.13 DISCIPLINARY REVIEW COMMITTEE PROCESS

Serious student actions will always be followed by a thorough investigation of the facts by the AP of Climate and Culture and Campus Supervisors and any other personnel Moreau Catholic deems necessary for a thorough investigation. When a student has committed an action that may warrant expulsion or serious disciplinary action, the student will immediately be placed on suspension from school and a hearing before the Disciplinary Review Committee will be arranged. If the student is unable or unwilling to participate in the review process, the hearing may be waived and an immediate decision rendered by the Principal based on the facts available. The Disciplinary Review Committee consists of the AP of Climate and Culture and a panel of neutral faculty and staff members appointed by the Principal.

The student and student's parent(s)/guardian must be present at this hearing. Only family members of the student will be allowed to attend this hearing. At this hearing, the AP of Climate and Culture, or a member of Administration will host the hearing by making introductions and then present an overview of the process. AP of Climate and Culture or Campus Supervisor will present the facts of the incident in question to the committee. The student will have the opportunity to dispute any facts presented. The purpose of the committee is to listen to presentations and ask questions of the student to determine the best way to proceed forward with the student and their relationship with the school. A faculty advocate, if chosen, will make a statement on behalf of the student. Next, the student will be asked to make a statement to the committee. Parents/Guardians will be given the opportunity to make a statement to the committee in support of their student. Once the student and parents/guardians are dismissed, the committee will make a recommendation to the Principal regarding the actions the school should take regarding the student. The Principal will make the final decision in all cases and will contact the student and family to communicate the decision in writing. Parents/guardians who wish to appeal the decision of the Principal may file a letter of appeal with the Principal within 24 hours of the initial decision. This letter must present **new information** not available to the Disciplinary Review Committee that might alter the decision. The Principal is the final arbiter of the appeal.

10.14 RE-ADMISSION OF WITHDRAWN STUDENTS

The administration of Moreau Catholic High School recognizes that students do make mistakes and that they learn from their mistakes by being placed on probation, by being suspended or expelled, or by being withdrawn from the school. When a student has been expelled or withdrawn from the school for disciplinary reasons, the student and parents/guardians may petition the Principal in writing, after one semester has passed, to review the case. Such a review encompasses the following considerations:

1. The student's attitude and behavior, the impact of re-admission on the student body, parental attitude and behavior, rationale of student and parents/guardians for requesting a consideration for re-admission, and the willingness of all parties to cooperate with the school administration and with school regulations will be considered.
2. Re-admission will be considered only after one semester has passed.
3. Re-admission will be considered only at the beginning of a semester.
4. Re-admission will be considered if space is available in the given class.
5. Should the Principal decide in favor of re-admission; the student will automatically be placed on disciplinary probation for the remainder of the student's attendance at the school. Should the school re-admit a student in good faith and should the student be a cause for further disciplinary problems, it is understood that the student will be expelled immediately. Such a student will not be re-admitted to Moreau Catholic High School in the future.

10.15 WITHDRAWAL

If you are leaving Moreau Catholic, you will be required to make an appointment to complete the withdrawal process and receive the paperwork that will assist in the enrollment at the school. If you are a 9th grader, or transfer student, who has not completed your first year of school at MCHS, you will be asked to return the school's laptop and charger.

CHAPTER 11 ATTENDANCE POLICIES AND PROCEDURES

Regular daily attendance is expected of students attending Moreau Catholic High School.

11.1 TARDY

A tardy at the start of the school day is defined as arriving at the attendance office between 8:01 AM and 8:15 AM. Late arrivals are defined as arriving at the attendance office between 8:16 AM and 8:45 AM. Absences are defined as arriving at the attendance office later than 8:45 AM on regular school days or after 50% of class time has passed on special scheduled days.

