MCNICHOLAS HIGH SCHOOL
STUDENT HANDBOOK
2026-2027

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ABOUT US

Our "WHY"

MISSION STATEMENT

To inspire young men and women
Through faith formation and academic excellence
To become compassionate leaders and
Grow toward Full Stature in Christ

Our "WHAT"

McNicholas High School is a Roman Catholic coeducational high school serving students with a variety of backgrounds and educational needs. McNicholas High School is fully chartered by the Ohio State Department of Education and is accredited by the Ohio Catholic School Accrediting Association.

Our "HOW"

- We cultivate Catholic identity through faith development.
- We vigorously pursue academic excellence at every level of instruction.
- We embrace the highest level of integrity in all areas of our lives -- standing for honesty, fairness, and justice.
- We strive to reflect the face of Christ by seeking and welcoming a diverse community, and we value each student as a unique child of God.
- We promote the stewardship of God's creation.

Our CHARISM

Faithful to the spirit of the Sisters of St. Joseph, their patron, St. Joseph, and to the lay women and men who have shaped our community, we embrace the call to humbly serve God and others. Grounded in Scripture and in our Catholic Christian tradition, we are bonded together as a people united in compassion, action and hope. We respond with confidence to God's call to servant leadership, and we seek to live our faith-filled commitment as witnesses to the Gospel. We especially dedicate ourselves so that young men and women attain full stature in Christ. For the glory of God, we offer the work of our minds and the work of our hands in the service of a more just world.

RIGHT TO AMEND

This handbook is not a binding contract on McNicholas High School. Rather, it is a unilateral set of policies which students and families are expected to, and must, follow. The principal, or his/her appointee, with the support of the pastor, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

ADMISSIONS

Students who are interested in McNicholas, follow the application process including an admissions essay. There is a review and evaluation of the applications. Generally, the decisions to admit eighth-grade applicants is based on academic performance but additional materials may be requested for clarification. Academic information includes standardized testing including the high school placement test and academic records from 6th-8th Grade.

Acceptance of registration at McNicholas High School is not considered final until all documents, forms, records from previous school(s), and registration fees are completed, returned to the school, and reviewed by the administration. Registration fees are not refundable and are not covered under scholarships. Families will be notified annually of registration and re-enrollment dates, tuition, and fees as determined by the school.

Upon enrollment, students are eligible to apply for state scholarships.

NON-DISCRIMINATION POLICY

McNicholas High School admits students of any sex, race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national, ancestry and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs.

ACADEMICS

Excellence in academic pursuits is a major goal of McNicholas High School. To meet the challenge of providing an academic environment that challenges all students to achieve their full potential, McNicholas High School offers courses with a range of academic rigor. Each academic department maintains a current graded course of study that lists the specific learning objectives for each of its courses. Teachers use the graded course of study to develop lesson plans, and each professional demonstrates commitment to excellence by understanding and constantly seeking ways to improve our academic programs.

McNicholas High School follows the Graded Course of Study of the Archdiocese of Cincinnati Catholic Schools Office. The curriculum is aligned with the State of Ohio's Learning Standards. Religion courses are taught at every grade level. Students,

regardless of religious affiliation, participate in Religion classes and receive an academic grade which appears on the report card. Schools follow the Religion Graded Course of Study provided by the Archdiocese of Cincinnati.

PATHWAYS TO COLLEGE CREDIT DURING HIGH SCHOOL

ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program enables academically capable and highly motivated students to complete rigorous college level courses during the secondary school years. Enrollment in Advanced Placement courses instills a sense of scholarship in the student and an appreciation of the intrinsic value of devoting oneself to the pursuit of knowledge. For information, reach out to your School Counselor.

We offer the following AP courses:

- English Literature and Composition
- English Language and Composition
- Physics 1
- Physics 2
- Biology
- Chemistry
- American History
- Modern World
- U.S. Government
- Calculus AB/BC
- 2-D Studio Art
- 3-D Studio Art
- Computer Science
- French
- Spanish
- Latin
- Capstone Seminar
- Capstone Research
- Psychology

Ordinarily, students enrolled in AP courses are committed to full-year membership in the class. Students are expected to take the AP Exam at the end of the school year. If a student chooses not to take the exam, they will be required to take the End of Course Exam for the course. However, should circumstances warrant withdrawal from an AP course, the student or teacher may submit a written request for withdrawal to the student's school counselor. The student, parents, teacher, and school counselor meet to discuss the decision. If a neutral party is needed to participate in the meeting, the AP Coordinator may be invited. If a consensus cannot be reached, the Director of Curriculum or Principal will intervene.

OHIO COLLEGE CREDIT PLUS PROGRAM

Ohio's College Credit Plus Program enables students to earn college and high school credits at the same time by taking college courses from community colleges or universities. The program's purpose is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. The State of Ohio provides a limited number of scholarships for students to take college courses tuition-free. For information, see the CCP Coordinator.

UNIVERSITY OF CINCINNATI EARLY INFORMATION TECHNOLOGY PROGRAM

The Early IT Program is an innovative partnership between McNicholas and the University of Cincinnati designed to help fill the demand for skilled information technology professionals, which continues to grow beyond the current capacity of the educational system. The program significantly reduces the cost of a bachelor's degree while improving job readiness levels for graduates. The program's key concepts include:

- Teaching the first year of the bachelor's degree in high schools
- Integrating a 20-month paid work experience (co-op) with average pay of $45,000 during the college years
- Utilizing competency and project-based pedagogy to provide hands-on information technology education

Students complete their first year of college while still in high school. All students who complete their first year of college classes in high school with a C or above average will automatically be admitted to the University of Cincinnati Information Technology program. For information, see Mrs. Esz.

WRITING PROGRAM

We provide students with writing opportunities in many areas of the curriculum. The school-wide approach to teaching and practicing writing recognizes that writing is an important learning tool necessary for effective communication in every field. The English Department provides instruction in a variety of writing types to all students, and teachers in various departments incorporate meaningful writing assignments tailored to their courses.

SAIL PROGRAM (Support and Accommodations for Identified Learners):

McNicholas High School has established the SAIL program to assist students whose learning styles benefit from dedicated tutorial assistance. McNicholas High School will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

The program strives to enhance students' academic work habits and study skills. The SAIL (Support and Accommodations for Identified Learners) Program exemplifies McNicholas' commitment to caring for the whole person. We help students develop an

understanding of their strengths and their learning styles, as well as their individual rights and responsibilities. Students in the SAIL Program are mainstreamed into college preparatory, honors, and Advanced Placement classes, and receive accommodations and services including one-on-one tutoring, coursework support, reading assistance, extended testing time, test readers, scribes, and weekly progress reports. Students work with an intervention specialist who delivers personalized support, provides academic and college advising, monitors and consults with the faculty regarding the student's progress, helps students to assume responsibility for their own learning, and promotes self-advocacy on the part of the student.

In addition to a submitted application, students must meet the following criteria: Students are evaluated by a school psychologist employed by the public school district for a discrepancy between aptitude and achievement, with the learning problem identified if possible. The ETR process is conducted by the public school district. This evaluation must have been completed within the last three years. As a part of the above evaluation, students must demonstrate a full range aptitude of at least an average ability. Students must be recommended for admission to the program by either their previous school or by the psychologist who tested them. An interdisciplinary team of McNicholas counselors, administrators, intervention specialists, and the school psychologist will evaluate the student's records and determine if our fully mainstreamed curriculum with tutorial support is the optimal learning environment for the student. Each quarter progress reports are completed for each student by the SAIL team and submitted on ODEW's website as required. For information, see Mrs. Herndon, Director of the SAIL program.

Only direct services provided by the intervention specialists are covered under the Jon Peterson state scholarships.

Temporary Home Instruction
Home instruction for children who are physically unable to attend school for an extended period may need to be provided through the local public school district. The student may need to enroll in the local public school to receive this instruction. Special consideration should be given on a case-by-case basis and in full consultation with parents/guardians physician, school administration, and other related parties. Temporary home instruction would not be covered under state scholarships.

PEER TUTORING PROGRAMS

IN-SCHOOL TUTORING

- Academic tutoring is available to McNicholas students through the National Honor Society (NHS). NHS tutoring begins after the first quarter's interim grades have been determined.
    - Math tutoring by Mu Alpha Theta students is available as well. Students should see their math teacher for arrangements.
- Students may attend weekly open sessions or may request a private peer tutor in a particular subject for one hour per week.

- Requests for private peer tutors are made in the counseling office.
- Some teachers offer group tutoring, and all teachers will meet with individual students before and after school upon request when possible. The student is responsible for contacting a teacher for extra assistance.

PRIVATE TUTORS
Families who wish to hire a private tutor may request a list of tutors from the Counseling Office. McNicholas High School does not endorse any specific providers. Contracts with private tutors are a private matter between the family and tutor. McNicholas High School

SUMMER SCHOOL/TUTORING PROGRAM

McNicholas will accept up to five credits gained in any duly accredited summer school program toward the total credit requirement for graduation. The minimum number of hours for tutoring and outside study assignment to earn high school credit are set by the state. Additionally, a school-administered examination may be required before credit can be given. McNicholas' summer school schedule can be obtained by calling the Counseling Office (231-3500 ext. 5128).

ACADEMIC POLICIES

GRADUATION REQUIREMENTS

1. 24 Credits from the following classes:

   4 - Theology
   4 - English
   3 - Science
   3 - Social Studies
   4 - Math
   .5 - Health
   .5 - Physical Education
   1 - Fine Arts
   4 – Electives - .5 Financial Literacy

   24 - TOTAL CREDITS

2. 40 Service Hours
   Participation in an approved retreat each class year

3. Pass applicable state testing

Financial Literacy Instruction Exemption Model Policy

Ohio Revised Code 3313.603 requires the Ohio Department of Education and Workforce to develop and post a model policy and guidelines for districts and schools in exempting students from the financial literacy instruction requirement for participation in a student branch and bank financial literacy program no later than July 1, 2026. In according with Ohio Revised Code 3313.603, McNicholas High School recognizes that students who participate in an approved financial-literacy program offered through a student branch or a bank may be exempted from the one-half unit of financial literacy instruction required for graduation, provided the program meet specified standards.

A student may apply for exemption for the district's one-half unit of financial literacy instruction if all of the following are fulfilled:

- The student participates during high school in financial-literacy program offered through a student branch or bank
- The program meets or exceeds the academic contact standards within the model curriculum for financial literacy and has been approved by McNicholas High School.
- The student's participation in the program amounts to at least the equivalent of a one-half unit of instruction (at least 60 hours).
- The student provides information about the program to the Director of Curriculum prior to enrollment in order to ensure approval.

ACADEMIC PERFORMANCE CHECKS

The purpose of academic performance checks is to give students and their parents clear notice that improvement is needed for the student to succeed academically. The administration, teachers and the school counselor collaborate to monitor the student's grades, effort and attendance. These circumstances always initiate action from an Academic Performance Check:

- Failure of two or more courses (semester or full year) in an academic year
- Failure of three or more courses over a two-year period
- A record of attendance or performance that jeopardizes academic credit

While the purpose of Academic Probation is to alert students to the need for significant improvement and to support their efforts to improve, students who fail to follow the improvement plan or continue to fail courses might be required to withdraw from McNicholas or be ineligible from sports during the OHSAA Quarterly Checks.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

To participate in extracurricular activities, students must adhere to academic standards set by the school, the Ohio High School Athletic Association, and the Archdiocese of Cincinnati. Administration may use discretion in interpreting and applying eligibility policy.

QUARTERLY ELIGIBILITY

- To be eligible to participate in extracurricular activities, a student must receive passing grades in a minimum of five one-credit courses in the immediately preceding grading period.
- To be eligible to participate in extracurricular activities during the first quarter of the school year, a student must receive passing grades in a minimum of five one-credit courses, or the equivalent, during the fourth quarter of the preceding school year. Summer school grades earned may not be used to substitute for failing grades from the fourth quarter of the regular school year.
- Parents and students will be notified at the end of each academic quarter if the student is ineligible for extracurricular participation the following quarter.
- Incoming freshmen must have passed 75 percent of their core courses in the eighth grade to be eligible during the first quarter of high school.

INTRA-QUARTERLY ELIGIBILITY – ACADEMIC PERFORMANCE CHECKS

- We conduct Academic Performance Checks periodically during the school year. Students who are failing two or more classes are placed on extracurricular probation and are notified that grades must be improved by the end of the quarter.
- If the student is still failing two or more classes after the two-week probationary period, the student may not participate in any extracurricular activity for two weeks. Parents and students are notified in writing.
- It is possible for a student to be ineligible under the Ohio High School Athletic Association guidelines without having been ineligible through the intra-quarterly process.

YEARLY ELIGIBILITY

To participate in extracurricular activities, students must stay on track from year to year. If the student has not earned the appropriate and sufficient credits by the end of a class year, the student may not participate in any extracurricular activity for the entire following academic year. Summer school credits that restore a student to being on pace with credits will be considered on an individual basis.

GRADING AND TESTING

GRADING SCALE

Numerical grades are assigned each quarter and for each semester examination. The grade equivalencies are as follows:

A	93%-100%
B	84-92%
C	75%-83%

D	70%-74%
F	Below 70%

- The averages for first and second quarters and the first semester exam grade determine the first semester average. Quarter averages count twice as much as the exam grade. The same procedure is used to determine the second semester average.
- For a full-year course, all four quarters and both semester exams determine the final average.
- Credit for each course is awarded according to state standards.

WEIGHTED GRADING

Advanced Placement courses, Honors courses, and several higher-level college prep courses are weighted for difficulty. Weighted GPAs are used for:

- Honor roll determination
- National Honor Society membership eligibility
- Valedictorian/Salutatorian selection
- College applications where the weighted numbers are to the student's advantage. Please be aware that cumulative GPA listed on the high school transcript may not be the final GPA colleges use for admissions or scholarship decisions. Most colleges and universities recalculate applicant GPAs according to their own institutional policies.

Weighted grades for individual courses are not printed on report cards or transcripts. Cumulative weighted averages are reported on report cards and transcripts.

