

## **MISSION STATEMENT**

The Joplin Area Catholic School System provides students a strong academic and Catholic faith foundation. Our goal is to teach young people to integrate Christian values into all aspects of life. We provide students with educational and social skills needed to be active, productive members of the community and Church. We endeavor to graduate young adults who are effective witnesses to the presence of Christ in the world.

## **CONTRACT**

This handbook serves as a contract between the parent/student and the school. Your enrollment in the school means you agree to abide by the rules and regulations in this handbook. Parents and students receiving this handbook will sign forms stating their agreement to be bound by the handbook policies. If these forms are not signed within one week of receiving the handbook, students will be required to serve detention. If students and parents do not sign the form within one month the student will be required to leave McAuley and enroll in another school.

## **PURPOSE**

We believe that the special purposes for our schools are threefold:

### **CHRISTIAN ENVIRONMENT, ACADEMIC EXCELLENCE AND LEADERSHIP DEVELOPMENT**

The Joplin Area Catholic Schools educate the whole person—mind, body, and spirit—to be a good citizen and a future leader of church, community and nation.

## **STATEMENT OF PURPOSE AND BELIEFS FOR THE JOPLIN AREA CATHOLIC SCHOOLS**

Our recognition of a mandate from Christ leads us to the following principles:

1. That all human beings of every race, condition, and age enjoy a specific dignity as human beings and have an inalienable right to an education that is in keeping with their ultimate goal. A true education aims at the full formation of every individual.
2. We believe that a democratic society is the most desirable way of life for civilization as we know it.
3. We believe that this way of life is perpetuated through the education of the members of this society. Society will benefit by fitting our educational goals to each student's developmental level, ability, interest, and desire.
4. We believe that individuals should be useful members of a democratic society, and that such membership implies acceptance of responsibilities as well as privileges.
5. We hold that each Catholic school should strive to realize the threefold purpose of Christian education: to teach doctrine, to build community, and to serve. The Catholic school is a most effective means for the education of children and young people.
6. In fully helping students develop mentally, physically, emotionally, socially, spiritually, and culturally, we believe teaching is a cooperative effort among administrators, parents, teachers, and students.
7. We believe that learning is most effective when the individual is the focus. This is enhanced when the individuals involved are working toward clearly defined goals and

objectives, and the individuals are interested in and concerned about the materials they are going to master.

### **MCAULEY NAMESAKE AND HERITAGE**

McAuley is named after Catherine McAuley who lived from 1778 to 1841. Catherine was born into a wealthy family in Ireland. Her father brought poor children to their home on weekends for instruction in the Catholic faith. He died when Catherine was very young, but his compassion influenced her entire life. Catherine's mother taught her independence, poise and charm. After her Mother's premature death, Catherine went to live with the Callaghans. For twenty years she cared for them and their estate, grew closer to God through prayer and performed works of charity.

She inherited the Callaghans' fortune and used the money to build the House of Mercy, a home for working girls and orphans and a school for poor children. Other women joined her and in 1831 Catherine founded the Sisters of Mercy. Soon they were invited to other parts of Ireland and England. Two years after Catherine's death, Frances Warde led the Sisters of Mercy to the United States. Within fifty years the circle of Mercy encompassed the world.

### **TIPS FOR SUCCESS AT MCAULEY**

Teaching and learning self-motivation and self-responsibility are two of the most difficult and challenging tasks of parents, educators, and students. The following are some practical suggestions to help replace an unmotivated student's patterns of failure with a success-oriented cycle leading to achievement and self-motivation.

#### **STUDENTS AND PARENTS:**

1. Students have a hard time being motivated if they are not organized.
2. To be organized, they must know how to manage their time wisely. Take a stand on the value of studying by establishing a regular time and place for home study. McAuley teachers do give homework on a regular basis; therefore, if your son/daughter repeatedly says he/she has no homework, please check into this.
3. Limit electronics use in order to establish time for study.
4. Keep an assignment book in which daily assignments are written. Complete assignments and turn in on time. Teachers may require after school study if work is not turned in.
5. Always read the textbook explanation of each section before and after it is explained in class. You will be better prepared to participate in the discussion and to ask questions about the parts you don't understand.
6. Take clear notes in class and write down the ideas the teacher illustrates on the board.
7. Don't hesitate to ask questions in class and outside of class. Each teacher has times available for you to get outside help, as you need it.
8. To earn your best scores on a test
  - Review notes, handouts, textbooks, and objectives several times before the test. This will help you to relax, increase confidence and reduce anxiety the day of the test.
  - □• Review material with another student after you have studied it yourself.
  - During the test, read the directions and questions, then reread them to avoid

misinterpretation.