- 1) Late carpools, vehicle problems, traffic difficulties or other transportation problems will only be accepted as reasons for excused tardies if cleared by a parent phone call or note.
- 2) Students who are tardy to school must report to the attendance office to sign in (and be issued an Admit Slip) for class. Failure to do so will result in a detention.
- 3) Students who are in line at the attendance office when the first period of the day bell rings are considered tardy.
- 4) The seventh time a student is tardy to the first period of the day (and each time following), a detention will be issued from the attendance office. After the 10th tardy, students will receive a Saturday detention. After the 12th tardy, students will be placed on Activity Restriction Level 1. If further tardies occur after this, students will be placed on Activity Restriction Level 2.
- 5) Any student who arrives between 8:16 AM and 8:45 AM on regular school days is considered a cut and **must be cleared** with the Attendance Office with a parent phone call or signed note. Late students will report to the attendance office upon arrival to check in and to be issued an Admit Slip for class. Students will be given a verbal reminder to provide a parent note or phone call, followed by a written reminder the next day (if still not provided). If after 48 hours the late arrival has still not been cleared, the student will be issued a detention. If after 72 hours the late arrival has not been cleared, the student's absence will be marked as a "cut" and the student issued a Saturday detention. **Being cleared does not remove the tardy from the student's attendance record and will still count towards their total of tardies.**
- 6) Students who arrive after attendance has been taken for any class are expected to visit the attendance office first, receive a tardy slip, and then return to the class.
- 7) Students who arrive late to any class, including homeroom (advisory), other than the first periods of the day, will be issued a detention by the teacher.
- 8) Tardiness to a zero period class is subject to the same tardy policies outlined above.

11.2 EXCESSIVE ABSENCE

Attending class is essential for student success. Making up assignments at home cannot replace the in-class experience of participating in discussion and other experiential learning activities.

In order to receive credit in a class, a student may not miss more than seven days of any one class in a semester, excluding absences at retreats, school sponsored events and for medical reasons accompanied by appropriate medical notes for each absence. If a student accrues eight or more absences in a semester, either excused or unexcused, an Excessive Absence Letter and Appeal for Academic Credit form will be issued to the student by the Assistant Principal of Instruction. Then the student's grade for the course, or courses, will be changed to "NG" (No Grade) and appear on the student's Powerschool report and report cards.

At this point, in order to restore the grade and credit for the course, the student must file an Appeal for Academic Credit form with the Assistant Principal of Instruction no later than ten (10) school days prior to the end of the semester. Upon receiving the form, the Assistant Principal will contact the student's teachers to ascertain whether the student's work and effort that semester deserves to receive academic credit despite missing eight or more days of class. Students who continue to be chronically absent despite interventions may be asked to withdraw.

The Assistant Principal of Instruction may also have a conference with the student and ask the student to explain their absences and explain why he or she should receive credit. At the conclusion of the process, a decision will be rendered. If the decision is a positive one, credit will be given for the class in question. Any student who does not appeal a mark of "NG" will have that grade replaced with an "F" grade.

11.3 ABSENCE

An absence is considered to be missing more than 45 minutes of an 85-minute class or 50% of class time on a special scheduled day. This would include time missed for non-school related activities at the start of a period or at the end of a period.

If a student is to be absent for any reason a parent must telephone the school before 9:30 AM on each morning of the absence. Please call the attendance office at 881-4340 and speak to a clerk or leave a message. E-mails and/or faxes are not acceptable substitutes for a call. Students returning to school without parent contact will be admitted to school and may be issued a detention; parent contact will still be necessary.

11.4 ABSENCE AND ACTIVITIES

A student who misses any part of the school day for reasons other than medical or dental appointments (as verified by a doctor's note) will not be allowed to participate in or attend cocurricular activities, (which includes but isn't limited to: athletic competitions, VAPA performances, club events and extracurricular activities) on that day. In addition, if the absence occurs on a Friday, the student may not attend or participate in weekend cocurricular activities. Any exceptions must be cleared by the school administration. It is the student's responsibility to contact teachers about assignments and work missed due to absence.

11.5 ANTICIPATED ABSENCE

While not advised, there may be an occasion when a student will be absent for a reason planned in advance. In such cases, the student should present a parent's note to the attendance office a minimum of one week prior to the anticipated absence. The attendance office will give the student a form to be completed by his or her teachers, counselor, Assistant Principal of Instruction, and the attendance clerk. If a student will be absent due to a retreat or field trip, it is the student's responsibility to notify the teachers of the anticipated absence.