EXAMINATIONS

- Students may not take semester examinations early unless the student presents written permission from the administration to the teacher.
- If a student has not been able to take a semester exam by the end of the examination schedule due to illness, the student must make scheduling arrangements with the counseling office and their teacher.
- Students may not miss an exam because of a vacation.
- Students who have a 92.5 unweighted average or better in any academic course and have a good attendance record may be exempt for final exams.
- Students with excessive absences may be required to take exams even though they have met the class average requirement.
- With good cause, a teacher may request that a student's name be removed from the exemption list prior to exam days.
- AP Students: Students are expected to take the AP exam at the end of the year. If a student chooses not to take the AP exam, the student must then take the End of Course Exam.

Private outside tutors are not permitted to serve as proctors supervising students taking tests. Requests for special accommodations for testing, such as extended time, are made through the classroom teacher or the counseling office.

(This policy does not affect students in the SAIL Program. They will take tests supervised by the SAIL tutor in cases where this provision is part of their formal service plan.)

HONOR ROLL

The honor roll recognizes academic achievement for students who attain specified grades. To be eligible, a student must:

1. Earn an unweighted grade no lower than 75% in each class
2. Be enrolled in a minimum of six classes in the quarter (a minimum of five classes if enrolled in the SAIL Program).

There are three levels of honor roll status. Each requires the above criteria as well as the specified grades below:

- ***Dean's List*** is achieved by students who are enrolled in a minimum of three AP, Honors or on campus Dual Credit courses (freshmen must have at least two weighted courses) and achieve a weighted average of 95 percent. Calculus and Physics are included in recording of Dean's List.
- College Credit Plus (CCP) Course Grades are not received at the same time as quarter grades. There are no quarter grades for CCP classes as grades are only reported at the semester. CCP grades will not be counted for honor roll status because colleges do not report quarter grades.
    - ***First Honors*** is achieved by earning a weighted average of 93 percent.
    - ***Second Honors*** is achieved by earning a weighted average of 85 percent.
    - Any student who earns honor roll status in three of the four quarters of a year is eligible for a scholastic letter award presented during the awards program in May. A Four-Year Scholar Award is presented to seniors who have achieved this each year.

OHIO STATE TESTS

- Students take the IOWA test in lieu of the Ohio End-of-Course Tests in the spring of freshman year. Scores on the IOWA test convert to the 1-5 scale used on Ohio End-of-Course Tests .
- To receive a diploma in Ohio, students must earn the minimum score required for each of the state tests. If a student does not pass the IOWA the first time, the student will continue to retest until they earn a passing score.

CLASS RANK

Class rank will not be reported to students and parents and will not be included in the school report that accompanies post-secondary education applications. An exception is when a particular institution or scholarship program requires class rank. In our student population, small differences in academic averages can result in disproportionately large and, therefore, misleading differences in rank.

HONOR SOCIETIES

The McNicholas chapter of the National Honor Society follows the selection guidelines of the constitution of the N.H.S. Juniors and seniors achieving a weighted GPA of at least 90% are notified in September that they are eligible to apply. A faculty committee reviews applications and selects students for membership based on evidence of high character, scholarship, leadership, and service within our school and the broader community. Continued membership requires ongoing service to the school and the upholding of academic excellence.

In addition to the National Honor Society, McNicholas has local chapters of the following subject-specific honor societies:

- French National Honor Society
- International Thespian Society
- Latin National Honor Society
- Mu Alpha Theta (Mathematics)
- National Art Honor Society
- Science National Honor Society
- Spanish National Honor Society
- Tri-M Music Honor Society

Entrance criteria for these Honor Societies are set by individual departments in compliance with national guidelines.

TEXTBOOKS

Students are responsible for all books issued to them and the replacement cost for any books lost or severely damaged. Students' names must be clearly marked inside the book's front cover. No report cards or transcripts will be released to the student until textbooks are properly returned to the school and all fines have been paid. Diplomas will be held for missing textbooks and related fines.

REPORT CARDS

Report cards will be issued approximately two weeks after the end of each quarter.

INCOMPLETES (I)

Students are responsible for resolving an "I" (INCOMPLETE) grade on a report card by completing the remaining requirements in a timely way

- For the first three quarters of the school year, the student must resolve the incomplete within two weeks after report cards are issued.
- At the end of the fourth quarter, the "I" must be resolved no more than two weeks after the last official day of exams.

Failure to comply will result in the "I" being changed to a grade the teacher/administrator deems appropriate.

YEARLY PROMOTION

Each year a student must be on track for graduation by having enough credits to be promoted to the next year according to the following scale:

Promoted to Grade 9 = graduation from 8th grade
Promoted to Grade 10 = 6 credits
Promoted to Grade 11 = 12 credits
Promoted to Grade 12 = 18 credits

Students not meeting the above criteria will not be enrolled for a new school year. Students are encouraged to attend summer school if they need the appropriate number of credits.

CONTACTING TEACHERS

We encourage parents and teachers to contact one another as soon as questions, concerns, or opportunities for commendations arise. Please see the faculty directory for a teacher's contact information.

PARENT/TEACHER CONFERENCES

The school schedules conference evenings once in the fall and once in the spring. Conferences on these dates are by appointment only. Please see the school calendar for the dates and times and to sign up for a conference.

ACADEMIC INTEGRITY

Academic integrity is necessary for authentic learning. Students violating academic integrity will be subject to academic and disciplinary consequences. Students practicing academic integrity:

- Do their own work without using aids that shorten the learning process
- Use legitimate academic resources and carefully acknowledge ideas that are not their own by citing sources, even when paraphrasing

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. Examples of academic dishonesty include (but are not limited to) the following:

1. Plagiarizing: claiming another person's work as one's own without proper citation. This applies to, but is not limited to:
    i. A single line of text

ii. An entire passage
iii. A paraphrased sequence of ideas
iv. A recording
v. A visual representation
vi. Any other form of expression.

2. Copying another student's work and submitting it as one's own work
3. Submitting work done for another class without informing the teacher
4. Cheating on an assessment
5. Providing an unfair advantage to students taking an assessment at a later time, such as discussing test questions with students who will take the same test later
6. Violating assessment rules established by the teacher
7. Using computer generated answers (including but not limited to paragraphs, essays, and solutions) rather than one's own work and ideas. This includes the use of Artificial Intelligence.

Teachers are required to document cases of academic dishonesty and report them to the Director of Student Life. Teachers may confiscate aids that shorten the learning process.

Artificial Intelligence (AI) in Education: Policy for Ohio Districts and Schools

- PURPOSE STATEMENT

To support students and educators in the use of artificial intelligence (AI) for educational and operational purposes, the Board of Education of [insert name of district/school] has created this policy on the use of AI. The purpose of this policy is to prepare students for success, encourage innovation for classroom instruction, and embrace opportunities for operational efficiency, while providing for consistent expectations, standards, and approval processes for safe and responsible implementation and integration of AI. This applies to multiple use cases, applications, and integration of AI, including generative AI.

- DEFINITIONS
- Artificial intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. Artificial intelligence systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- Generative AI: Any internet-based generative artificial intelligence programs that make use of large language model algorithms to make something new. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions, commonly found in most word-processing applications, is not considered generative AI.

- AI tool: AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

- AI LITERACY

The Board recognizes the importance of preparing students and educators for the successful integration of innovative technologies. Accordingly, it is the policy of the Board that McNicholas High School responsibly integrate AI by building AI literacy for all students and educators, including integration of AI into relevant curriculum, professional learning opportunities, and safe and responsible usage.

- STAKEHOLDER ENGAGEMENT

School leaders and stakeholders have been gathered to inform AI policy and implementation. The workgroup should include educators who are representative of grade levels and departments, including special education and related services professionals, other relevant staff, Board members, and students, as well as external representatives such as local businesses and postsecondary institutions. Educators and staff should be given the opportunity to explore and gain experience with applications and integrated approaches to achieving McNicholas High School priorities. The workgroup should regularly review new research and guidance and provide ongoing feedback to the McNicholas High School.

CONSEQUENCES OF ACADEMIC DISHONESTY

First Academic Dishonesty Offense:

- The student is given “no credit” (a grade of zero) on that piece of work. This grade is included with all other grades when determining the course average.
    - If another student has willingly cooperated in the cheating incident, that student is liable to the same consequence.
- The teacher notifies parents about the incident and the “no credit” grade for the assignment.
- The teacher sends a referral to the Director of Student Life to document the incident in the student’s file.
- The student is issued a detention.

A first academic dishonesty offense is grounds for removal from National Honor Society and other honor societies, including the St. Joseph Scholars Program.

Second Academic Dishonesty Offense:

In addition to the consequences for a first offense, these consequences apply:

- The student is issued a Saturday School Detention.
- The student is removed from Mardi Gras nominating, voting, and court lists.

Additional Academic Dishonesty Offenses:
For offenses after the second offense, the above procedure will be followed, and the student will be subject to additional disciplinary action which may include suspension or expulsion.

STUDENT BEHAVIOR

McNicholas High School adopts behavior standards designed to promote learning and personal growth. Violating a rule may result in disciplinary action. Disciplinary measures seek to help students mature in positive attitudes towards self and others. More specifically, the school seeks to promote a Christ-centered Catholic community that embraces each student spiritually, intellectually, morally, and physically in a safe, nurturing, creative, and challenging campus where individuals grow toward Full Stature in Christ.

We expect our students to be responsible, honest, and respectful, to uphold high standards of personal conduct, and to uphold the good name of the school. Students who bring discredit to themselves and to the school through any unlawful activity (either a civil or criminal violation, which occurs either on or off school property) will not only be subject to court-imposed penalties, but also serious disciplinary action, including suspension or expulsion from school. The school administration need not wait for the results of court proceedings to take independent action.

In addition, students who engage in activities contrary to the teachings of the Catholic Church or that reflect poorly upon the good name and of the school are subject to disciplinary action, up to and including expulsion.

While the following regulations address many student guidelines and responsibilities, they are not meant to cover every circumstance that might occur. **The Administration reserves the right to use reasonable discretion to make decisions about disciplinary and eligibility matters. The decision of the principal in these matters is final.**

STUDENT DRESS CODE

Students are to meet school dress code expectation every day at school. We design a dress code to meet a standard the McNicholas community overall can be proud of. We want students comfortable and we want selection simple and easy to manage so we can spend time on academics and high school life in general. Individual fashion likes or dislikes are not part of the dress code plan. Individuality is expressed at McNicholas through what we say and how we act, not what we wear. It is our desire that everyone embrace and comply with the spirit of the dress code and allow adults time to focus on other needs. In the event a student fails to comply with the dress

code they will receive the appropriate demerits for each violation according to our Progressive Discipline System.

UNIFORM TOPS:
Students must wear uniform polo shirts purchased through the Rocket Shop with the school logo in white, black, or green -- short or long sleeved. Shirts worn under the uniform polo must be green, white, black, or grey without letters or images and should be tucked in. Students will be asked to tuck in any untucked shirt deemed sloppy in appearance.
Students may wear green, white, black, or grey McNicholas spirit wear sweatshirts or pullovers with the approved school logo and purchased through the Rocket Shop and/or through McNicholas athletics, clubs or programs. These must be worm over a McNicholas uniform polo.

UNIFORM BOTTOMS:
Female students may wear skirts/skorts in black, grey, or khaki purchased through Schoolbelles. Skirts/skorts should be no higher than 3-4 inches above the knee. Use school code S2930 to purchase through Schoolbelles online.
Black or grey tights or leggings mid-calf or longer may be worn under the skirt/skort. Tights or leggings are permitted only when they are worn under the skirt/skort. Sweatpants are not to be worn under skirts/skorts.
All students may wear dress pants from any vendor in khaki, grey, or black. Denim-style, corduroy, cargo-style, or capris pants are not permitted. Belts are recommended.
All students may wear khaki, grey, or black Bermuda-style shorts no higher than 3-4 inches above the knee. Gym-style shorts with strings or cinched waistbands are not permitted.
Rolling the waistband of uniform bottoms is not permitted. Uniform bottoms must be buttoned and always zipped.

ALL STUDENTS ID CARD/SWIPE CARD: Students must carry their school ID card and Swipe Card while on campus and present it upon request by a faculty or staff member. Students may not modify the ID card with marks or stickers.

SOCKS: Socks must be worn.

SHOES: Dress shoes or gym shoes may be worn. Shoes must have closed toes and a back. High heels may not be worn.

- No Croc or slipper style shoes are permitted.
- No Birckenstock style w/o back

COATS/HATS: Outside jackets/coats/vests are not to be worn inside the building during school hours. Hats, bandanas, hoods, or any other headwear may not be worn in the school building.

SPIRIT DAYS: Most Fridays (or the last day of the week) are Spirit Days. Students are permitted to wear a McNicholas Spirit Top with the normal school bottom. A Spirit Top

is a green, white, black, or grey shirt that is purchased in the Rocket Shop or approved by a McNicholas team or club. If a student chooses not to wear a Spirit Top, then the uniform polo shirt must be worn. Students will be asked to tuck in any untucked shirt deemed sloppy in appearance.

JEANS/SWEATS DAYS: Periodically we will have Jeans/Sweats Days for various reasons on designated days. Jeans/Sweats with a McNick Spirit Top will be permitted. Jeans/Sweatpants must be in good condition (i.e. no holes). Sweatpants purchased in the Rocket Shop or approved by a McNicholas team or club are preferred; however, solid green, white, grey, and black are permitted. Leggings and shorts (including athletic shorts) other than the school uniform shorts are not permitted. Those choosing not to participate should wear the normal school uniform.

OUT OF UNIFORM DAYS: Periodically students will be permitted to be out of uniform on designated days. On these days, students may wear a shirt with the theme of that particular day (i.e. Homecoming Week) with the school uniform bottom. Those choosing not to participate should wear the normal school uniform.

PERSONAL GROOMING: All students must be neat and clean in appearance.

- Eccentric hair styles/colors, visible tattoos and body-piercing are not permitted.
- Women may wear modest earrings.
- Men are to be clean shaven every day and are not permitted to wear earrings during school hours.
- The administration reserves the right to decide whether any hair style, hair color, jewelry, accessories, or other appearance is inappropriate for the school atmosphere.