□□□□• Do not spend too much time on any one question.

□□□□• When you get the test back find the correct answers.

9. Attendance and punctuality are very important. Avoid scheduling doctor and dentist appointments during any class period.

10. When you must be absent, it is to your advantage to call one of your classmates to find out what you missed and then to take the responsibility to see your teacher about making up what you missed.

11. Working too many hours at your job will negatively affect your grades and your learning. It has been found that grades begin to slip when teens put in 10 hours a week or more on their job. *The above suggestions will increase the student's interest in school and result in academic achievement and success.*

#### **CHRISTIAN ATMOSPHERE**

A supportive Christian environment in the Joplin Area Catholic Schools is a vital part of the accomplishment of our education mission. Each person involved in the schools has a role to play in the physical, intellectual, emotional and spiritual development of the students enrolled in the system.

**RETREATS** - Each class will participate in a one-day retreat.

**PRAYER** - Each school day will begin and end with prayer. Grace will be said before lunch. Regularly scheduled faculty meetings will begin with a reflection. Other opportunities for special moments of prayer and worship will be provided as appropriate.

**RECONCILIATION** - Reconciliation services will be held at designated times during the year.

**STATIONS OF THE CROSS**- - Stations of the Cross will be held during Lent.

**ROSARY** – Praying the Rosary will receive special emphasis in October and May.

**MASSES** - Weekly masses will be scheduled for McAuley students. Participation in Mass is part of McAuley's scheduled curriculum.

**CHAPLAINCY VISITS** - Clergy involvement with the students is encouraged.

**COMMUNITY SERVICE PROGRAM** - All high school students will be required to do 20 hours of community service yearly, 10 hours per semester. Ten percent of the religion grade will be based on satisfactory completion of the community service. Volunteer service opportunities coordinated by the school may also lead to student recognition through the Christian Service Letter. Students completing 50 hours of supervised service per year will letter in community

service.

Students may earn service hours by volunteering for school activities outside of school hours, as long as this service is not already counted for lettering in another organization. Time sheets may be obtained from and returned to religion teachers. Awards are presented at the first liturgy of the year or at the year-end honors assembly.

**Parish Confirmation** – It is customary in this diocese for Catholic young people in grades 9, 10, 11 or 12 to receive the sacrament of Confirmation. This sacrament signifies a moral milestone in a young person’s development that is celebrated by the whole parish. Confirmation is a sign of a young person’s increased participation in parish life; consequently, sacramental preparation is conducted by the parish with parents representing the larger parish community and the school providing additional sacramental education reinforcement through religion class.

#### ADMISSIONS, CONTINUANCE AND WITHDRAWAL CRITERIA POLICY

Joplin Area Catholic Schools admit students of any race, sex, nationality, or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, sex, color, nationality or ethnic origin in our admissions policies and/or any other school-administered program. Christian values are taught to all students. **All McAuley students must be full time students. McAuley will act as the home school even though students may take some classes from other schools. To be considered a McAuley student a student must spend at least half the time each day at McAuley.**

#### PROCEDURES: NEW/TRANSFER STUDENTS

1. The families must complete a school registration form.
2. If the family is from one of the three local Catholic parishes, they must be taking part in stewardship and the parish priest must sign the form.
3. A nonrefundable education fee must be paid.
4. A personal interview with the prospective student and parent/guardian is required. The principal will conduct this interview. An interview with the school counselor may also need to take place.
5. The principal, assistant or counselor will contact officials of the school most recently attended.
6. All medical records required by the state and federal government must be in place and on file with the school prior to enrollment and attendance.
7. The student’s most recent grades will be reviewed during the personal interview. Other records and grades, which are requested, must be made available within a reasonable period of time. Any new/transfer student is “on probation” for one semester. At the end of that time, determination is made as to whether or not the student should remain on probation. A student