11.6 COLLEGE VISITATION DAYS

- 1) Juniors are allowed one college visitation day during the school year to visit colleges.
- 2) Each senior may take two college visitation days between the first and third quarter to visit colleges.
- 3) Prior to this visitation day, the student obtains the designated form from their counselor. The college visitation form is signed by the student, each of the student's classroom teachers, counselor, parent and turned in to the attendance office at least two days before the college visitation.

11.7 EXCUSED ABSENCE

An absence is considered excused **ONLY** for the following reasons: medical or dental appointments, personal family matters, court appearance, illness of the student, serious illness or death in the family, or Department of Motor Vehicles license appointments. Medical or dental appointments should be scheduled during vacations or after school whenever possible. A doctor or dentist slip must be submitted when the student returns to school from a medical or dental appointment.

11.8 UNEXCUSED ABSENCE

Absences which have the consent of a parent, but are for other than the above reasons, are considered "unexcused." Credit may be withheld for class work or tests missed during the period of an unexcused absence. It is the responsibility of the student to make up all work missed for **ANY** absence.

11.9 TRUANCY/CUTTING

Truancy is defined as any absence from school without the prior knowledge and consent of parents/guardians and/or the school for part or all of the day. Cutting includes, but is not limited to: failure to attend any scheduled class without approval, leaving class without permission and/or being somewhere else on campus and not in their required class/activity. Truancy and cutting may result in no academic credit being given for work missed plus, appropriate disciplinary action. Disciplinary action may include Saturday detention, parent conference, probation and/or expulsion.

11.10 CHRONIC ABSENTEEISM

Chronic Absenteeism is defined as a student who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and the total of instructional school days. Chronic absenteeism includes excused and unexcused absences and may result in a Student being withdrawn from Moreau Catholic.

11.11 ILLNESS AT SCHOOL

A student who is too ill to remain in class is to report to the attendance office. If, after 15 minutes, the student is not well enough to return to class, a call will be made to the parent/guardian to pick up the student or to grant permission for the student to drive him/herself home. Any student leaving class and staying in a restroom without approval may be issued a detention.

11.12 EARLY DISMISSAL

A student must bring a note signed by a parent/guardian or a parent phone contact must be made stating the reason and the time it will be necessary to leave school. This information should be presented to the attendance office by 9:30 am and an early dismissal slip will be issued. This slip should be presented to the teacher from whose class the student will be leaving and then presented to the Attendance Office for dismissal. Leaving school grounds without permission or without informing the attendance office will result in a "cut" and a Saturday detention being issued.

11.13 ABSENCES DURING FINAL EXAM WEEK

Any student who is absent during final exam week, other than those students who do not have final exams due to an exemption form on file with the Attendance office, must have their absence verified by a doctor's note. Students are not allowed to miss final exams **for any reason** other than a medical illness or an extreme extenuating circumstance. Any student who anticipates that they may miss school during final exam week must contact the Assistant Principal of Instruction at least one month prior to the final exam week.

CHAPTER 12 COMMUNICATIONS/CONTACT WITH SCHOOL

12.1 CAMPUS HOURS

Campus hours are 7:30 AM - 3:30 PM. The school library is open each day until 5:30 PM. A student on campus outside of these hours must be part of an approved and supervised activity.

12.2 DROPPING OFF STUDENTS

There are two designated drop off areas for students. The front drop-off loop on the right (south) side is for morning student drop-off. The rear parking lot accessible from Mission Boulevard and from Calhoun Street is also accessible for morning drop-off. Students must never be dropped off in St. Clement's lot, the Ivaldi Student Center delivery area or alongside Mission Boulevard. The area of Mission Boulevard directly in front of the school is clearly marked by the City of Hayward as a no stopping or parking zone.