PROGRESSIVE DISCIPLINE SYSTEM

McNicholas uses a cumulative progressive discipline system for some minor infractions. These infractions are separated into three categories: Attendance, Dress Code, and General Behavior. Major infractions (see below) will be handled separately on a case-by-case basis. Disciplinary measures are taken as students accumulate demerits in the same category or a combination of the categories. They are summarized as follows:

- Detentions will be issued for the fifth through ninth demerit.
- On the tenth demerit, students will be issued a Saturday School, and the Director of Student Life will review the student's record to consider disciplinary probation.
- Students who have accumulated eleven or more demerits will be subject to a conference with the Director of Student Life who will assign appropriate consequences at their discretion. Consequences for infractions beyond the tenth in-

fraction are at the discretion of the Director of Student Life and can include detentions, Saturday Schools, In-School Suspensions, Out of School Suspensions, and Expulsion.

Except for students who end an academic year on disciplinary probation, students begin each academic year with a clean slate of zero demerits. Reduction of demerits at the beginning of the new semester within an academic year is at the discretion of the Director of Student Life. The Director of Student Life will conduct a year-end review of students on disciplinary probation and decide whether to end the probation or continue it in the following year. A student removed from disciplinary probation may have probation reinstituted at the discretion of the Director of Student Life.

TYPES OF INFRACTIONS

Any student engaging in the types of conduct listed below, either specifically or generally like the conduct listed, is subject to detentions, Saturday work detention, suspension, expulsion, or emergency removal from curricular or extracurricular activities.

The administration reserves the right to impose disciplinary measures for any behaviors deemed inappropriate, disrespectful, or dangerous to the members of the school community in addition to the types of conduct specifically prohibited by this code.

MINOR INFRACTIONS

ATTENDANCE

1. Being tardy to class
2. Leaving class without permission*
3. Failure to report to a teacher*
4. Being tardy to school*.

* Could be deemed a major infraction

DRESS CODE

1. Any violation of the dress standard
2. ID Card not present

GENERAL BEHAVIOR (including but not limited to the following)

1. Consuming food, drinks, or chewing gum outside of approved eating areas in the building.
    a. The Café is an approved eating area. Lobbies and corridors are not approved eating areas.
2. Disregard of reasonable directions by school authorities
3. Any disruption of or interference with school activities.
4. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the school administration or teacher. During the school day this includes student parking lots.

5. Chronic misbehavior which disrupts or interferes with any school activity.
6. Use of indecent, obscene, and/or profane language in oral or written form, including electronic devices.
7. Violation of the Technology Acceptable Use Policy.
8. Misconduct during Liturgy.
9. Misconduct in the Café.
10. Overdue library book/fine.

MAJOR INFRACTIONS (include but are not limited to the following)

1. Damage or destruction of school or private property on or off school premises or in areas controlled by the school, including property belonging to administrators, teachers, board members, or other school-related personnel on or off school property (vandalism).
2. Attempt to access a virtual private computer network (VPN) while on school property.
3. Assault on a school employee, student, or other person on school premises, while in the custody or control of the school, or during a school-related activity.
4. Fighting.
5. Leaving school during school hours without permission from the proper school authority.
6. Distribution of pamphlets, leaflets, buttons, insignia, or any material by any means (i.e. electronic) without the permission of the proper school authorities.
7. Any form of disruption to the school program, including demonstrations by individuals or groups.
8. Disrespect to a teacher or other school authority.
9. Skipping detention/Saturday work detention.
10. Refusing to take detention or other properly administered discipline.
11. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
12. Forgery of school-related documents.
13. Buying, selling, using, possessing, or showing signs of consumption of any controlled substance (drugs, narcotics, marijuana, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or which is represented to be a controlled substance, or that a student thinks is a controlled substance.)
14. Buying, selling, transferring, or using any recreational drug, prescription drug, medication, inhalant, or other contraband substance.
15. Possessing, using, or showing signs of consumption of any alcoholic beverage, tobacco, vaping instrument, or intoxicant of any kind.
16. A student shall not possess, use, transmit, conceal, or show signs of consumption of non-medicinal drugs, narcotics, tobacco, or e-cigarettes on school grounds or at school-sponsored activities on or off campus. Smoking, drinking, vaping and drug use are violations of school rules and state law and will not be tolerated. These infractions will result in a minimum three (3) day suspension.
17. Turning in a false fire, tornado, bomb, or disaster alarm.

18. Placing signs and slogans on school property or computer tablets without the permission of the proper authorities.
19. Extortion of students or school personnel.
20. Truancy from class or school.
21. Academic dishonesty.
22. Gambling.
23. Engaging in sexual acts on school premises.
24. Publication, distribution, and possession of obscene, pornographic, or libelous material, including via electronic means.
25. Indecent exposure.
26. Arson and other improper use of fire
27. Disregarding driving or parking conditions and regulations while on school premises.
28. Deliberate presence on school property with a communicable disease.
29. Willfully aiding another person to violate school regulations.
30. Theft or possession of stolen items.
31. Threats, intimidation, harassment, and hazing (verbal, written, or electronic). For clarification, see “Sexual Harassment Policy” and “Harassment, Intimidation, and Bullying Policy.”
32. Any activity which creates an unsafe situation.
33. Possession of fire ignition devices on school property.
34. Possession of laser pointers on school property.
35. Any other activity by a student that the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school, regardless of whether on or off school premises or at a school-related activity regardless of location.
36. Committing any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on school premises or while in the control or custody of the school, regardless of whether on or off school premises, or at a school-related activity regardless of location.
37. Conveying or possessing dangerous weapons or dangerous ordnance on school property, at school functions, or in a school vehicle. A student who brings a firearm on school property, in a school vehicle, or to any school-sponsored event shall face an expulsion hearing.
38. Major or Excessive Violations of the Technology Acceptable Use Policy.

Any type of activity listed among the Major Infractions engaged in by a student shall be reason for expulsion, suspension, removal from school, or other disciplinary action. This applies whether the activity occurs:

- On school premises
- On a school bus
- While in the control or custody of the school regardless of whether on or off school premises
- At a school-related activity, regardless of location.

PERSONAL MOBILE DEVICE POLICY

More and more research is showing us the importance of being present and connected socially, intellectually, and emotionally through face to face collaboration and the importance of this connection between young people's mental health and cell phone/social media use/access. Based on research and our own professional observations and conversations we feel a more intentional approach to personal mobile device (PMD) managements at school is necessary. Personal mobile devices (PMDs) are anything that access the internet or connects to outside sources other than school supplied devices. Cell phones, smart watches, air pods, and personal computers or iPads are a list of the most common items considered PMDs.

- When the first bell of the day rings at 7:40 am until the last bell of the day at 2:40 pm PMDs are to be off and stored in a student's backpack or purse. **They are to be out of sight and off.**
- Any student found with their PMD out/in sight during the day without Main Office or Counseling office permission will have the PMD confiscated by any school adult and turned over to the Administration. The student can pick up the phone at the end of the school day from the Main Office.
- If a PMD is confiscated a student's management of the PMD would be altered pending Administrative review of overall behavior history:
    - 1st time: PMD will be turned into the office upon arrival at school every day for 1 month.
    - 2nd time: PMD will be turned into the office upon arrival at school every day for a Semester and Saturday School will be assigned.
    - 3rd time: PMD will be turned into the office upon arrival at school every day indefinitely; a disciplinary and a mental health plan will be discussed which could include in or out of school suspension and discussion of professional help to address the issue.
- If students or parents need immediate access to one another then phone calls through the main office or counseling office can be arranged during school hours.
- Parents can always send texts for students to get at 2:40. Student email accounts can also be used if needed.
- **Families who rely on a device to help a student monitor a specific health condition can contact the administration and accommodations can be made and communicated to the necessary staff.**

Students with identified education needs will have access to PMDs as defined by a need and communicated with staff through the Administration.

COMMON DISCIPLINARY ACTIONS

The most commonly used disciplinary measures are detentions, Saturday School work detention, suspension, probation, and expulsion. Disciplinary measures which may be used by authorized school personnel for a student's violation of the above rules include the following:

1. Reprimand - verbal and/or written
2. Student conference
3. Denial of privileges
4. Detentions
5. Parent conference
6. Discipline report to be placed in the student's file
7. Payment for damages incurred
8. Work assignments
9. Emergency removal from class/school
10. Saturday School work detention
11. Suspension (out of school/in school)
12. Suspension until professional assessment indicates return
13. Referral to appropriate social agencies including Juvenile Court
14. Community service
15. Other reasonable and appropriate disciplinary alternatives
16. Expulsion

The school administration reserves the right to use reasonable discretion to levy disciplinary measures for any misconduct, even though not mentioned specifically in the above rules and regulations.

Parents may request a meeting with the Director of Student Life regarding disciplinary issues any time they consider it beneficial to them or the student.

DETENTION

A student may receive a detention for infractions of the rules of good conduct committed while at school or at any school-sponsored activity. The teacher or adult in charge will fill out a discipline referral form indicating the nature of the offense. The Director of Student Life will assign the appropriate penalty and notify the student and parent via the referral form..

Students must serve their detentions in the designated room from 2:50-3:40 p.m. on the day designated by the Director of Student Life.

Detention must be served in silence, or the student may study in silence unless a work detention is assigned. Failure to comply will constitute "misconduct during detention" and may result in the original detention being served again and additional detentions, and/or Saturday work detentions being issued.

SATURDAY SCHOOL WORK DETENTION

- Saturday work detention is held from 8:00 a.m. to noon. Saturday School work detentions are assigned by the Director of Student Life.
- There is a $30 fee per student per Saturday School work detention, which should be paid to the Director of Student Life.

- Parents will be notified by email of the date their son/daughter is to serve the Saturday work detention. Failure to attend Saturday work detention will lead to a second Saturday work detention and possibly a suspension.
- Any student who is tardy, does not work, or is defiant, confrontational, and/or uncooperative will be dismissed from Saturday School work detention. Any student dismissed from Saturday School work detention will receive no credit for time served. The student will be rescheduled to make up the work detention, and an additional work detention, and/or suspension will be assigned.
- If the Director of Student Life determines a Saturday School cannot be scheduled, five hours of after school detention can be used as a substitution.

DISCIPLINARY PROBATION

Students may be placed on Disciplinary Probation if their behavior has not improved after intervention, and/or other disciplinary action. However, students may be immediately placed on Disciplinary Probation for a serious isolated infraction.

Parents/Guardians will be notified by the Director of Student Life when a student is placed on Disciplinary Probation. The length and details of the probation will be outlined in that communication.

During the probation, students may be prohibited from participating in or attending any or all school activities in which McNicholas High School is represented. This may include sports, organizations, clubs, activities, and social events both home and away.

During this probationary period, students are subject to special rules/regulations. Violation of these rules and regulations may lead to more severe discipline, such as detentions, suspension, or expulsion from McNicholas.

SUSPENSION PROCEDURES

The following guidelines will be used in all cases involving the suspension of a student from school for ten or fewer school days, and these guidelines will also apply to a student suspended from an extracurricular offering. The suspension will carry over to any or all extracurricular activities, including but not limited to practices, meetings, and games. The emergency removal section of this provision shall not be limited to these guidelines.

The Principal or the Director of Student Life may suspend a student as follows:

• Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.

• A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.

• When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical
.

The principal may hold the appeal hearing and will do one of three things:

1. Affirm the suspension
2. Reinstate the student
3. Reverse, vacate, or modify the suspension.

ACADEMIC REQUIREMENTS/PENALTIES DUE TO A SUSPENSION

The academic requirements during a suspension are as follows:

1. On the day of their return, students suspended for fewer than four days are required to make up any missing assignments and assessments that were missed during the suspension. Students are responsible for obtaining missed assignments.
2. Students suspended for four to ten days will be assisted by their school counselor in obtaining information about missed assignments during their suspension. Students will be required to turn in all work missed during their suspension on the day they return and must make up any missed tests or quizzes within three days of their return.

Students who fail to make up missed assignments or assessments when they return from a suspension will be given a "0."

Students returning from a suspension are responsible for ensuring that they have information about all missed assignments and assessments.

DUE PROCESS

For situations that could lead to expulsion, McNicholas High School has a due process procedure involving notice of the charges and evidence, an opportunity for a hearing about the charges and evidence, and the right to appeal an unfavorable decision. At the time of the serious disciplinary problem, the student and his or her parents are given complete information about due process. The student or his or her parents may not be represented by legal counsel or other advisors at any stage of the disciplinary process.

EXPULSION PROCEDURES

Students may be expelled or permanently withdrawn from McNicholas High School with the following procedures:

At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.

• Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.

• A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.

• A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.

• A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

EMERGENCY REMOVAL

- If the student's presence poses a danger to any person or property and creates a threat or actual disruption to the academic process either within a classroom or elsewhere on the school premises, then the principal, Director of Student Life, counselor, or teacher may immediately remove the student from a curricular or extracurricular activity. A student may be directed to leave the school premises by an administrator.

A teacher may not direct a student to leave the premises without consent of an administrator except when the activity occurs at night-time, on a weekend, or over a holiday, and an administrator is not present. In this case, the teacher shall make a reasonable effort to contact the parent before removing or directing the student to leave the premises.

  - If a teacher makes an emergency removal of a student from the class, he or she must submit reasons for the removal to the Director of Student Life as quickly as possible but within twenty-four hours.

- The administration has the right to reinstate a student removed by a faculty member. This will only happen after careful deliberation.

- If a student is removed from a class and will miss more than one full class period, an informal hearing will be held by the appropriate administrative officers of the school as soon as practical but within three school days of the removal. The student will receive written notice of the hearing. Parental involvement in the hearing will be encouraged. The faculty member involved in the removal proceeding will be involved in the hearing.

RELEASE OF STUDENT TO LAW ENFORCEMENT PERSONNEL

Should law enforcement officials come to the school seeking a student, the principal (or Director of Student Life in the principal's absence) follows a specified procedure to protect the student's rights.

- The law enforcement personnel must present their credentials.

- The student will be brought to the main office, and his or her parents will be called.