who is accepted is expected to keep pace with normal class work. A potential student who meets behavioral criteria but has an academic deficiency will not be denied admission to McAuley High School. However, the student and parents/guardian share in the responsibility of keeping the student progressing at an acceptable class level. To accomplish this, it may be necessary for the parents/guardian to solicit tutorial services and /or to make special arrangements with the course instructors. **Our school does not presently have the personnel or resources necessary to work with youth that have significant learning disabilities, who need special education and/or who have a history of social or behavioral problems. Therefore, such students usually are not accepted.**

#### CONTINUANCE

The following continuance policy has been set in order to help the student keep up with the required number of credits to insure graduation in four years.

#### ACADEMIC PROMOTION

To be promoted to the next grade level, a student must be making satisfactory progress toward graduation. To be classified as a sophomore, a student needs 5 credits. To be classified as a junior, 11 credits are required. A student must be in a position to graduate with a minimum of 18 credits at the beginning of the year before he/she can be classified as a senior. Students who do not meet these requirements will remain classified in the previous grade until requirements are met. Summer school credits are accepted. Seniors must earn at least 25 credits to graduate.

#### FINANCIAL POLICIES

An enrollment fee and a **nonrefundable** education fee are charged each year at the time of enrollment.

#### WITHDRAWAL

Students moving to other districts or terminating their enrollment must report to the counselor's office and complete necessary forms. Parents are required to sign withdrawal forms. This should be done one week prior to withdrawal. Records will not be sent to the receiving school until all forms are complete and all fees are settled.

#### GENERAL INFORMATION

##### BUILDING HOURS

**NO STUDENT WILL BE PERMITTED IN THE BUILDING BEFORE OR AFTER SCHOOL HOURS UNSUPERVISED.** McAuley will be open at 8:20, and the main building will be closed at 3:50. Students who stay for sports, play practice or other co-curricular activities must be in the gym or multi-purpose room where they will be supervised. Students will assemble each morning before school in the multi-purpose room only.

##### STUDENT DROP OFF AND PICK-UP PROCEDURES

Vehicles dropping students off before school must enter at the southwest corner of the school parking lot and follow direction indicators to the area directly in front of the multi-purpose room doors. After the student is dropped off, the delivery vehicle should exit at north end of the lot. Students after school may be picked up in the school parking lot. Students should proceed with caution especially if crossing designated streets for pickup.

##### SCHOOL CANCELLATION

At certain times, due to weather conditions or other factors, it is advisable that school not be held. In that event, the information will be announced over the Joplin radio and television stations.

#### STUDENT CAMPUS REGULATIONS

McAuley operates on a closed campus basis that is in effect from 8:30 a.m. to 3:30 p.m. Violation of this policy will result in suspension. The McAuley campus is within the area of the square block from 9<sup>th</sup> to 10<sup>th</sup> street and Pearl and Byers streets. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS WITHOUT PARENTAL PERMISSION AND PERMISSION FROM THE OFFICE.**

#### **STUDENT DRESS AND APPEARANCE**

All students enrolled in the Joplin Area Catholic Schools will conform to the school dress code. The purpose of a dress code is to promote unity in the schools and pride in one's personal appearance. Students are expected to maintain a neat, clean appearance at all times. No article should be worn that detracts from the learning environment.

#### **DETAILED DESCRIPTION OF JACS SCHOOL DRESS CODE**

**Jeans:** Must not be low rise, frayed, torn or excessively faded. They must not be oversized or tight. Jeans may not be cargo style. These may be worn each Friday with the McAuley logo blue polo shirt or spirit shirt purchased from McAuley.

**Capris:** Must be khaki or navy and meet all other dress code requirements.

**Pants:** Fine twill or chino dress trousers (no jean type pants, cargo, or spandex), plain or pleated front, regular fit, straight leg. May have elastic waist. Must have belt loops. No cuff. Khaki or Navy, all schools, boys and girls.

**Shorts:** Same description as pants but may have cuffs, no shorter than 3 inches above the knee. All shorts and pants must be hemmed.