12.3 PICKING UP STUDENTS

There are two designated pick-up areas for students. The front pick-up loop on the right (south) side is available for afternoon pick-up. The rear parking lot is accessible from Mission Boulevard and from Calhoun Street. Students must never be picked up in St. Clement's lot, the Ivaldi Student Center delivery area or alongside Mission Boulevard. The area of Mission Boulevard directly in front of the school is clearly marked by the City of Hayward as a no stopping or parking zone.

The front lobby and front pick up loop are available until 3:30 PM. After 3:30 PM all students are required to be picked up in the rear parking lot area. Students found in the front lobby area, leaving through the front doors or being picked up in the front pick up loop after 3:30 are subject to a regular detention.

12.4 CALLING THE SCHOOL

The switchboard is open from 7:30 AM until 3:30 PM on school days and from 8:00 AM until 3:00 PM on non-school workdays. When telephoning the school, please refer calls to the appropriate office and/or arrange an appointment through the appropriate secretary. Telephone messages for students can be accepted only on an emergency basis and only from a parent or other person listed on the student's emergency card.

12.5 CONTACTING SCHOOL PERSONNEL

Parents/guardians and/or students often have questions or concerns and are unsure as to whom they should contact at Moreau Catholic High School. While everyone at Moreau Catholic is willing to be of service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, the receptionist can assist you at our main number, (510) 881-4300.

Academic Progress in a Particular Class or Grading Questions

1st: Teacher of the Class

2nd: Counselor

3rd: AP of Instruction

Admissions Referrals

1st: Director of Admissions	2nd: Director of Advancement	3rd: President
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Alcohol/Other Substance Abuse Concerns

1st: Counselor	2nd: AP of Climate and Culture	3rd: Principal
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Attendance Policies

1st: Attendance Office	2nd: AP of Instruction	3rd: Principal
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Athletics/Cocurricular Activities

1st: Your Coach/Head Varsity Coach	2nd: Athletic Director	3rd: Principal
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Behavior/Discipline in a Particular Class

1st: Teacher of the Class	2nd: Campus Supervisor	3rd: AP of Climate and Culture
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Calendar

1st: Receptionist	2nd: AP of Climate and Culture	3rd: Principal
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College Placement Exams

1st: Counselor	2nd: AP of Instruction	3rd: Principal
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College Selection/Post-Secondary Plans

1st: College Counselor	2nd: Counseling Chairperson	3rd: AP Instruction
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Counseling for Personal Issues, Other Needs

1st: Counselor	2nd: Counseling Chairperson	3rd: AP of Instruction
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Course Selection/Placement

1st: Counselor	2nd: AP of Instruction	3rd: Principal
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Daily Class Schedule for Students

1st: Counselor	2nd: AP of Instruction	3rd: Principal
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Facilities

1st: Receptionist	2nd: Site Services Director	3rd: Director of Finance
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Financial Aid

1st: Business Office	2nd: Director of Admissions	3rd: President
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Parent Organizations

1st: Receptionist	2nd: AP of Climate and Culture	3rd: Principal
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PowerSchool Access Questions/Problems

1st: Receptionist	2nd: Technology Office	3rd: AP of Instruction
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Public Relations/Media

1st: Director of Special Projects	2nd: Director of Advancement	3rd: Principal
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Security

1st: Receptionist	2nd: Campus Supervisors	3rd: AP of Climate and Culture
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Student Organizations/Cocurricular Activities

1st: Advisor/Moderator	2nd: Student Life and Activities Coordinator	3rd: Principal
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Summer Programs

1st: Director of Summer Programming	2nd: Counselor	3rd: AP of Instruction
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Teacher Concerns

1st: Teacher of the Class	2nd: Department Chair	3rd: AP of Instruction
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Transcript/Student Records

1st: Registrar	2nd: Counselor	3rd: AP of Instruction
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- 4) All areas west of the main building, including the front of the school
- 5) Front entrance to the main gym
- 6) Garin Park
- 7) Dumpster area
- 8) St. Clement's school and parish grounds and facilities, including their parking lot
- 9) Unsupervised gyms and gym areas such as the gym lobby
- 10) Stairwells and stairwell landings
- 11) Unsupervised classrooms
- 12) Art Gallery
- 13) Elevator
- 14) Ivaldi Student Center

13.7 PARKING LOT

Failure to comply with rules will result in a loss of parking privileges.