HARASSMENT, INTIMIDATION AND BULLYING

- Our faith embraces each person made in the image and likeness of God and worthy of respect. Therefore, harassment, intimidation, or bullying in any form is prohibited.
- Sexual harassment has no place at McNicholas High School, whether between the supervisor and those supervised, between co-workers, between employees and students, between students, or between any student or employee and a member of the public visiting the school.
    - For the purpose of school policy, sexual harassment is defined as the solicitation of sexual activity or references to sexual themes in a manner that the offender knows or should know is offensive to the listener or observer.
- Please see Appendix A for the Harassment, Intimidation, and Bullying Policy.

Student Safety and Threat Assessment (CSTAG)

Our school is committed to maintaining a safe, supportive, and respectful learning environment for all students and staff. To help identify and respond to behaviors that may pose a risk of harm to self or others, the school implements the **Comprehensive Student Threat Assessment Guidelines (CSTAG)**.

CSTAG is an evidence-based model designed to prevent violence and promote student well-being through early identification, assessment, and intervention. The process emphasizes safety, support, and problem-solving, rather than punishment.

A trained Threat Assessment Team, composed of school administrators, counselors, and safety personnel, is responsible for:

- Reviewing and assessing reports of concerning or threatening behavior.
- Determining the level of concern and appropriate response.
- Developing and monitoring safety and support plans when necessary.
- Coordinating with parents, guardians, and community resources as appropriate.

All reports are taken seriously and handled in a confidential and respectful manner for all parties involved.

CSTAG is not a disciplinary process. Its primary purpose is to ensure safety, address underlying concerns, and provide appropriate support for students in need.

Reporting a Concern

Students, parents, and staff members are encouraged to promptly report any statements, behaviors, or situations that raise concern about safety or well-being. Reports may be made by:

- Contacting a school administrator, counselor, or teacher directly.
- Calling the school office to speak with a member of the administrative team.
- Submitting information through the school's anonymous reporting system (if available).

Timely reporting allows the school to respond effectively and ensure a safe environment for everyone.

OFF-CAMPUS CONDUCT CODE

Although the school cannot assume responsibility for a student's conduct when he or she is outside the school's jurisdiction, students should remember that they are responsible for the good name of McNicholas High School at all times. A student involved in off-campus conduct prejudicial to the school's reputation is liable to severe disciplinary action, including expulsion. The school reserves the right to impose consequences for inappropriate behavior that occurs on or off campus and after school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes:

- Harassment
- Use of school name
- Remarks directed to or about faculty/staff
- Offensive communications
- Safety threats
- Displaying and/or promoting drug and alcohol use.

Disciplinary consequences include:

- Detention
- Probation
- Suspension and/or Dismissal.

STUDENT PROPERTY INSPECTION

McNicholas High School reserves the right to search and inspect school property used by students at any time. McNicholas High School also reserves the right to search and inspect personal property when the administration (1) suspects items prohibited by the school are in a student's possession; or (2) suspects a student may be engaged in conduct in violation of the school's policies and procedures. Such items may be confiscated and appropriate action, including disciplinary action may be taken.

Such items include but are not limited to:

- Motor vehicles
- Packages
- Lunch boxes or lunch bags
- Containers
- Backpacks
- Duffel bags

- Book bags
- Briefcases
- Purses
- Pockets.

An inspection does not imply wrongdoing by the student.

A student and his or her parent or guardian's consent to the inspection of personal items is a condition of enrollment and attendance at McNicholas High School. Refusal to allow inspection may result in disciplinary action up to and including expulsion, even for a first refusal.

SEARCH PROCEDURES

At least two staff members must be present in any student or property search. Strip searches are prohibited.

1. The student is asked if there is anything he or she would like to show the staff members.
2. The student is asked to open a closed desk/locker/car, etc., and remove the items. Any contraband must be put into a separate container.
3. The student is asked to sign a statement that the items were found in his or her possession.
4. The items must be taken to the Director of Student Life's office. Parents will be notified.
5. If nothing illegal is found, the student is thanked for his or her cooperation.

USE OF DRUG DETECTION DEVICES

To promote a drug-free environment in our school, drug-detecting dogs may be employed inside the building and on school grounds. For the safety of our students, McNicholas reserves the right to use breathalyzers and drug-detecting devices at school and all sponsored school events.

DRUG PREVENTION PROGRAM

McNicholas High School has adopted a drug prevention program for students that includes:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs which:
    a. Address the legal, social, and health consequences of drug and alcohol use
    b. Provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

2. A statement to students that using illicit drugs and unlawfully possessing and using alcohol, tobacco, and vaping instruments is wrong and harmful.

3. Standards of conduct that apply to students and that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs, alcohol, and vaping by students on school premises or any school-related activities (on or off campus).

4. A clear statement that disciplinary sanctions— up to and including expulsion and referral for prosecution— will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

5. Information about drug, alcohol, tobacco, and vaping counseling; rehabilitation; and re-entry programs that are available to students.

6. A requirement that parents and students be given a copy of the standards of conduct and a statement of disciplinary sanctions.

DRUG/ALCOHOL VIOLATIONS, PENALTIES, AND INTERVENTIONS

1. Any student who sells or provides any controlled substance (such as drugs, narcotics, marijuana) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance) to others on or off school premises shall be expelled. The authorities may be notified.

2. Any student who comes to school or a school-sponsored event under the influence of drugs or is found to have of real or counterfeit controlled substances, shall be suspended from school for up to ten days. The student must also undergo drug testing, assessment, and counseling, with the school receiving a report of the results and being given permission to speak with representatives of the agency conducting the assessment. The authorities may be notified. The student will be placed on disciplinary probation for the remainder of the year.

> 2a. Any second infraction for use or possession of drugs or counterfeit drugs may result in expulsion from school. Any student not expelled will remain on probation for the remainder of the school year.

3. Any student who sells or provides alcohol to others on school premises, at school-sponsored events on or off campus, or elsewhere may be expelled. The authorities may be notified.

> 3a. Any student who comes to school or a school-sponsored event on or off campus under the influence of alcohol or is found to have alcohol/alcoholic beverages, shall be suspended for 3-10 days and may be reviewed for expulsion.

3b. Any second infraction for use or possession of alcohol may result in expulsion from school. Any student not expelled will remain on probation for the remainder of the school year.

4. Any student who comes to school or a school-sponsored event on or off campus possessing or using tobacco products and/or vaping instruments shall be suspended for a minimum of three days and may be reviewed for expulsion. The student will be placed on disciplinary probation for the remainder of the year.

4a. Any second infraction for use of tobacco products and/or vaping instruments will result in a three to ten (3-10) day suspension, and expulsion may be recommended. Students not expelled will remain on probation for the remainder of the school year.

5. Alcohol and/or drug use and/or possession at prom or any other school-sponsored event during the fourth quarter of a student's senior year may result in the holding of the student's diploma and transcript until intervention procedures are completed. The senior may also be denied participation in the graduation ceremony.

6. When there is a reasonable suspicion that a student may be using or possesses of drugs, alcohol, tobacco, or vaping instruments either in school or out of school, the administration may require that the student schedule an assessment and/or drug test by an approved drug testing facility. The student may not return to school until the test results or proof of a scheduled assessment have been received, with the school receiving a report of the results and being given permission to speak with representatives of the agency conducting the assessment. Failure to comply with drug test requests may result in expulsion.

7. In cases in which the student is not expelled from McNicholas High School, the student MUST strictly adhere to the following to remain a member of the student body:

a. Agree to take a drug screen at a health center approved by the school

b. Complete a professional assessment by a certified drug and alcohol counselor if the school deems necessary

c. The results of the professional assessment must be provided to the school along with information about any follow-up counseling or rehabilitation activity in which the student/parents will be involved

d. Additional drug screens may be required during the school year to remain a student at McNicholas High School

8. The Archdiocese of Cincinnati maintains a zero-tolerance policy for students' use of marijuana, particularly due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion.

For clarity purposes, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

STUDENT PREGNANCY POLICY

McNicholas High School stands behind the teachings of the Catholic Church in holding all human life sacred. The school also teaches and promotes Christian values regarding sexuality, the sacredness of marriage, and that sexual expression is appropriate only in the context of marriage between a man and a woman. In light of these teachings, the school uses the following procedure in the event of a student pregnancy:

1. The counseling office must be informed of the pregnancy immediately. The school counselor will inform the administration. A meeting with a counselor, the student, and his or her parents will be scheduled to determine the course of action.

2. The school counselor will assist the student to maintain academic progress and to find appropriate resources as needed. For a student-mother, the counselor will provide these services with the health of the mother and baby in mind.

3. The student will be required to seek professional pregnancy counseling . The school counselor will provide referrals to affordable and appropriate agencies; therefore, limited funds will not be an obstacle to resources. Documentation that professional counseling has occurred will be required.

4. Students are expected to comply with all school policies during the pregnancy, including those regarding absenteeism and dress code. When the mother can no longer wear a uniform, she will wear maternity slacks consistent with the dress code and a maternity blouse with a straight hem consistent with the dress code. All other attire must also conform to the dress code.

5. Student-fathers are expected to provide personal and financial support to the mother and child.

6. The school expects a student-mother to remain in school for as long as possible in light of the health of the mother and baby until the baby is born. The student will return to school as soon as possible after adequate time for recupera-

tion and initial bonding. The normative period of absence is three weeks. A student-father's needs at the time of his baby's birth will be considered on a case-by-case basis.

7. After the baby's birth, the counselor will continue to provide supportive counseling for the student whether the baby is placed for adoption or parented by the student.

8. A student's children may not accompany him or her to any McNicholas school function on or off campus. A student-parent will be expected to be modest and private about the pregnancy. His or her behavior should be consistent with the roles and responsibilities that accompany the bearing of children.

9. The administration reserves the right to limit a student-parent's involvement in extracurricular activities and school representation during and after the pregnancy. Since each case is considered individually and evaluated by the administration and counselor, decisions will be made as circumstances warrant. Other considerations are also possible at the discretion of the administration.

10. Any student involved in a second pregnancy may be required to withdraw from McNicholas High School.

These guidelines set forth for a student who has conceived a child will be considered on an individual basis. In general, however, compliance with the above practices will be expected of all student-parents.

MARRIAGE

Under Catholic teaching, marriage is a sacrament reserved for mature individuals. Since marrying at a young age could impede to a sacramental union, McNicholas High School students may not be married while enrolled.

GENDER IDENTITY POLICY

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same. In Catholic schools, all curricular and extracurricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be according to the person's biological sex.
- Designate Catholic sex education, uniforms, and gender-appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

- In case of a specific request, consider compassionately, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

  1. What is the specific request of the student and/or parents?
  2. Is the request in keeping with the teaching of the Catholic Church?
  3. Is the school reasonably able to accommodate the request?

LIVING ARRANGEMENTS

Students, regardless of age, must live with their parents or legal guardian unless other arrangements are approved by the administration.

FINAL RECOURSE

The principal is the final recourse in disciplinary situations and reserves the right to interpret and apply any disciplinary rules at his or her discretion.

ATTENDANCE

Students are responsible for attending school regularly, being punctual, and following attendance procedures. Attendance is taken during each class period and is recorded by the number of times students miss a class. Parents are expected to be cooperative and honest in dealing with situations that interfere with regular school attendance.

When a student is absent from school for any reason, his or her parent must call the school (231-3500 ext. 5120) before 8:00 a.m. on each day the student is absent.

Parents, please provide the following information to the Attendance Officer or leave it on voice mail:

- *Student's name*
- *Student's grade*
- *Reason for absence*
- *A phone number where the parent may be contacted.*

Multi-day absences should be reported each day unless a circumstance such as hospitalization has been reported.

EXCUSED ABSENCES

McNicholas recognizes these categories of excused absences:

1. Personal illness or unavoidable medicalxc appointment. **Any absence that exceeds three days must be certified in writing by a physician or appropriate health professional.*
2. Illness in the family
3. Death of a relative

4. Legal court appointments
5. A transportation emergency
6. Quarantine of the Home
7. College visits and showcase tournaments (Please see the Counseling section for information about excused absences for college visits.)

Prior notice is required for some absences (such as college visits and college athletic camps/showcases) to be considered excused. Per the State of Ohio, the school requires students to provide documentation of excused absences, such as a doctor's note for absences that exceed three consecutive days.

The school recognizes college days as excused absences according to our College Visitation Policy. Parents must call at least one week in advance and report a student's absence for college days and athletic showcases and tournaments. Teachers will work with students to make up work resulting from an excused absence.

In the case of a foreseeable excused absence, make-up work should be arranged in advance. Students are expected to make up all work missed during an absence.

Tests and quizzes missed during an absence are to be made up as soon as possible within the number of days absent (i.e. two days absent = two days to make up). Parents of students who are absent for an extended time period because of illness should notify the main office and the counseling office so that arrangements can be made to get assignments from the student's teachers.

School-sponsored activities, such as retreats and field trips, do not count as absences.

UNEXCUSED ABSENCES

Unexcused absences are those that do not fall into any of the above categories. Students must accept the responsibility for unexcused absences and obtain makeup work. Teachers are not expected to provide make-up work in advance of an unexcused absence, including a vacation or non-school-related activity. Likewise, teachers are not expected to assist a student with learning material missed.

Please note that the student's academic and attendance standing will be considered and may influence the decision to deem missed days as excused or unexcused, even with prior notification. Please contact the Director of Student Life in these situations at least two weeks before the planned absence.

EXCESSIVE ABSENCES

Unexcused Absences in a class are considered excessive when they exceed 4 per quarter or 10 per school year. Students who are absent 10 or more days or who have a patteron of absences throughout the year, may be asked to produce a doctor's excuse. The student and parent are responsible for monitoring the number of absences. Class absences due to tardiness or early dismissal count toward the total. Students with chronic absences or tardies may be placed on Academic Probation. Excessive absences affect the school environment. Therefore, the administration may schedule a conference to discuss the absences.

The Ohio Department of Education and Workforce employs the following definitions for absenteeism and truancy:

- Chronic Absenteeism is defined as being absent 10% of the total school hours over the course of the academic year, regardless of whether the absences are excused or unexcused.
- Habitual Truancy is defined as being absent 30 consecutive hours without a legitimate excuse for the consecutive absences; or 42 hours in a month, or 72 hours within an academic year.

Because participation in classes affects learning, excessive absences may result in a grade reduction for a course or failure to earn credit for the course.

EdChoice Scholarships – Please note, to maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty unexcused absences during a school school year.