**Dress Shirt:** Button-down collar. Single or no breast pocket. Long or short sleeve. White cotton blend – all schools. Denim – McAuley only; boys and girls.

**Polo:** 2 – 3 button placket, cotton pique mesh. Solid color. Knit collar. Banded or hemmed sleeve. White, red (scarlet), yellow (pastel, not bright or neon), or navy blue.

**Turtleneck:** Cotton jersey. No ribbed or textured weave. Solid color. Long-sleeved only. White, red (scarlet), or yellow (pastel, not bright or neon).

**Hoodies:** The official navy McAuley hoodie may be worn. Sweaters are no longer a part of the dress code.

**A-Line Skirt:** Girls may wear dress twill or chino, navy or khaki. Side button, slash front pockets. No shorter than 3 inches above the knee.

**Coats:** Only the McAuley hoodie may be worn in the classroom. No other coats or jackets may be worn in the classroom, main school building, or during mass without teacher permission.

**Belt:** Solid leather brown, navy or black – no studs.

**Shoes:** Shoes must have closed toes and heels and be no higher than mid calf. Sneakers are permitted. Shoelace color must match shoe color. Shoe heels may be no higher than ½". High heels are not acceptable foot wear unless deemed appropriate by the administration. Stilettos are prohibited.

**Socks:** Solid color, white, khaki, or navy. Girls may wear ankle length, knee-highs, socks visible above the ankle, or tights, or skin tone panty hose. Boys may wear ankle length socks or knee-length socks with pants. With shorts boys may wear white, khaki, or navy socks clearly visible above the ankle. Girls may wear dress shoes or Sperry's without socks. Boy's must wear socks with all shoes.

**CLOTHING: STUDENT DRESS CODE CLOTHING SHOULD ALWAYS BE WORN IN THE MANNER OF WHICH THEY WERE DESIGNED FOR WEAR.**

1. For identification purposes, it is highly suggested that students put their name inside each article of clothing.
2. No manufacturer's logo, trademark, or embroidery (including same color on color) may be visible.
3. No leggings or jeggings.
4. No oversize or tight-fitting clothing.
5. Students may wear solid ties or those with geometric designs. No graphics, words, or cartoon characters are permitted. Tie color must match the uniform.
6. Boys shall be clean-shaven. Sideburns shall be no longer than the bottom of the ear.
7. Boys are not permitted to wear earrings or have body piercing. Girls may wear 1 pair of earrings (small hoop or stud) but have no other body piercing.
8. Any jewelry or accessories (watches, purses, etc.) must be in keeping with the conservative nature of the dress code. No chains. No secular necklaces for boys. (Religious medals may be worn in necklace form).
9. All students should wear their hair in a well-groomed manner, conservative style. Boy's hair must be cut an inch above the eyebrows, off the collar, and cut above the ear. Girl's hair should be out of the eyes. Hair should be a natural color, including highlights and lowlights.
10. Students may not have tattoos.
11. PE dress code: For PE class students may wear comfortable shorts that meet the 3 inch rule, T-shirts, socks and gym shoes. No sleeveless shirts, torn clothing or any clothing promoting drugs, alcohol or tobacco products may be worn.
12. When layering clothing items, each item must individually meet dress code. Only white T-shirts with no graphics may be worn under dress code shirts.
13. All clothing must be clean and neatly hemmed. No frayed or torn clothing is allowed.
14. When mixing and matching dress code pieces, colors should coordinate and the conservative nature should be preserved.
15. All students are to be completely dressed **with shirts tucked in** and in dress code upon entering the building in the morning and continuing until 3:30 p.m. Students going to other schools for classes must be in dress code until they leave the McAuley building.
16. Dress Code Attire will apply to all field trips and class presentations unless specified by the administration.
17. **Shorts are not to be worn from November 1<sup>st</sup> thru March 31<sup>st</sup>. This includes dress down days.**
18. **Failure to wear belts, correct socks, to keep shirts tucked in, or any other minor infractions will result in \$5.00 fines or detentions per incorrect item.**

19. **Students who have the dress code clothing in school but are not wearing it will be subject to a \$5.00 fine or detention.**