- 1) Only automobiles of juniors and seniors, registered with Moreau Catholic and displaying a valid Moreau Catholic parking permit, may park on campus during the day. Failure to comply with rules will result in a loss of parking privileges and the issuance of a detention. Parking permits are obtained through the Campus Supervisors' Office.
- 2) Cars may park in designated areas only.
- 3) Students found speeding or driving irresponsibly into, out of, or in the parking lot may lose campus parking privileges and/or receive a Saturday detention.
- 4) Use of cell phones for talking or texting while driving is not permitted on campus.
- 5) Illegally parked cars may be towed away at the expense of the owner.
- 6) Visitors picking up students after school must remain in their cars; they must leave as soon as their passengers arrive.
- 7) Loitering is not allowed in the parking lot; the parking lot should be cleared by 3:00 PM.
- 8) Sophomores wishing to park on campus must receive approval from the Lead Campus Supervisor via written request from a parent. This privilege will be taken away when parking is needed for upperclassmen.
- 9) Any student parking in the St. Clement's parking area, any stall marked for St. Clement staff, the front of the school, and visitor parking will receive a Saturday detention and their parking permit will be suspended. If this occurs more than once, the parking permit will be permanently withheld without a permit refund.
- 10) Any student hitting another vehicle or causing damage to another vehicle or school property **MUST** immediately report it to a Campus Supervisor.
- 11) During school hours, students may only go to the parking lots with the permission of the Campus Supervisors or members of Administration. Students can ask the attendance office to message someone. If students go to their car at any time without permission, they may be issued a consequence for cutting.

13.8 PHYSICAL EXAMINATION

All (fresh & transfer) students must file with the attendance office reports of a recent (within one year) physical examination. Students who play sports must file with the Athletic Director of a physical examination **each year** to be eligible to play. Physicals for athletes are valid for only **ONE calendar year**. No facsimiles of physical exams will be accepted.

Students who do not have a physical on file with the attendance office will not be allowed to participate in their physical education class and may lose credit for the time they miss from class activities.

13.9 SCHOOL FACILITIES

Each student is expected to assume responsibility, care and pride in the use of school facilities. Eating, chewing, drinking or consuming food, mints, gum, and/or beverages is not allowed inside the school building except for the Ivaldi Student Center, the Library and Learning Commons, President's Dining Room, and faculty areas and other areas designated for a particular curricular or cocurricular purpose.

For legal reasons, individual students or groups of students, may not use school facilities without prior approval or supervision. All areas of the school are under the direct supervision of the campus supervisors and faculty or staff members when such facilities are being used by students.

13.10 SAFE SCHOOL ENVIRONMENT

In order to provide a safe school environment, the school will cooperate with the police in their efforts to deal with dangerous or violent incidents. The following procedures should be observed:

- a. The student reports an incident immediately to the Principal, AP of Climate and Culture, or campus supervisors.
- b. The AP of Climate and Culture or designee in his/her absence, investigates to determine what happened and reports an incident to the appropriate authority.
- c. If the situation warrants, students will be held on campus for parent pickup.

In the case of a student being involved in a police investigation, the school will cooperate with the police and follow their instructions.

If a student is involved in an activity that does not involve school supervision (such as employment resulting from being referred by the school to an employer), the school will not accept responsibility for the student department.

13.11 STUDENT PREGNANCIES

Through its philosophy, MCHS teaches and guides its students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, MCHS assumes the position that all life is a God-given gift and is sacred. The school supports the pregnant student by encouraging her to continue her studies at the school and by providing pastoral guidance.

For continued enrollment during pregnancy, the following guidelines shall be followed in all cases:

- 1) The Principal reserves the right to determine the attendance status of the mother/father.
- 2) Counseling sessions for both mother and identified father (if a student at the school) shall be required. The students' parents/guardians will be allowed, though not required, to attend.
- 3) A doctor's release will be obtained and kept on file at the school to assure, as far as possible, the safety and good health of both the mother and child.
- 4) A signed documented waiver, signed by student and the student's parent or legal guardian, will be kept on file at the school releasing MCHS and its employees from any liability during the student's attendance while pregnant.
- 5) The program of studies for the pregnant student will be assessed and monitored by the student's Assistant Principal in conjunction with the Office of Instruction.