Students absent from school for more than two class periods (that is, until after 11:00), may not participate in any extracurricular activities on the day of the absence unless he or she has permission from the Director of Student Life. This applies, but is not limited to rehearsals, practices, games, and meetings.

The administration reserves the right to determine/review any special situation that may arise regarding attendance.

SCHOOL ARRIVAL and TARDY POLICY

The school day begins promptly at 7:40 a.m. Students not in class by 7:40 are tardy and must report to the Main Office for an admit slip. A tardy will result in one demerit.

Ordinarily, students should arrive at school no earlier than 7:15 a.m. Exceptions for earlier arrival times because of family needs are possible. Parents should contact the Director of Student Life in advance regarding approval of an early arrival time.

Once a student arrives at school, either by bus, private car, or on foot, they must go directly inside the building or report to the adult supervisor of a school activity. Loitering in the halls, restrooms, parking lots, etc., is strictly prohibited.

Students will not be issued a school locker and may not use a locker. Requests for exceptions based on special needs may be addressed to the Director of Student Life. For more information, see Lockers.

The school library normally opens at 7:00 a.m. and closes at 5:00 pm. Quiet study, quiet group study, and tutoring are appropriate activities in the library. Students staying on campus after 2:45 p.m. who are not supervised by a moderator, director, or coach must stay in the library. See Library Policies for more information.

TRUANCY

Truancy is defined as absence from school without school and/or parental knowledge and consent. Sanctions for truancy include the following:

1. Written notification to parents

2. Make up for all class time missed

3. Saturday Work detention, loss of lunchtime privileges, detentions, or a combination of these.

4. Failing grade for quizzes, tests, and class assignments missed because of the truancy

EARLY DISMISSALS

If a student must leave school before the normal dismissal time because of an appointment or other family emergency, the following procedure should be followed:

1. Submit a note from the parent (including parental signature) to the Attendance Officer on the morning of the early dismissal and receive an early dismissal slip.

2. Sign out in the main office before leaving school and present the early dismissal slip to the Attendance Officer.

3. If the student returns to school that same day, he or she must sign back in at the main office and present medical verification or a note signed by a parent to receive a return to class slip.

Any periods missed due to an early dismissal accrue against a student's four (4) absences per quarter.

Every effort should be made to schedule routine medical and dental appointments after school hours. No student will be permitted to leave school early unless these steps are followed. The school reserves the right to deny early dismissals.

STUDENT GUESTS: Students may not bring guests to school during ordinary school hours.

SERVICES FOR STUDENTS

MISSION AND MINISTRY

The Mission and Ministry Team leads the school community in and empowers students and ministers for:

- Prayer, Liturgical, and Sacramental Life
- Faith Building experiences through Retreats
- Christian Service within our community and the community at large

The continuum of complementary programs and experiences is grounded in and oriented toward a path through Encounter, Accompaniment, Community, and Mission.

FAITH BUILDING EXPERIENCES

Taking time periodically to focus on our relationship first with God and then with each other in deep and meaningful ways is central to our Catholic faith and key in providing our students opportunities to be able to grow toward Full Stature in Christ. The Mission and Ministry Team provides each student with resources for cultivating a rich faith life. The resources for each class year follow the path – inspired by the story of the road to Emmaus (Luke 24: 13-32) – of Encounter, Accompaniment, Community, and Mission.

Core Required Retreats for students are as follows:

- Freshmen and Sophomores participate in a Class Day of Renewal, with a focus on Growing in the Christian Community and Growing in the Spirit.
- Juniors participate in a Kairos Retreat, a four-day introspective experience grounded in the Sacramental life of the Church, that allows students time and space to know more deeply the love of God active in their lives and, as a result, to know more deeply who they are in a relationship with God and with others.
- Seniors participate in an Encounter Retreat experience that they choose from among various options. Options include the Appalachia Service Learning Retreat, the Society of St. Vincent de Paul Service Learning Retreat, and additional retreats to be announced. Senior retreats invite students to experience God's love in action as they serve a wider community.

Optional Retreat Experiences offer students opportunities beyond the core required retreats to enrich their faith lives. Optional retreats include experiences such as the Athletes' Retreat and the Damascus Leadership Retreat.

CHRISTIAN SERVICE

The Christian Service program challenges students to grow toward Full Stature in Christ by living Gospel values.

It is a graduation requirement that students complete at least 40 hours of service.

- 20 hours must be completed by the end of sophomore year.
- 20 additional hours must be completed before the student's senior service presentation (where the graduate-to-be makes a presentation in senior theology class on the service he or she has completed during high school).
    - The 20 hours of service required to be completed during the final two years must consist of working with people experiencing poverty. The intention is to push students beyond their comfort zone by practicing works of mercy in the spirit of Matthew 25: 31-46.

Of course, students are encouraged to perform more than the minimum required number of service hours. Please see the Christian Service webpage for a detailed explanation of our Christian Service program.

LITURGICAL AND SACRAMENTAL

Liturgical and sacramental celebrations enable students to experience the love of God through Catholic sacramental services, such as penance services and school-wide liturgies. The Mission and Ministry Department coordinates these experiences and trains selected students as liturgical ministers, such as Eucharistic ministers, lectors, servers, and musicians. Students are invited to help plan school liturgies.

LIBRARY

POLICIES

The library is open Monday- Friday from 7:00 a.m. to 5:00 p.m. unless otherwise posted. Students who come to the library at lunchtime or before or after school are expected to work quietly and maintain an atmosphere conducive to studying. Food and drink are not permitted in the library. Failure to follow library rules may result in disciplinary action and loss of library privileges.

LIBRARY RESOURCES; PENALTIES FOR FAILURE TO RETURN/RENEW MATERIALS

Library items include books, eBooks, textbooks, tablet chargers, headphones, magazines, and other AV items. The library subscribes to several databases for student and teacher use.

Students must present their school ID to check out library materials. Reminder notices are sent via email two days before items are due and every day after an item is due.

Failure to return/renew items on or before the due date will result in fines, which accrue daily. Students will receive a detention for books that are a month overdue and equipment (tablet chargers) that is two weeks overdue. Students will also receive a detention for unpaid fines.

Circulating Loan Limits and Late Fees:

- Books: 3 weeks; Late fees = $.10/day
- Textbooks (assigned by teachers): 6 weeks; Late fees= $.10/day
- Tablet Chargers: 2 days; Late fees= $.25/day

ONLINE PUBLIC ACCESS CATALOG (OPAC)

To access our OPAC, visit “McNicholas Library” under the Academics tab at www.mcnhs.org. Log on to our OPAC to

- Search the library catalog for books and eBooks
- See which items you have checked out
- See if you have any fines
- Reserve books
- Update your text notification information

Log on by clicking the "Log On" button in the upper right-hand corner of the screen.

- Username: Your McNicholas email address
- Initial Password: rockets1 (You may change this after initially logging in)

SORA

Our library offers eBooks and audiobooks through the reading app SORA. To access these free books:

1. Go to https://soraapp.com/library/hccitcoh
2. Find "Archbishop McNicholas High School" in the dropdown box
3. Your username is your McNicholas student number (not full email address)
4. The password is “rockets”

For assistance, visit the library or email Mrs. Almer, Librarian, at calmer@mcnhs.org.

TECHNOLOGY

McNicholas High School provides students with Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in 21st century life and work by providing them with electronic access to a wide range of information and the ability to communicate with people worldwide. Please see Appendix B for the Technology Responsible and Acceptable Use Policy.

COUNSELING

The McNicholas High School Counseling Department’s mission is to nurture the holistic development of each student in his or her academic, personal, and spiritual growth. School Counselors believe that each individual is unique, support students to strive for personal excellence, and facilitate building skills needed for future college and career success.

Each student is assigned a counselor based on the first letter of his or her last name and keeps the same counselor throughout all four years.

COURSE SELECTION AND STUDENT SCHEDULES

The Counseling Department’s primary responsibility is to interpret placement and curricular offerings to students and parents. Students are recommended for courses based on classroom performance, teacher recommendations, and (for incoming freshmen) placement test scores. Proper placement is critical to student achievement and academic growth. Students choosing to take a course above their recommended level are responsible for finding the resources they need to be successful.

SCHEDULE CHANGES

Schedule changes are permitted after careful discussion among the parent, student, and counselor. Counselors should be contacted in August if an initial schedule contains an error and must be corrected.

Since specific course selections are made with much effort and consideration on the part of students, teachers, parents, and school counselors, schedule changes requested after June 1 require a $50 fee and parent approval.

- After September 1, schedules will be changed only if necessary for academic placement and require a teacher recommendation.
- Semester courses that begin in January may be adjusted during the first week of classes.

TRANSCRIPT OF CREDITS

- Freshmen, sophomores, and juniors request a transcript directly through their school counselor.
- Seniors request transcripts electronically via Naviance Family Connection. There is a $10 transcript fee for senior year, which includes unlimited transcripts sent to institutions of higher learning and scholarship applications.
- Alumni request transcripts via the Alumni Transcript Request form on the school website. There is a $7 fee per alumni transcript sent.

INDIVIDUAL COUNSELING

Academic, college, and personal counseling services are available for all students. Students, counselors, parents, or teachers may refer students for individual counseling. Counselors provide parents with referrals to other mental health professionals as needed.

SMALL GROUP AND COMMUNITY COUNSELING

Counselor-facilitated small groups are formed throughout the year as needed. A signed parental permission form is required before a student may participate. Students, counselors, parents, and teachers may refer students to counseling groups.

In the event of a school-wide tragedy, the Counseling Department is prepared to include counseling professionals from the county mental health departments, surrounding schools, and the Mission and Ministry staff to provide a superior ratio of support for the students and school community.

CONFIDENTIALITY

As professional school counselors, we adhere to the legal and ethical guidelines of the American School Counseling Association (ASCA) regarding confidentiality. We "recognize our primary obligation for confidentiality is to the student but balance that obligation with an understanding of the family or guardians' legal and inherent rights to be the guiding voice in their children's lives" (ASCA Code of Ethics, 2010, A.2.d).

Counselors are mandated to break confidentiality when:

- A student poses a danger to self or others
- A student discloses instances of abuse

- When a court orders the disclosure of confidential information
- When the student waives confidentiality.

Instances of frequent, ongoing counseling services with a student may result in disclosure of information, with the student's knowledge, to the guardian for the student's well-being.

JOB SHADOWING
Juniors are permitted one excused absence for a job shadowing opportunity. School days for which attendance of the whole student body is critical, such as testing days or special assemblies, are not excused job shadow days. A parent or guardian should notify the attendance office of their student's absence.

COLLEGE VISITS
Seniors and second-semester juniors are permitted excused absences for college campus visits. Students are permitted to take college visit days at their parent/guardians' discretion, as long as the number of days is not deemed excessive. School days for which attendance of the whole student body is critical, such as testing days or special assemblies, are not excused college visit days. A parent or guardian should notify the attendance office of their student's absence.

COLLEGE APPLICATION POLICIES AND PROCEDURES
To help families navigate the college exploration and application process, the Counseling Department provides targeted planning resources and timelines to all students during their junior year.

Students and families must pay close attention to deadlines when applying for college admission and scholarships. Ultimately, students are responsible for submitting all necessary application materials on time.
The student and his or her family are responsible for communicating with the counseling department about NCAA eligibility and registration.

STUDENT RECORDS
Student records are private and accessible only to school administrators (including the principal), the teachers who are working with the student, and the students' parents/guardians who make official requests. Parents/guardians are asked to make a request for records in writing 24 hours in advance. An appointment shall be made to view the records the school retains for the student. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The Counseling Department maintains a cumulative pupil personnel record for all students. This includes, but is not limited to:

- Identifying data

- Achievement test scores
- Psychological tests
- Interest inventory results
- Health data
- Family background information
- Teacher or counselor ratings and observations
- Verified reports of serious or recurrent behavior patterns, etc.

Teachers with a legitimate professional need also have access to student files.

WITHDRAWAL

When a student withdraws from McNicholas, the parent or guardian must notify the Director of Admissions and Enrollment to begin the process. A transcript of grades will not be issued until all financial obligations are met per the Enrollment Contract.

A student may be asked to withdraw for academic reasons from McNicholas High School if it has been determined the school cannot meet the student's instructional needs or if the student or parents/guardians have not cooperated with the academic team in the educational process of the school. McNicholas High School may disenroll a student if a parent/guardian is unwilling to act in accordance with the school's request for withdrawal due to academic reasons.

Withdrawal/Disenrollment of Students Based Upon the Conduct of Parents/Guardians

McNicholas High School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process. In such cases, principals shall contact their assigned Regional Director before the withdrawal is implemented.

In this event, the following procedure shall occur:

1. Written notice will be sent to the parent/guardian and student describing the reasons for the student's potential disenrollment.

2. A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the disenrollment.

3. A summary report detailing the reasons for the disenrollment will be sent to the Superintendent of Schools.

4. A parent/guardian who believes his/her child has been disenrolled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

ACCURACY OF INFORMATION

Refusing to provide requested information to the school, or providing false, incomplete, or inaccurate information to the school, may result in the denial or revocation of admission and/or disciplinary action, up to and including suspension and expulsion

HEALTH SERVICES

COVID-19

Everyone at McNicholas must understand the risks of contagion and take special precautions and responsibilities to minimize the risks.

HEALTH SERVICES GENERAL POLICIES

The health room is in the main office. If a student becomes ill, he or she must report immediately to the main office. The student should sign the health room register and will be seen by the school nurse or receptionist.

Parents will be notified if the student needs to be sent home. **No student will be permitted to leave school grounds for any reason unless the school has obtained parent/guardian permission.**

All students must have required immunization records on file with the school.

Immunizations

McNicholas High School complies with the minimum immunization requirements set forth by Sections 3313.67 and 3313.671 of the Ohio Revised Code. Although McNicholas High School complies with those minimum requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a parent's/guardian's conscience or religious conviction, objection, or by revoking a previous exception

MEDICATION POLICY

Administering Medications to Students (O.R.C. 3313.713) Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school. That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so. In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2) The school receives a statement, signed by the prescriber, that includes the following information:

a) The name and address of the student;

b) The school and class in which the student is enrolled;

c) The name of the drug and the dosage to be administered;

d) The times or intervals at which each dosage of the drug is to be administered;

e) The date the administration of the drug is to begin and end;

f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and

g) Special instructions for administration of the drug, including sterile conditions and storage.