20. **If students are observed not wearing the school dress code during school hours, parents will be notified and arrangements made for a change of clothing. Any classes missed because of dress code violations are counted as unexcused absences.**

21. **Parent conferences will be scheduled for those students who continue to violate the dress code policy. Further violations may result in suspensions or expulsion** LUNCH PROCEDURES Students are expected to demonstrate good manners in the cafeteria by leaving the area clean and the floor free from litter. Food and drink are not to be taken from the Cafeteria. All food brought to school must be eaten in the cafeteria. During the 2<sup>nd</sup> half of the lunch period, students who have cleared their area of trash and obtained faculty permission may get tutoring from a teacher or remain in the cafeteria. Students may not be in the parking lot or other areas of the school during the lunch period. Students may go to lockers only when the bell rings after lunch. (Seniors with permission from faculty may use patio area).

**Students may purchase the school's hot lunch upon presentation of their school ID. Hot lunches are \$2.50 (including milk) and may be purchased prior to the first bell in the morning or during home room at the office window. Individual milk price is fifty cents each. Students may not charge lunches.**

In the spirit of forming a caring community where no student stands out because of financial status, food will **not** be delivered by parents or workers from commercial establishments to school. (I.E. McDonald's, Pizza Hut, Taco Bell). (Students are not allowed to use McAuley appliances to store or heat food). Pre-purchased food is also prohibited in the MPR before school.

**BEVERAGE MACHINES** The machines are a convenience for students. The vending machines will be placed off limits if food or drinks are brought into the corridors or classrooms, if cans and litter are not properly disposed of, or if a machine is vandalized.

**FACULTY ROOM** Students must have teacher or principal permission to enter faculty room. This is for the exclusive use of the faculty.

#### **PARKING**

All student vehicles must be parked in the parking lot on the west side of the school. Any student who has the privilege of driving to school will accept the following responsibilities:

- 1) Vehicles must be registered yearly with the office by paying a yearly fee and filling out the appropriate forms with the office.
- 2) A school sticker will be issued and must be displayed in the right rear or the left front window of the vehicle.
- 3) For student's security vehicles should be locked at all times.
- 4) The student must enter and leave the parking lot at a low speed. Any irregular parking, screeching of tires or brakes, or hazardous driving will result in:

- a) Warnings, detentions, or fines
  - b) Loss of parking privilege
- 5) These rules also apply to motorcycle and motorbike drivers.
- 6) Cars parked improperly or not registered in the office will be towed away at the student's expense after a warning and/or fines.
- 7) Students may not go to their cars during school hours without permission from the office.
- 8) Numbered parking spaces are for McAuley staff only. Student vehicles are not to be modified in respect to additional paint or inscriptions beyond that of the car manufacturer.

**PERSONAL PROPERTY**

Students are **not** permitted to bring laser pointers, recorders, radios, CD's, CD players, MP3 players, iPods, headphones, cameras (unauthorized), or video games to school. These items are disruptive to the educational process and will be confiscated until the end of the day if found in the school building. If you need to reach a student during school hours, please call the office. Cell phones may not be used from 8:30 a.m. through 3:30 p.m. Phones are to remain in lockers or collected by classroom teachers. The office phone will be used for sickness or emergency only.

Calculators and other personal property should be labeled with student's name for convenience and protection. Students should not bring large amounts of money to school.

So that teachers and students can safely move down aisles, book bags or backpacks must be stored in lockers.

**RECORD RELEASE**

All library and office fines, tuition and property damage restitution must be paid in full before report cards are issued. Report cards, transcripts, diplomas and other student records will not be released until all books and school property are returned and all fines, fees, tuition and/or restitution are paid.

**SIGNS AND POSTERS**

The principal must approve signs and posters before they are posted.

**LOCKERS AND SEARCHES**

Academic and athletic lockers are available for students' use. Students should never store cash or expensive items in their lockers. The school assumes no liability for anything damaged, lost, or stolen from lockers or anywhere else on the school campus. These lockers are the property of the school and may be searched at any time by school personnel with the permission of school administration. Book bags, purses, and other personal property may also be searched while on

school premises. Local Law Enforcement agencies may use any resources available to them (including drug dogs, etc.) to search lockers or vehicles upon administration request or when a valid search warrant is presented.