Re-entry or readmission to the school program following delivery of the baby depends on the following:

- 1) Meeting all criteria previously stated.
- 2) Submission of appropriate plans for child-care and follow-up parenting programs for the parents.

CHAPTER 14 STUDENT SERVICES

14.1 BUSINESS OFFICE

The business office is open for walk up business Monday to Friday, from 7:30 am – 3:30 pm. Payment for tuition can be made in the business office along with any questions concerning tuition and financial aid.

14.2 IDENTIFICATION CARD

Students are issued an identification (ID) card at the beginning of each year. Students must carry the ID card **at all times** during the school day and at school events. It must also be carried at school events off-campus. This ID must be presented upon request by any school faculty and/or staff. Failure to carry or to present IDs will result in a detention. If the ID is lost, students should report to the Director of Student Activities and purchase a new one. Students without a school ID card may be denied admission to school events. Replacement IDs may be requested from the Director of Student Activities.

14.3 INSURANCE

Students are covered by the school insurance plan (which usually provides secondary coverage). Details of the coverage are issued to the students annually. Insurance forms are available from the attendance office. Additional 24-hour insurance protection is available to students at minimal cost. A special insurance is required of football participants in interscholastic athletics.

14.4 SHUTTLE SERVICE

Students using our morning shuttle service need to have a valid transportation sign-up form and full payment on record in order to ride the shuttle. Sign up is completed through your registration checklist in School Admin. Shuttle times will be

adjusted for late start days.

14.5 LIBRARY AND LEARNING COMMONS

Our students are learning in new ways that are social, interactive, and customized to the needs of individual learners. No longer bounded by walls, the library's virtual presence has become as important as its physical one. The Library and Learning Commons (LLC) team's job is to provide a portal for students and faculty to access global information and leverage technology to meet their learning and/or teaching needs. The physical space has been transformed to facilitate collaboration, peer learning, discovery, and creation. The learning commons model combines the print collection and features of a traditional library with technology tools, customizable spaces, audio-visual equipment, and a Maker Lab. We are following on the heels of many undergraduate institutions' move to the learning model, ensuring our students are well prepared for their transition to college. This space is used for student, faculty and library staff presentations, instruction, and school-wide activities. Fittingly located at the center of campus, the Library and Learning Commons has become the intellectual as well as social learning hub of the school.

The Library and Learning Commons serves as a research and collaborative center for students and faculty with close to 10,000 volumes both in print and eBook format. An extensive fiction collection provides recreational reading for students. In addition, there are over 15 e-readers (Nooks and Kindles) available for check-out, as well as video cameras, microphones, flash drives, and scanners. The library provides access to more than 30 specialized databases and electronic reference sources to support the school's curriculum, covering an extensive range of research topics. Passwords for off-campus access of databases can be found on the LLC Canvas page. The librarian teaches information literacy at the request of individual teachers, including instruction on conducting research both online through online databases and evaluating web resources. The library catalog (Follett Destiny) is available online from the LLC Canvas page and website.

The MCHS Maker Lab is accessible to students regardless of what class they are taking, bringing both fabrication tools, electronics, as well as crafting materials. The MCHS Maker Lab includes 3D Printers, a laser cutter, Raspberry Pi devices, MicroBits, Makey Makeys, littleBits, and more tools for students to learn by doing. With these tools, students can design and construct their own visual and interactive models of the concepts they are learning in the classroom. The Maker Lab seeks to provide a productive and innovative space that more fully engages students in the process of learning whilst ingraining in them a passion for bringing their ideas to life.

General Information

The Library and Learning Commons is normally open from 7:30 AM to 5:30 PM every regular scheduled school day. Changes in this schedule will be shared in advance. Any student may use the LLC before and after school and during lunch periods. Early close dates will be posted in LLC, the school website and student bulletin.