3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the - 18 - school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following: (1) The student's name and address; (2) The names and dose of the medication contained in the autoinjector; (3) The date the administration of the medication is to begin and end, if known; (4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector; (5) Circumstances in which the autoinjector should be used; (6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis; (7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber; (8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication; (9) At least one emergency telephone number for contacting the prescriber in an emergency; (10) At least one emergency telephone number for contacting the parent/guardian; and (11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

- Students needing to take medications at school must bring the medications in their original containers, clearly marked for dispensation. The school will keep a record of all medications given.
- Medications cannot be kept for an extended period and in no case beyond one academic year.
- No medication, whether prescription or over-the-counter, may be taken unless a completed form is on file signed by the family physician and the parent. All medications must be kept in the nurse's office and must be administered there.

If you have any questions, please call the school nurse at (513) 231-3500 x5130.

Medication Administered at School

The school nurse, or designated school personnel, who has completed a drug administration training program, conducted by a licensed professional, may administer medication (prescription and over the counter) upon proper completion of a signed medical authorization form. This must be signed by the parent(s)/guardian(s) and prescribing -19 - physician. A note from the student's parent/guardian or verbal permission is not considered acceptable for school personnel to administer medication. Medication sent to the school must be in its original container and have an affixed label indicating the student's name, name of the medication, dosage, route of administration and times of administration. Medication shall be brought to the office in the original bottle by the parent/guardian. No medicine (prescription or over the counter) may be kept by the

student in the desk, backpack, lunch box, etc. or on his/her person. Exceptions may apply such as treatment for food allergies, asthma, or diabetes

DIABETIC CARE POLICY

McNicholas High School complies with Section 3313.7112 of the Ohio Revised Code regarding diabetes care. McNicholas High School is committed to ensuring students who have diabetes receive appropriate and needed diabetes care in accordance with an order signed by the students' treating physician. Such care must include the following:

1. Checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;

2. Responding to blood glucose levels that are outside of the student's target range;

3. In the case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;

4. Administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;

5. Providing oral diabetes medications;

6. Understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the order of the student's treating physician;

7. Following the treating physician's instructions regarding meals, snacks, and physical activity; and

8. Administering diabetes medication, as long as the administration is performed by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code.

Within 14 days of receiving an order signed by the treating physician of a student with diabetes, the school shall inform the student's parent, legal guardian, and/or other person having care or charge of the student that the student may be entitled to a school accommodation plan regarding the student's diabetes. School Administration of Diabetes Medications Diabetes medication may be administered by a school nurse or, in the absence of a school nurse, a school employee who is trained in diabetes care under Section 3313.7112(E) of the Ohio Revised Code and so long as all of the following are satisfied: 1) The school receives a written request, signed by the student's parent, legal guardian, and/or other person having care or charge of the student, that the drug be administered to the student. 2) The school receives a statement, signed by the prescriber, that includes all of the following information: a) The name and address of the student; b) The school and class in which the student is enrolled; c) The name of the drug and the dosage to be administered; d) The times or intervals at which each dosage of the drug is to be administered; e) The date the administration of the drug is to

begin; f) The date the administration of the drug is to cease; g) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency; and h) Any special instructions for administration of the drug, including sterile conditions and storage. 3) The parent, legal guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber to the school if any of the information provided by the prescriber pursuant to section (2) above changes. 4) The person authorized by the school to administer the drug receives a copy of the statements referenced in section (2) and (3) above. 5) The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. 6) Any and all other procedures required by the school are followed.

If a drug is administered to a student, the school shall acquire and retain copies of the written requests required by section (1) above and the statements required by sections (2) and (3) above. Additionally, the school shall ensure that by the next school day following the receipt of any statement required by sections (2) and (3) above, a copy is given to the person authorized to administer drugs to the student for whom the statement has been received. Diabetes medication that is to be administered at school shall be kept in an easily accessible location. Parents, legal guardians, and/or other persons having care or charge of the student with diabetes are responsible for providing the needed medication and supplies (including but not limited to foods for treating low blood glucose) for the student.

Student Administration of Diabetes Medications

On written request of the parent, legal guardian, and/or other person having care or charge of a student and authorization by the student's treating physician, a student with diabetes shall be permitted during regular school hours and school-sponsored activities to attend to the care and management of his/her diabetes in accordance with the order issued by the student's treating physician so long as that physician determines that the student is capable of performing diabetes care tasks. The student shall be permitted to perform diabetes care tasks in a classroom, in any area of the school or school grounds, and at any school-related activity, and to possess on his/herself at all times all necessary supplies and equipment to perform these tasks. If the student or the parent, legal guardian, and/or other person having care or charge of the student so requests, the student shall have access to a private area for performing diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than his/her own care, the school may revoke the student's permission to attend to the care and management of the student's diabetes.

Non-Restriction Disclaimer
The school shall not restrict a student who has diabetes from attending the school on the basis that the student has diabetes, that the school does not have a full-time school nurse, or that the school does not have an employee trained in diabetes care. The school shall not require or pressure a parent, legal guardian, and/or other person having care or charge of a student to provide diabetes care for the student with diabetes at school or school-related activities.

FOOD ALLERGY GUIDELINES

The following guidelines will assist in recognizing and treating allergic reactions while ensuring that students with food allergies are safely included in school activities.

STAFF RESPONSIBILITIES

- Review each allergic student's Emergency Care Plan as needed and at the beginning of the school year.
- Place notification in substitute folder.
- Notify parents of students with food/health related conditions at least three days in advance when food will be used in a class activity.
    - Peanuts/nut products may not be used in classroom activities.

STUDENT RESPONSIBILITIES

- Know the signs and symptoms of their allergic reactions.
- Follow the allergic child's motto: "When in doubt, do without!"
- Carry emergency medication responsibly.
- Be able to demonstrate proper administration of the epinephrine auto-injector.
- Notify an adult immediately if experiencing symptoms of an allergic reaction.

PARENT RESPONSIBILITIES

- Inform the school nurse, classroom teacher, food service department, and (if applicable) school district transportation department of their child's allergy before the beginning of each school year.
- Obtain a "Food Allergy Emergency Action Plan and Medication Form" from the school and have a physician complete it.
- Provide a written medication order from the student's physician to be kept on file at the school.
- Provide the school with emergency medication with a doctor's signature.
- Inform other school activity coordinators (athletic departments, after-school programs) of their student's allergy and provide emergency medication.
- It is suggested that Parents:
    - Provide a picture of their student for the Emergency Care Plan.
    - Consider purchasing an identification bracelet for their student.

SCHOOL NURSE RESPONSIBILITIES

- Include the student's name on the Alert List.
- Write an Individualized Health Plan (IHP) and/or Emergency Action Plan for the student and distribute it to appropriate staff.
- Train other staff members to administer emergency medication.
- If possible, attach a picture of each student with allergies to appropriate forms.
- Orient students with allergies to the Health Room if necessary.
- Review the use of epinephrine auto-injectors with staff.

- Notify parents of expiration dates on auto-injectors, Benadryl, and any other medication the student has on file.
- Reinforce allergy education with the student as needed.
- Review the IHP and Emergency Action Plan annually and as needed with appropriate staff.

These guidelines are for classrooms, not the Café/Student Union or concessions.

Archbishop McNicholas High School Overdose Reversal Drug Policy

Purpose

Archbishop McNicholas High School is committed to providing a safe and responsive environment for all students, staff, and visitors. In accordance with Ohio law, McNicholas High School elects to obtain and maintain a supply of approved overdose reversal drugs (such as Naloxone) for use during a suspected opioid-related emergency. Naloxone is a medication found to reverse the effects of opioid related drug overdose. The purpose of this policy is to establish guidelines and procedures for administration and use of Naloxone by school personnel in response to suspected overdoes occurring on school property. Compliance with State Law Archbishop McNicholas High School will conform to Ohio law requirements regarding the procurement, maintenance, storage, and emergency use of overdose reversal drugs.

Maintenance of Supply

- The school will maintain an adequate and readily accessible supply of overdose reversal drugs in designated locations on campus.
- Supplies will be replaced upon expiration, following use, or when otherwise required.
- The school nurse is responsible for monitoring expiration dates, inspecting the condition of the medication, and replenishing stock as needed.

Procurement of Naloxone

McNicholas shall obtain a standing order for Naloxone by a licensed medical prescriber, which authorizes the school to obtain, store and administer Naloxone in compliance with this policy

Storage Requirements

- The overdose reversal drug supply will be stored in a secure but easily accessible location designated by school administration.
- Stored with Naloxone will be nitrile gloves, CPR barrier and step by step instructions for administration of Naloxone.
- Storage conditions must meet all manufacturers and state guidelines.

Use and Administration

Trained school personnel may administer an overdose reversal drug in good faith when a student, staff member or individual on school premises is reasonably believed to be experiencing an opioid overdose.

- Administration may occur during the school day or during school-sponsored events.
- Assess the individual and determine if the person is exhibiting signs and symptoms of a drug overdose. If assessment is consistent with drug overdose administer Naloxone to the individual suffering the suspected drug overdose.
- Signs of possible drug overdose:
- Blue or purple fingernails and lips.
- Unresponsive to voice or touch.
- Pinpoint pupils (center part of eye is very small)
- Slow, irregular, or stopped breathing.
- Slow heartbeat or low blood pressure.
- Pale, clammy skin.
- Emergency medical services (EMS) will be contacted as soon as practicable, either before or after administration. Continue to observe, monitor and support the individual suffering the suspected overdose until EMS arrives.

Training Requirements

Before any school employee may administer Naloxone under this policy, the employee must successfully complete training in the use of Naloxone.
Archbishop McNicholas High School will ensure that designated staff receive training on:

- Recognition of the signs and symptoms of opioid overdose
- Proper administration of overdose reversal drugs
- Emergency procedures following administration
- Maintenance and storage procedures for the supply

Training will follow state guidelines and be renewed as required. Documentation will be maintained by the school nurse.

Reporting Requirements

Following the emergency administration of an overdose reversal drug, complete a report of the incident (using the Naloxone administration form) as soon as practicable to:

- The school principal
- The parent or guardian of the student involved

Donations

- Archbishop McNicholas High School may accept donations from individuals or organizations specifically for overdose reversal drugs/supplies.
- All donations will be processed in accordance with school financial procedures.

Policy Compliance

The school will review and update this policy as needed to maintain compliance with state law. School administration shall take reasonable steps to notify students and their parents/guardians of this policy.

Liability Protection

Under Ohio law, trained school staff who administer Naloxone in good faith to a person who is apparently experiencing an opioid-related overdose are protected from certain types of civil and criminal liability.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities allow students to develop their skills and interests beyond the scope of the academic day. The primary purpose of extracurricular activities is personal growth for the participants and benefits for others resulting from the participants' efforts.

The administration approves all extracurricular organizations and events. Social events must be held in school facilities unless otherwise approved by the Director of Student Life, and they must be adequately supervised and chaperoned by parents and/or professional personnel.

ACTIVITIES

McNicholas students have the opportunity to get involved in a number of organizational activities. For a list of McNicholas sponsored activities please go to mcnhs.org and view our interactive viewbook for our activity listing.

STUDENT DANCES

McNicholas' dances are non-smoking, alcohol-free, and drug-free events for McNicholas students and their guests. If students choose to leave a dance, they may do so at the designated time for each dance, but they may not return to the event. For the safety of our students, McNicholas reserves the right to use Breathalyzers school and at all school-sponsored events.

HOMECOMING

Homecoming is scheduled in the fall. The homecoming court consists of senior men and women. Homecoming alumni events are planned by the Manager of Alumni Relations and Special Events.

MARDI GRAS

McNicholas High School is proud of its annual tradition of Mardi Gras. This semi-formal evening honors a court of student-nominated senior men and women who have distinguished themselves through exemplary dedication to the school during their high school careers. A dance open to McNicholas students follows the ceremonies.

Nominating & Voting Procedures

In December, students nominate two young men and two young women from their class. The Mardi Gras Committee tallies the nominations, and the names of all students receiving two or more valid nominations from their peers are presented to the teaching faculty/staff.

At least three criteria must be met for a nomination to be valid.

A student's disciplinary record will be reviewed. A student will be removed from the ballot or court for academic dishonesty, drug/alcohol infractions, or suspensions. Behavior is examined from Mardi Gras one year to Mardi Gras the next year. Should a student who has been removed from the ballot have sufficient votes from previous years to be elected to the court or honor guard, that honor may be denied him or her if the incidents were of sufficient severity.

Two rules exist beyond the above:

1) No student may be on the honor guard for more than one year.
2) The young woman and man crowned as Homecoming Queen and King may not reign as Mardi Gras Queen or King.

PROM

This spring dance is sponsored by the senior class and is attended by seniors and juniors. A king, queen, and prom court selected by the faculty and administration are honored during the prom festivities. The dinner and dance run from 7:00 p.m. until 11:00 p.m. Sophomores may attend if invited by a McNicholas junior or senior. Freshmen are not permitted to attend Prom or After Prom.

ATHLETICS

McNicholas High School is a member of the Greater Catholic League (GCL) Co-ed Division and Ohio High School Athletic Association. We offer an array of teams on the varsity, junior varsity, and freshman levels. We encourage active participation in the sports programs by all students. Sports schedules are also on the website under each team and also on the school calendar.

KEY RULES OF OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

- Recruitment of students for athletic purposes by anyone affiliated with a school is prohibited.
- Transferring from one high school to another affects a student's athletic eligibility.

For details, please either contact the Director of Admissions & Enrollment or the Director of Athletics, or consult the OHSAA website, www.OHSAA.org

ATHLETIC PARTICIPATION REQUIREMENTS

Per the Ohio High School Athletic Association and McNicholas High School, all student-athletes must complete the following requirements before the first day of tryouts/practice:

- Be academically eligible per OHSAA and McNicholas guidelines
    - Incoming freshmen must have passed a minimum of five subjects in the fourth quarter of their eighth-grade year.
- Have the following forms completed and on file in the athletic office (and any other appropriate offices):
    - OHSAA Physical Form
    - Archdiocese of Cincinnati Medical Consent Form
    - Travel Consent Form
    - Ohio Department of Health Concussion Information Form
- Pay all athletic and booster fees to the McNicholas High School Athletic Department

COMMUNICATIONS POLICIES

Open and timely communication among parents, students, and the professional staff is essential to the development of the school community.