## **SCHOOL VISITORS**

Visitors and delivery personnel are to check in at the first given window of the office area. If no one is available in the office area please push the designated buzzer for assistance.

Faculty, staff or students who notice a visitor entering the building should politely direct the visitor to the office at once. A student escort may be assigned to the visitor by the office only. The students are expected to **inform their friends** who do not attend McAuley that **school hours are not visiting hours**. These friends are not permitted in cars, or otherwise on or around campus before school, after school until 3:30 p.m., or during school hours including lunch periods.

## **FIELD TRIPS**

The diocesan approved form will be used for all field trips. Students will not be allowed to participate in off-campus activities without the signed, official school permission slip. Telephone calls will not be accepted in lieu of permission slips. Faxed permission forms will be permitted.

## **DISCIPLINARY POLICIES**

### **STUDENT BEHAVIOR**

The following general rules apply to all students in the school buildings, on school grounds, and at all school-sponsored events. Discipline Process. All discipline will be treated as an individual matter for each student. Individual discipline records are maintained and consideration of prior offenses and behavior will generally have a bearing in determining present action. The general discipline process is as follows: First offense: Reprimand, possible detention, or suspension, Second offense: suspension, followed by parental conference with principal and teacher(s). Further offenses: lengthier suspensions, parental conference, disciplinary probation or expulsion.

1. The following offenses will result in reprimands, and/or detention, with the **possibility of suspension or Saturday School**:
  - a. Use or possession of tobacco
    - o 1<sup>st</sup> offense - parent called and 1 day suspension (parent {s} must accompany student to school the next day to get him/her admitted back into school.)
    - o 2<sup>nd</sup> offense - parent called and 3 day suspension (parent {s} must accompany student to school the next day to get him/her admitted back into school.)
    - o 3<sup>rd</sup> offense – 5-day suspension and student will be required to attend an anti-smoking seminar.
  - b. Insubordination, defiance, or disrespect of school personnel.
  - c. Lying or failing to identify ones self to school personnel upon request.

- d. Cheating
  - o 1<sup>st</sup> offense - zero for the test/assignment. Faculty Advisory Committee Chairman and parent/guardian notified.
  - o The Faculty Advisory Committee may take additional action.
- e. Using profanity, obscenities, or degrading "name-calling" will result in automatic detention. Continued language abuses will result in possible suspension and/or expulsion.
- f. Using the names of other persons to falsify documents or data used by the school.
- g. Littering or throwing objects, such as refuse in the gym and paper in the hallways or classrooms.
- h. Inappropriate displays of intimacy (nothing more than casual handholding). There shall be no embracing, kissing, or inappropriate actions on school grounds, in the hallways or parking areas. This regulation also covers student behavior at any school-sponsored activity.
- i. Bringing laser pointers, radios, CD players, MP3 players, iPods, headphones, cameras (unauthorized) and hand held video games to school.
- j. Defacing property.
- k. **Truancy:** Truancy is defined as being absent from school or class without prior knowledge of either parent(s), teachers, and/or principal. A student who leaves school without checking out properly through the office will also be considered truant. The school does not sanction organized "skip days." Students who participate in any type of organized "skip day" will be counted as truant from school and subject to appropriate disciplinary action. Students will be assigned in school suspension or Saturday school for being truant. The length of the penalty will depend on the length of the truancy. The opportunity for make-up work may be forfeited in the case of truancy.
- l. Reckless driving while on school property or the alley behind the school.
- m. **Tardiness:** Students are tardy if they are not in the classroom, ready for class when the bell rings. Tardies will remain on a semester basis. The sixth tardy in one semester will warrant a detention. A detention will be given for the 7<sup>th</sup> – 9<sup>th</sup> tardy as well. The 10<sup>th</sup> tardy will result in a Saturday School.
- n. Written documentation for excused absences must be presented to the office upon return to school. Failure to present written documentation may result in detention.
- o. An excused tardy must be authorized on the day of the offense. Therefore, a student must have written documentation when they check in. Failure to present written documentation may result in detention.
- p. The disciplinary action for a fourth detention for consistent offenses will result in a Saturday School.