The Moreau Catholic High School Library and Learning Commons is a place that belongs to everyone: students, teachers, and staff. There are rules about how you act in the Library and Learning Commons in order to help make it a pleasant and useful place for everyone to visit:

- Be courteous and considerate of others
- Keep the audio off on your laptop or use headphones
- Act safely, no running, pushing or shoving
- Take care of shared materials and shared space
- Do not eat or bring in uncovered drinks
- Pick up after yourself and use trash/recycling bins appropriately
- Return and push in chairs

Circulation and Overdue Policy

Most of the material in the LLC may be checked out for three weeks and may be renewed for an additional three weeks. Material may be reserved online using the login feature of the catalog. Fines are not charged for overdue material, but students are responsible for lost items. Students will be charged current replacement costs plus a five-dollar processing fee for each item lost. Students who abuse LLC materials may have their library privileges suspended.

Students with materials checked out receive an automated email a week before the item is due, which allows them to renew their items themselves. Once the item is overdue, they receive weekly automated emails every Wednesday informing them they have an overdue book and that they need to bring it in to renew or return.

A item is considered long overdue after 2 weeks, and the following process begins:

1. Call slip #1 sent to the student for long-overdue item(s).

2. If ignored/not returned, call slip #2 sent to student and their English teacher is asked to remind them about their overdue item
3. If ignored/not returned, a campus supervisor is sent the student's name and will call students in to ask them to return items.
4. If ignored/not returned, Call Slip #3 is sent to student along with Detention #1
5. If ignored/not returned, a campus supervisor is contacted again and Call Slip #4 is sent to student along with Detention #2
6. If the issue is still not resolved, it will be turned over to the AP of Climate and Culture

14.6 ASSIGNED LOCKERS

Each student is assigned a locker by request. The school usually assigns one book locker and one gym locker to be used and maintained by the student. The school makes available for purchase a specific kind of lock. These locks are the **only ones** that may be used for school lockers. Unapproved locks will be removed.

After September 4th, lockers without locks will be secured by Campus Supervisors.

Students must only use the locker assigned by the school. If students use a locker that is not assigned to them, their belongings will be confiscated, the locker sealed, and a detention issued.

Students must keep their locker combinations secret in order to prevent theft and they must keep their lockers locked at all times. It shall be the proper function of school officials to inspect the lockers if so warranted.

Appropriate locker decorations are approved for supporting students' upcoming cocurricular events, birthdays and special occasions. These decorations need to be taken down after approximately two weeks. Any material with inappropriate graphics or words will be taken down immediately and a detention issued.

14.7 LOST AND FOUND

Lost and found items should be turned in to the Campus Supervisor Office where they may be identified and claimed. Keeping found property will be dealt with in the same manner as a theft. Students are encouraged to leave all personal valuables at home and put identification in all textbooks and other valuables brought to campus. At the end of each month, items not claimed are donated to organizations for those in need.

14.8 WORK PERMITS

No minors, 16 and 17 years of age, who are still subject to the state's compulsory education laws, and no minor under 16 years of age, shall be allowed to work without a work permit. Students needing work permits should request the necessary forms from the receptionist in the main office.

Need help? Here's where to find it...

Emergencies	911
Child Abuse	
• Alameda County Social Services Agency, Children's Protective Services	259-1800
24-Hour Crisis Hotlines	
• San Francisco AIDS Foundation Hotline English/Spanish	1-800-367-2437
• A Safe Place, Oakland	536-7233
• Domestic Violence Hotline	1-800-884-8119
• Tri-Valley Haven, Livermore	925-449-5842
Parental Support	
• Family Path	893-5444/1-800-829-3777
• Emergency Shelter Program (for women and children)	786-1246

- Shelter Against Violent Environments (SAVE) 794-6055
- Sojourner's House (Homeless Shelter) 925-449-2510

Suicide

- Crisis Support Services, Alameda County
Fremont/Union City 1-800-309-2131
Castro Valley/Hayward 1-800-309-2131