We urge parents and students with concerns to communicate them as soon as possible to the staff member closest to the issue who can address it. Students or parents should not hesitate to bring up a question or concern to an administrator, faculty member, staff member, or coach constructively and with civility.

- Students or parents who have concerns about the actions of a teacher or coach should first speak with the teacher or coach.
- If the concern remains unresolved after the conversation, the next step is to speak with the immediate supervisor— usually the department head.
- The next step is the appropriate administrator.

When students or parents express concerns about faculty members or coaches to administrators, administrators ordinarily will abide by this protocol:

1. The first conversation will be between the student and the teacher or coach. If the student is reluctant to speak with the teacher or coach, the student will meet with her or his counselor for advice about how to meet with the teacher or coach.
2. If the problem remains unresolved, the parent will communicate with the teacher or coach (with or without the student as decided by the teacher or coach and parent).
3. If the problem remains unresolved, the parent and/or student will communicate with the appropriate administrator:
    - Director of Curriculum or Principal regarding academic matters
    - Director of Student Life regarding disciplinary or extracurricular matters
    - Director of Athletics regarding athletic matters

A student may proceed directly from step 1 to step 3 if the administrator approves.

Sometimes, people lose track of messages. If an administrator, teacher, or staff member does not respond to an inquiry from a student or parent within two class days, the student or parent is encouraged to contact the principal. If a coach does not respond within two class days, the student or parent is encouraged to contact the Director of Athletics.

CALENDARS

An updated calendar appears on mcnhs.org. We encourage families to refer to the posted calendar often. This calendar includes important dates and information concerning the school community.

WEEKLY NEWSLETTER

McNicholas emails a newsletter every Wednesday while classes are in session to the parents of all current students. This newsletter is the primary means of communication between the school and the parents.

Parents, please be sure that the school has your current e-mail address on file.

DAILY ANNOUNCEMENTS

Official announcements are made at the beginning and end of most school days. A moderator or administrator must approve all student-written announcements. Information is also sent using email, bulletin boards, and lunch announcements. Students are responsible for listening closely to all pertinent announcements and checking email several times daily.

AUTOMATED NOTIFICATION SYSTEM

McNicholas High School uses an automated notification system of phone calls, texts, and emails to inform students and parents about closings, early dismissals, delays, and emergencies.

Please notify the school promptly of any changes to phone numbers, home and email addresses.

WEATHER EMERGENCIES

Notice of school closings due to weather emergencies will be announced by our automated system, certain media outlets, and social media. We strive to announce these decisions by 6:00 a.m.

Student absences authorized by parents because of emergency transportation difficulties are excused absences. Parents always decide whether a student should come to school because of road condition concerns.

Whenever a student is absent on a day when the student's public school district cancels transportation, there is no need for the parent to call the main office to report the absence.

SCHOOL LOGO AND BRANDING

The names "McNicholas High School," and "McNicholas", the academic and athletic logos, and other related logos are the exclusive property of McNicholas High School. No one is authorized to use, sell, or distribute materials or items of any kind that use the names "McNicholas High School" or "McNicholas" without the expressed written permission of the school Director of Communications and Marketing.

SOCIAL MEDIA

No social media accounts, including but not limited to Facebook, Twitter, and Instagram, may be created using the "McNicholas High School," and "McNicholas" name or any school or sports logos without the expressed written permission of the Director of Communications and Marketing. This includes but is not limited to individual sports team accounts and school clubs or groups.

PARENT ORGANIZATIONS

Generous volunteer service by parents builds relationships among McNicholas parents and provides resources that enhance opportunities for students.

Parent Club

Parent Club provides opportunities for parents to support and volunteer throughout the school year at different school events. Parents of all McNicholas High School students are automatically members of this vital part of the school community.

ROCKET NATION (ATHLETIC BOOSTERS)

This group actively supports McNicholas High School's athletic programs. Any adult interested in giving additional support to the athletic program is welcome to join the Athletic Boosters Association.

MUSIC/BAND BOOSTERS

Band, Concert Choir, and Flag Corp are supported by this organization of involved parents. All parents of student musicians are encouraged to join the Music Boosters and actively participate in the fundraising activities that make the program successful. This group meets regularly throughout the school year. For information, contact the music director, Mr. Keith Nance (231-3500 ext. 5156).

THEATRE BOOSTERS

This group actively supports the theatre department and thespian troupe through fundraising and staffing productions in ticket sales, ushering, and concessions. In addition, the boosters provide transportation to competitions and assist with chaperoning the annual thespian conference.
Parents of student thespians and McNicholas thespian alumni are invited to join the Theatre Boosters.

PARENTS ACROSS CULTURES

Members promote diversity and inclusion at McNicholas. For information, contact the Principal.

GENERAL INFORMATION

CAFE/STUDENT UNION (LUNCH)

The Cafe/Student Union is operated by Five Star Food Service. Students may purchase items using the kiosks with funds loaded by his or her parents electronically. Students may also add money to their card balance at the kiosks. To add money to accounts using checks, make them payable to Five Star Food Service and deliver them to the main office.

GUIDELINES FOR STUDENTS ON CAMPUS AFTER DISMISSAL

McNicholas High School strives to be a vibrant, engaging community for our students. In fact, that sense of community is frequently mentioned as one of our strengths. But like every community, we need to have rules and guidelines so that it continues to be a healthy, productive place for its members.

When school is dismissed at McNicholas, students generally do one of three things:

1. Leave the campus immediately.
2. Stay for extracurricular activity, rehearsal, or athletic game or conditioning under the guidance and supervision of moderators, directors, or coaches.
    a. Students remaining on campus for these purposes should go directly to the area designated by the adult leader of the activity. When the activity ends, they should leave campus immediately or go to the library until it closes at 5:00.
3. Go to the Library to work on homework or wait for a ride.

Students not engaged in an adult-supervised activity after 5:00 should leave campus.

PARKING

Students who drive to school must park in school lots. Students apply for a parking permit each school year. Limited space for student parking is provided in designated areas for students with a student parking permit. Permits are issued by the Assistant to the Director of Student Life.

The student parking permit fee is $100.00 per year. Parking permits issued after the 2nd semester begins are $60.00 regardless of when the student purchases the spot (if spots are available at the time of the request). Seniors receive priority, then juniors and sophomores.

Any car on school property is subject to search. Students who purchase a parking permit and use school parking facilities agree to abide by school regulations regarding parking lot use. Reckless driving or unauthorized student parking on school property may result in Saturday work detention and/or loss of parking privileges. Students may not park in faculty or visitor parking spots.

NOTE: There is no off-street parking near McNicholas High School.

SCHOOL BUSES

Some public schools' Boards of Education provide transportation to McNicholas High School students. Good student behavior on the buses is mandatory. All bus schedules come from your local school district's transportation office and is the parent/guardian responsibility to schedule by June 30th before the start of the school year. Please contact them if problems occur with scheduling/routes.

- FOREST HILLS: (513) 231-3335
- NEW RICHMOND: (513) 553-0266
- CINCINNATI PUBLIC: (513) 363-7433

DUTY TO REPORT CHILD ABUSE

If there is a suspicion of child abuse, the school is bound by law to notify the proper authorities.

LOCKERS

- A student may request a locker by contacting the Director of Student Life.
- A student may use only a school-issued lock for his or her locker. Students must keep his or her locker locked at all times.
- Lockers are the property of McNicholas and may be inspected by any authorized school official at any time. Periodic canine searches of lockers or the school parking lot may take place.
- McNicholas is not responsible for the contents of the student's locker.

LOST AND FOUND

A lost and found service is in the school main office. Students should check the lost and found before reporting any missing items to the Director of Student Life. The school secretary will try to return items with names marked on them to the proper owner.

USE OF SCHOOL FACILITIES OUTSIDE SCHOOL HOURS

School facilities are available for most school-related activities. Organizations wishing to use these facilities must schedule the time and location at least one week before the event by contacting the main office.

The Director of Athletics schedules all activities for the gym and coordinates all other use-of-building scheduling. Any organization wishing to use the facilities must fill out a "Use of Building Form" acquired from the Athletic Director.

WORK PERMITS

Application forms for work permits are obtained from the main office. At least 24 hours' notice is required. The application for a work permit is processed through the student's public school district office.

FEES FOR SPECIAL COURSES

If a course has fees, they will be explained to students at the time of registering for the course.

FIELD TRIPS

Occasionally, teachers schedule enrichment experiences on or off campus. If a field trip calls for a student to miss time in a class other than the class hosting the field trip, a student may participate only if the teacher of the missed class does not object due the student's academic performance or excessive absences. Students on the academic ineligibility list may not go on field trips. A student may be excluded from the field trip at the discretion of the school administration.

Transportation for field trips may be by chartered bus, the school van, parent-driven cars, or student-driven cars. Students may drive their own cars or ride in cars driven by other students only if a parent has signed the appropriate permission form in Final Forms. Students must be in full school uniform for field trips unless the administration has agreed to an exception.

Students on any field trip are responsible for the content and assignments of all classes missed.

ROCKET PRIDE INFORMATION

SCHOOL NICKNAME
Rockets

SCHOOL COLORS
McNick green, black, and white

SCHOOL MOTTO
That Youth May Attain Full Stature in Christ

SCHOOL FLAG
The flag of McNicholas High School was a special gift from the Class of 1989. It flies proudly in front of the Auxiliary Gym.

SCHOOL ALMA MATER
O Lord, You call us all to be your people, joined as one,
And so fulfill our destiny to shine forth like the sun.
Here in this place we come to learn and strive for heaven above.
We pray that we may always burn with faith and hope and love.
And so, we of McNicholas will forever pledge to be
A city shining on a hill, a strong community.

And in our lives, O Lord, may we fulfill what we now sing:
Our motto is “that we may be like Christ in everything.”

SCHOOL FIGHT SONG
Cheer, cheer for McNicholas High
Bonded together, that is our cry.
Never leave it just for one
Bonded together we get things done.
Green and white are our colors true.
We have no time to be sad or blue
For our days at MHS
Are numbered among the best.
FIGHT! FIGHT! FIGHT!

SCHOOL RING
The school ring bears the McNicholas shield and emblem and the student’s graduation year. Students may purchase rings during the first semester of their sophomore year. Sophomores meet with the Herff Jones representative and receive brochures/ordering information during the fall. Rings are distributed in the spring. For information, contact Graduate Service (our Herff Jones local representative) at 513-272-5890, or go to graduateserviceinc.com.
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SCHOOL SHIELD

The school shield is taken from the coat of arms of John T. McNicholas, who was the ordinary in Cincinnati from 1925 to 1950. The plough refers to Cincinnatus, a Roman farmer who became a hero, and the three crosses symbolize the Blessed Trinity and are called “fitchy gules” since they would be thrust into the ground after plowing. The black and white cross is the symbol of the Dominican order of which McNicholas was a member. The eagle and the three globes are part of his personal crest.

McNicholas High School reserves the right to amend the policies and the rules established in this handbook at any time. Any changes will be announced in the weekly newsletter and on the school website.

APPENDIX A: HARASSMENT, INTIMIDATION, AND BULLYING POLICY

General

a. McNicholas High School (the "School") stipulates that any form of harassment, intimidation, or bullying— regardless of where, how, or when it takes place, is expressly forbidden.

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

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

Definition of Terms

1. "Electronic act" means an act committed using a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

- a. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

b. Violence within a dating relationship.

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

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

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

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

Types of Conduct
McNicholas High School reserves the right to require a student to participate in counseling/therapy as an ongoing means of remedying behavioral issues, or as a condition of returning to school at all. By signing this Handbook, all students and parents/guardians agree that they will provide whatever authorization is necessary for McNicholas High school to speak with the counselor, therapist, or other mental health professional in such instances to ensure the students' behavioral issues have been or are being fully addressed. As with the method and extent of any disciplinary measures, McNicholas High School reserves final judgement in these matters. The code of conduct and rules stated in this handbook are not exhaustive. There may be inappropriate incidents that occur which are not stated here. In all disciplinary matters, administration and faculty reserve the right to apply disciplinary measures based on their professional and educational discretion. Additionally, please see the Conduct Disclaimer section below.

- Harassment, intimidation, and bullying can include many different behaviors including, but not limited to: overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
    a. Engaging in unsolicited and offensive or insulting behavior
    b. Physical violence and/or attacks
    c. Threats, taunts, and intimidation through words and/or gestures
    d. Extortion, damage, or stealing of money and/or possessions
- Exclusion from a peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying"). Examples of cyber-bullying include, but are not limited to, the following:
- Posting slurs on the Internet, websites, blogs, or social media/networks;

- Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints

Formal Complaints
Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, or bullying. Reports shall be reasonably specific and include:

- The persons involved
- The number of times and places of the alleged conduct
- The target of the suspected harassment, intimidation, or bullying
- The names of any potential witnesses.

Reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or Director of Student Life.

Informal Complaints
Students and/or their parents/guardians may make verbal informal complaints of conduct that they consider to be harassment, intimidation, or bullying by speaking to a teacher, School administrator, or other School personnel. Informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying and include:

- The persons involved
- The number of times and places of the alleged conduct
- The target of the prohibited behavior
- The names of any potential witnesses.

A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. Written reports shall be promptly forwarded to the principal or Director of Student Life.

Anonymous Complaints
Students who make informal complaints as set forth above may request that their name be kept confidential by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent any action taken:

(1) Does not disclose the source of the complaint

- Is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Criminal Misconduct
Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to law enforcement and/or Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.
Conduct Disclaimer
No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters

School Personnel Responsibilities

Teachers and Other School Staff

1. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or the Director of Student Life of the event observed and shall promptly document the events witnessed.
2. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or the Director of Student Life of such reports.
    i. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or the director of Student Life.
    ii. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or the Director of Student Life.

3. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate

such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior.