2. The following actions are deemed to be serious enough to warrant **immediate suspension with the possibility of expulsion**:

- a. Actions of vandalism, stealing, turning in false alarms, trespassing or arson.
- b. The possession, use, sale, or distribution of alcohol, intoxicants, illegal or unauthorized medicine, drugs or narcotics at school or at a school related function.
- c. Interference with or intimidation of students or school personnel.
- d. Physical and verbal sexual harassment of students or school personnel.
- e. Possession or use of explosive devices, such as firecrackers.
- f. Violence or threats of violence against others or themselves; involvement in fighting or assault.
- g. Striking a teacher or other school personnel.
- h. Possession, use, or threat to use, weapons of any sort. Current law requires a minimum of one-year suspension for a student bringing a weapon to school. This amendment allows the suspension to be either one year or an expulsion and expands the definition of weapon.
- i. Gross misbehavior: deliberate, malicious or willful conduct that is detrimental to the function of this school's special Catholic mission and Christian education program. THIS INCLUDES PUBLIC CONDUCT AND SOCIAL MEDIA THAT REFLECTS NEGATIVELY UPON THE SCHOOL, ITS COMMUNITY, AND ITS PROGRAMS.
- j. Incidents of bullying will be handled according to Diocesan Policy.

3. **Expulsion** of a student is very serious and this action will take place only as a last resort. Moral delinquency is a sufficient reason for expelling if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

- a. Marriage
- b. Selling of a controlled substance at school or a school-related function.
- c. For a second offense during the school year for either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions.
- d. For a violation for which there were two **disciplinary** suspensions during the school year.
- e. For any other conduct or activity of a serious nature that is considered harmful to the school's reputation or well being.

4. Other items

- a. Students caught tampering with computers will face loss of privileges, and may face suspension or expulsion.
- b. Because of the possibility of serious danger to students, parents and facilities, students may not throw snowballs at any time or any place around the school buildings or near the streets around the school buildings, whether on school property or not.
- c. Students are financially responsible for any damages they do to school property.
- d. During the school day, students may not be in the gym unless under faculty supervision.
- e. Students will show respect for God and the Catholic faith by at a minimum sitting and standing at the appropriate times during church liturgies. Catholic students will participate appropriately during the liturgies.

**The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.**

**Note: Detentions-** Students who violate school rules may be given some appropriate penalty including detentions before school, after school (3:30-4:30), and/or Saturdays. THESE PENALTIES TAKE PRIORITY OVER ALL AFTER-SCHOOL JOBS, RIDES HOME, AND SCHOOL ACTIVITIES. Parents will be notified via phone or written discipline notice. Students are expected to discharge penalties when they are assigned. PARENTS AND STUDENTS ARE ASSUMED TO ACCEPT THIS POLICY AS A CONDITION OF ATTENDANCE AT McAULEY. FAILURE TO SERVE THE PENALTIES WHEN ASSIGNED CONSTITUTES GROUNDS FOR ADDITIONAL DETENTIONS OR SUSPENSION UNTIL THE PENALTY IS SERVED. Students will be allowed to reschedule detentions for unforeseen circumstances or emergencies.

*Out-of-School Suspension* means students will be responsible for work covered while on suspension. They will not receive credit for the work, but will be responsible for all work covered during the suspended period. In-School Suspension will result in the student paying \$75 for a teacher to be hired to supervise them away from the rest of the student body. They will be sent assignments, schoolwork and tests from classroom teachers that will be monitored by the supervising teacher. Credit will be received for any work completed during in-school suspension. Students will not be allowed back in the classroom until the \$75 fee has been paid.

## **PARENT BEHAVIOR**

The Catholic Church and McAuley High School recognize parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and this school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her student from our school.

## **ATTENDANCE REQUIREMENTS**

Good attendance is essential for success in school and beyond. Each absence from class is an opportunity lost. Research shows that attendance patterns established in school tend to be carried on to college and the job. The guidelines given here have been established in order to promote positive attendance.