Drug and Alcohol Abuse

- Kaiser-Permanente, Hayward: Psychiatry 675-3080
- Thunder Road 653-5040
- Alameda County Health Care Services 567-8100
- Alcoholics Anonymous, Fremont 791-9981
- Alanon/Alateen 276-2270
- Project Eden 247-8200
- Alameda Family Service 522-8363

Rape Crisis Counseling

- Bay Area Women Against Rape 845-7273

Crisis Interventions and Emergency Services/Counseling

- Catholic Charities Counseling Service, Alameda County 768-3100
- Family Service of East Bay
Fremont 791-3322
San Leandro 483-6715
- Resources for Family Development, Fremont 791-9256

2025-2026 IMPORTANT DATES

Faculty attendance is required for the following events

August 1, 2025	Faculty/Staff Retreat
August 4, 2025	Faculty/Staff Meeting & Faculty Professional Development Day
August 5, 2025	Faculty Work Day & Freshman Orientation
August 7, 2025	Classes Begin
August 21, 2025	Back to School Night
September 3, 2025	PM Faculty/Staff Meeting
October 1, 2025	PM Faculty/Staff Meeting
October 14 -17, 2025	Student-Parent-Teacher Conferences
November 4, 2025	PM Faculty/Staff Meeting
December 16, 2025	Faculty/Staff Meeting

January 5, 2026	Professional Development Day (Full)
February 3, 2026	PM Faculty/Staff Meeting
February 11, 2026	Blessed Basil Moreau Day
March 9, 2026	Professional Development Day (Full)
April 16, 2026	PM Faculty/Staff Meeting
May 18, 2026	Faculty/Staff Meeting
May 24, 2026	Graduation, Paramount Theater, Oakland

****Monthly department meetings are mandatory****

Semester Grade Due Dates: December 29, 2025; May 26, 2026

MOREAU INTERNAL STATION PHONE NUMBERS

Abanico, Jerico	334	Social Justice Coordinator
Abdenour, Tommy	345	Athletic Director
Adcock, Carla	352	Human Resources
Aguilar, Jon	332	Counselor
Alejo, Kristie	348	Student Life & Activities
Alparone, Patrick '00	341	Drama Dept.
Capurro, Kim	350	Office of Instruction Assistant/Registrar
Carew, Alicia	357	Educational Specialist
Cecil, Fr. Bruce	336	Chaplain
Chun, Jessica	349	Librarian
Doty, Theresa '78	331	Counselor's Assistant
Eggerson, Sabrina	360	Counselor
Firmeza, Justin	339	Band Director
Galloway, Colleen '77	312	Principal
Gongwer, Gary	356	Educational Technology
Guneratne, Elizabeth	307	President
Hannon, Kristin '02	345	Assistant Principal of Instruction
Heath, Maria	325	Business Office
Stewart, Catherine	318	Business Office
Kelly, Colleen	322	Stewardship Coordinator
Landeza, Patrick	346	Community Outreach Coordinator
Maravilla, Paulina	351	Director of Admissions
Olavarria, Cynthia	317	Chief Financial and Operation Officer
Pacheco, Michael '13	320	Associate Dir. Admissions
Rea, Scott	306	Site Services Director
Robertson, Theo	329	Assistant Athletic Director
Sanchez, Katicia	328	Counselor
Shelley-Smith, Peter	313	Director of Holy Cross Mission

Shively, Colleen	359	Director of Special Projects
Shively, Emily	349	Library Assistant
Smalls, Caroline	310	President's Assistant
Strawn, Karen	340	Attendance
Tabora, Ann Khristine	353	Director of Campus Ministry
Tolvar, Danielle	361	Counselor
TBA	370	Alumni & Family Coordinator
Varga, Denise	300	Receptionist
West, Toni	314	Assistant Principal of Climate and Culture

DEPARTMENT OFFICES

Cafeteria/Ivaldi Student Center	326
Campus Ministry	353
Campus Supervisor	319
Garin - Girls Locker Room	338
Br. Gary Academic Support Center	358
Library/Learning Commons	349
Main Gym-Boys Locker Room	333
Trainer's Office	337
Tech Office	371
Faculty Room 3rd Floor	302