School personnel should promptly intervene whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

Administrator Responsibilities

1. Investigation

a. The principal or the Director of Student Life shall document the investigation, including any conversations with the alleged offender(s), victim, students, or other witnesses. Written statements may also be obtained from these individuals.

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

2. Response

a. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or Director of Student Life. The intent of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

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

c. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no single prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision of whether to impose discipline and the extent of such discipline is left to the professional and educational discretion of the principal or Director of Student Life.

4. Once harassment, intimidation, or bullying has been verified, the principal or Director of Student Life should monitor the situation to determine whether there

have been additional incidents of harassment, intimidation, bullying, or retaliation from the offender(s) or other parties. Additionally, the principal or Director of Student Life may inform School personnel of the incident and instruct them to monitor the victim and the offender(s) for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel must intervene when prohibited behaviors are witnessed.

Reporting

1. Report to the Parent(s) or Guardian(s) of the Offender(s)
    a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or Director of Student Life shall notify the offender's/offenders' parents/guardians of the investigation's findings and of any disciplinary consequences imposed against the student(s).

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

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

    McNicholas High School follows all Archdiocese of Cincinnati mandates and Section 2151.421 of the Ohio Revised Code regarding reporting suspected child abuse or neglect.

4. Miscellaneous
    a. No discipline issued according to any Handbook shall bind the school to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the school reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to:
        - The respective age(s) of the student(s) involved
        - The student(s)' perceived maturity level
        - The conduct at issue
        - The student(s)' attitude and degree of cooperation
        - The student(s)' disciplinary history
        - Any other aggravating or mitigating circumstances the school deems present.

Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

APPENDIX B: RESPONSIBLE AND ACCEPTABLE USE OF TECHNOLOGY POLICY

Introduction

Use of the internet at McNicholas High School is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for parent's/guardian's signature before a student can use the internet at school. While McNicholas High School attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is full-proof. It is always the responsibility of the user to comply with McNicholas High School policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

- Vital to the evangelizing and educational mission of the Catholic Church, we are a Christ-centered community dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."
    - *Aetatis Novae, #2, #3; Rose, 1992*

General Information for Users of Technology

In the 21st Century, Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and provide a quality educational experience for all students. The Archdiocese of Cincinnati's schools and other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers throughout the state. This project is partially funded by the Legislature of the State of Ohio. **Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.**

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal technology use by student or adult users.

Agreement

To ensure proper use of technological resources, each user and parent/guardian acknowledges that by signing, they understand and agree to abide by the rules of this Handbook and Acceptable Use of Technology Policy.

Student and Parent/Guardian signatures are required before network access is granted.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, incompliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITIES

- Users shall access the school's technological resources for educational purposes only.
- Users are responsible for information that sent and received under his or her personal and school Internet accounts.
- **Users must guard their passwords and never display or share them with others for any reason!**
- Users must strictly adhere to copyright laws.
- Unethical and/or illegal use of electronic devices is not allowed.
- Unauthorized access, including hacking or using another person's account, is strictly forbidden.
- Users may not bypass the school firewall or harm or alter school property.
- Users shall not pirate, submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, or otherwise illegal material on or off school property; or encourage the use, sale, or distribution of controlled substances or counterfeit controlled substances.

Any use that violates any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

Rules and Procedures

The school may take disciplinary action against school personnel, including students, who violate the Responsible and Acceptable Use of Technology Policy or other school or Archdiocesan policies through inappropriate technology use. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these inci-

dents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

- The McNicholas High School electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The McNicholas High School electronic network has not been established as a public access service or a public forum. McNicholas High School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right.
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the standards outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students must compensate the school for any damage caused by students' inappropriate network use.
- We expect students to follow the law and the same rules, manners, morals, and common-sense guidelines used with other daily school activities while using the McNicholas High School's electronic network.

General Unacceptable Behavior
Unacceptable behaviors include but are not limited to the following:

- Accessing the Command Prompt or PowerShell for any reason.
- Attempting to access a virtual private computer network (VPN) while on school property.
- Posting information that, if acted upon, could cause damage or danger of disruption.
- Engaging in personal attacks, including prejudicial or discriminatory attacks.
- Harassing another person.
    - Harassment is persistently acting in a manner that distresses or annoys another person. If a person tells a student to stop sending messages, he or she must stop. See Appendix A for more details.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Using criminal speech (speech while committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.)
- Using speech that is inappropriate in an educational setting or that violates school rules.
- Abusing network resources (such as sending chain letters or "spamming.")
- Displaying, accessing, or sending offensive messages or pictures.
- Using the school electronic network for commercial purposes.
- Offering, providing, or purchasing products or services through this network.

- Using the school electronic network to campaign for a political candidate.
    - Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Attempting to access non-instructional school systems, such as student information systems or business systems.
- Using school equipment, network, or credentials to:
    - Threaten employees
- Disrupt the educational program.
    - Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

E-Mail

- Students will be assigned a school email address. Students are responsible for checking their email inbox daily for announcements and messages from teachers, coaches, counselors, and administrators. The school email address is provided to students for communicating with teachers, counselors, colleges, obtaining reference materials, and conducting school-related business.
- The student's e-mail account is not private, and it can and will be monitored by school personnel. School administrators may review emails and attachments at any time to maintain system integrity and to ensure that all users are using the system responsibly. Students are responsible for the content of their McNicholas e-mail accounts and may never use another student's e-mail account.
- While on campus, students may not download, send/receive email from an email address other than their McNicholas email address.
- Students may not repost a message sent to them privately unless they have permission from the person who sent them the message.
- Students may not post private information about another person.

Email Rules and Etiquette

- Please remember that an e-mail sent to a teacher, counselor, coach, or administrator should be more formal than one sent to a friend. Address the email properly ("Dear Ms. Smith" or "Dear Mr. Brown") and do not use expressions such as "Hey" or "What's Up?" as a greeting.
- Re-read your e-mail for the proper tone. Irony in email can be misinterpreted, so think twice about your wording.
- Always use the subject line to convey the topic of your e-mail.
- Write your e-mails using proper grammar.
- Do not use abbreviations as you might in a text message.
- Do not send mass emails or large attachments that will overload the system. Doing so will result in serious consequences and loss of computer and e-mail privileges.
- Do not write in all caps. That is equivalent to "shouting" in an e-mail.

- Do not forward e-mails to others without explanation and a good reason.
- Do not "reply to all" unless it is absolutely necessary. Usually, it is not.
- Keep your email message concise and use proper punctuation so that your meaning will be clear.
- **Remember that an e-mail is a written record of what you have said.** Take a good look before you send any email. Once an email is sent, it can go anywhere and to anyone. Do not put in writing (and in circulation) something you would not want anyone or everyone to see.
- Never send an e-mail when you are upset or angry.
- Use your e-mail address sparingly to avoid getting on spam lists.

Personal Safety

- Do not share personal contact information about yourself or other people.
    - Personal contact information includes home address, telephone, school address, or work address.
- Do not disclose personal contact information without specific administrative approval, except to:
    - Educational institutions for educational purposes
    - Companies or other entities for career development purposes
- If you receive a message that is inappropriate or makes you uncomfortable, promptly notify a teacher or other school employee.

Building Access Control Policy

- Students will be given two cards – a traditional student ID and an RFID access card.
- Student access to doors will be from 6:30 a.m. – 3:30 p.m. Mon – Fri during regular school days. Students should arrive no earlier than 7:15 unless a parent has made arrangements in advance with the Director of Student Life (see the School Arrival and Tardy Policy for more details).
    - Students entering the building between 7:40 a.m. and 8:00 a.m. must use the Beechmont Ave. entrance and check in with the main office.
- From 3:30 p.m. – 7:30 p.m., the New Courtyard Entrance and Weight Room will be the only doors students will have access to.
- Students who lose their access cards must immediately notify the Help Desk.
- Replacement cards will be programmed and will incur the following consequences:
    - 1st replacement: $10 fee
- 2nd replacement: $10 fee + Detention
- Further replacements: $10 and Saturday School or other disciplinary action
- Failure to report a lost RFID card will result in detention.
- Upon completion of their last exam, students will turn in their RFID access cards with their tablets. RFID access cards will be returned when students return from summer vacation.

System Security

- Students are responsible for their accounts and must take all reasonable precautions to prevent others from being able to use them. **Students should never give out their password for any reason.**
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not actively seek security problems because this may be construed as an illegal attempt to gain access.
- Students may not attempt to gain unauthorized access to any portion of the McNicholas High School electronic network. This includes attempting to log in through another person's account or accessing another person's folders, work, or files. These actions are illegal, even if only for the purpose of "browsing."
- Students may not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users may not attempt to access Web sites blocked by school policy, including by using proxy services, VPN, software, or Web sites.
- Users may not use sniffing or remote access technology to monitor the network or other users' activity.
- Students may not use a personal hotspot to connect to the internet while at school.

Software and Files

- Students may not download any software to the tablet.
- If there is a need for additional software, permission and assistance must be obtained from the Help Desk. This includes Google Chrome extensions.
- A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Students should not expect that files stored on school servers or in OneDrive are private.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the McNicholas High School electronic network may lead to a discovery that a student has violated this policy or the law.

Tablet Specific

- Students are responsible for bringing a fully charged tablet and charger to school each day.
- Tablets are for educational use only.
    - No games, no videos, no streaming music, etc. are permitted on the school tablet.
    - OneDrive storage is for educational use only – not personal pictures, music, etc.
- A student's Office 365 picture may be their school picture only.
- Many textbooks will be online or electronic copies that can be accessed with the tablet.

- Accidental damage protection is provided with the tablet. Any hardware issues must be reported to the Student Help Desk.
- Students are not permitted to log onto or use another student's tablet.
- If the tablet ID sticker is removed or damaged, students are required to get a replacement at the Help Desk.
- Freshmen are limited to printing 200 pages, and all other students are limited to printing 150 pages for the entire school year using McNicholas printers.
    - Students who have used their allotted pages may bring in an unopened ream (pack) of plain white printer paper for an additional 50 pages or pay a fee of $0.25 per page.

Vandalism

- Any malicious attempt to harm or destroy data, the network, or other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

With the availability of technology, there are new ways for students to access information. We want to empower our students to be responsible digital citizens. Cheating and plagiarism will not be tolerated as they detract from the learning process. We value learning over grades and hold ourselves accountable to the highest level of academic integrity.

- Students will not plagiarize works found on the Internet.
    - Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.
- School policies on copyright will govern the use of material accessed and used through the computer system.
- Copyrighted material may not be placed on any computer system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

Student Rights

- The McNicholas High School electronic network is considered a limited forum, similar to the school newspaper. Therefore, the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions expressed.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

- Any case involving a student suspected of “sexting” (sending sexually explicit messages or photographs) will be turned over to the police.
- If there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be given a written notice of the alleged violation.
- Violations of the acceptable use regulation and policy may result in loss of access and other disciplinary or legal action. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his or her network account.

Limitation of Liability

- The school makes no guarantee that the functions or services provided by or through the school network will be error-free or without defects. The school will not be responsible for any damage suffered, including but not limited to loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations because of unauthorized network use.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students who violate this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which include but are not limited to:

- Demerits
- Detention
- Saturday School
- Suspension of network privileges
- Suspension from school
- Expulsion from school
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. It shall be assumed that an offense using the tablet will result in the same punishment as an offense that is the same in nature without the tablet.

For example, an “off task” on the tablet (such as emailing or surfing the web when prohibited) will result in the same consequence as an “off task” in the classroom (such as doing math homework instead of science, passing notes, etc.), which will likely be a detention.

If a student is bullying or cheating via email or other ways on the tablet, it will be treated as though the student is bullying or cheating in the hallways or classrooms at school.

Warranty & Repair: Four-year accidental Damage Protection covers damages that may occur with normal use.

Loss or Theft

- Parent/Guardians are responsible for reimbursing McNicholas High School for the entire replacement cost of a lost or stolen Tablet PC
- Parents/Guardians are strongly advised to obtain a rider on their home-owner/renter insurance policy to cover loss or theft of the Tablet PC.

Lost or Stolen Accessories
Lost or stolen accessories are the responsibility of the student.

Re-imaging:

- Students are responsible for backing up their files and notes before turning in their tablet for re-imaging, if necessary. Specific directions will be provided to students.
- Student files must be backed up to OneDrive. McNicholas is not responsible for backing up music, pictures, or any files that are not already backed up to OneDrive.

Ownership of the Tablet:
The tablet is the property of McNicholas High School. Once all fees are paid upon graduation and it has been removed from the school environment by Technology, the tablet becomes the student's property.

Non-Returning Students:
Students who do not return to McNicholas High School before the completion of their senior year must pay any remaining balance on the tablet. Upon withdrawal, full payment, and removal from the network by Technology, the tablet becomes the student's property.

Consent for Online/Remote Learning
As part of the Responsible Use of Technology Policy, the parent/guardian agrees as follows:

"Remote" or "distance" learning (hereinafter referred to as "Remote Learning") may be required at some point, either for the entire school or for a specific student or group of students. The Parent(s)/Guardian(s) consents and agrees that:

(1) Such Remote Learning is permissible; and

(2) His or her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, the Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of the student's immediate family. To the extent any Remote Learning videos are created and recorded, the Parent/Guardian promises and agrees to permanently delete such recording following his or her child's observation of, and/or participation in, that particular class session.

Consent for Third-Party Online Resource Registration
As part of the Responsible Use of Technology Policy, the parent/guardian agrees as follows:

As part of the curriculum at McNicholas High School, some courses require the use of online, account-based resources, such as Pinterest, Adobe Suite, AutoDesk Suite, DeltaMath, NoRedInk, etc. Registering for these accounts will be done using the student's MCNHS email account, and interaction with these platforms is teacher guided. The use of these resources is for educational purposes only. Student email accounts contain only the student name and ID number. No other Personally Identifiable Information (PII) is available to any third-party resource.

Furthermore, McNicholas High School cannot be held liable for any misuse of these accounts by the student. The student will be held responsible for any misuse, and consequences pertaining to misuse will be determined on a case-by-case basis and will adhere to school disciplinary procedures.

Right of the School to Revise
McNicholas High School reserves the right to revise these policies at any time. Students and parents will be informed about revisions through the school's weekly newsletter.