## Rules and Regulations:

1. Parents or guardians are requested to phone school offices before 8:30 on the day/days of any absence. Following any absence, students must present a NOTE FROM THEIR PARENTS OR LEGAL GUARDIAN stating the reason for the absence and the days missed. Notes must be turned in to the office before students return to class or disciplinary action may be taken. Flagrant abuse of the attendance policy will be handled as a discipline matter. Any absence for which a note is not present will be considered unexcused.

2. Classes start at 8:30 a.m. It is both student and parent responsibility to assure that he/she arrives at school on time.

3. Students are expected to be on time for class. Students are considered tardy if they are not in the classroom, ready for class when the bell rings. Six or more tardies per semester will be treated as a discipline matter.

4. An unexcused absence means the student will receive a "0" for the day in each class missed and work may not be made up.

**5. Students missing 15 minutes or more of the class will be considered absent from the class.**

6. During school hours a student is expected to be in class unless he/she has a valid pass signed by a teacher or member of the staff. Students out of class without authorization will be considered as skipping class.

7. An excused absence means the student may request make-up work or tests from the instructors. See guidelines for make-up work in the Academic Information section.

8. Doctor appointments made during the school day must be excused prior to the students leaving school. Parental permission is required in writing to obtain a pass for this purpose. Such appointments during school time should be made only when absolutely necessary. Haircuts, photographs and drivers' licenses are not considered acceptable appointments during school hours.

9. The counselor will notify parents in writing, after the student has 4 absences and after he/she has 9 absences. After 5 absences, a note will be required from the doctor for all additional absences.

10. ANY STUDENT WHO IS ABSENT TEN (10) DAYS FROM ANY CLASS, EXCUSED OR UNEXCUSED, DURING A SEMESTER HAS EXCEEDED THE ACCEPTED NUMBER OF ABSENCES. THE STUDENT WILL ATTEND SATURDAY SCHOOL TO RETAIN CREDIT. The student will pay a \$75 fee for a teacher to supervise him/her.

11. Classes missed because of authorized school field trips or other school sponsored activities do not count as part of the nine (9) absences.

12. The Faculty Advisory Committee has the discretionary authority to approve absences beyond the limit of NINE (9) during a semester if there are extenuating circumstances. Vacations are not extenuating circumstances. If it is a high priority for a student to attend a specific function (vacation), the parents must make sure he or she does not have and will not have 10 absences for a semester. If Saturday school is assigned, students and parents may file an appeal with the Faculty Advisory Committee. This appeal must be filed in writing

within one (1) week of the date of the loss of credit letter to the parents. If your child has a chronic condition which will necessitate 10 or more absences, a parent needs to meet with the counselor or Faculty Advisory Committee once a semester to review the circumstances and assess any problems.

13. Pending the decision of the Faculty Advisory Committee the student and parents have one (1) week to file a second appeal with the Principal. All decisions reached at that point will be final.

14. Most seniors who are in good standing and who are making passing grades in all subjects will not be required to attend classes after the given senior dismissal date. Seniors who accumulate an excessive number of absences will not be excused from school during this time. Seniors are required to attend scheduled practices and events for the duration of the school year.

## **ACADEMIC INFORMATION -- McAULEY CURRICULUM**

The school year is divided into two semesters. Each student is required to earn a minimum of 25 credits for graduation. Most students earn seven (7) credits per year. The number of credits required in each subject area is listed below by the department heading. Each student is required to take a Religion and English class at McAuley each year. Students must have teacher recommendation to be enrolled in any honors courses which may be offered.

### **Religion (4)**

Rel 9 - Intro. to Catholic Christianity/Christian Sexuality/Sacraments

Rel 10 - Old Testament/New Testament

Rel 11 - History of the Catholic Church/Morality/Forming a Catholic Conscience

Rel 12 - Social Justice/Christian Lifestyles

### **Electives**

Speech

Publications

### **Physical Education (1-1/2)**

Health ½ Cr. (Req.)

PE or Lifetime Sports (Req.)

### **Enrichment Activities**

Liturgy Choir

### **English (4)**

English 9

English 10

English 11 (Required)

English 12

Journalism

+Pre AP

+AP Lit & Comp

+Dual Cr. 109/125

+Dual Cr. 101/102

**Math (3)**

Algebra A

Algebra B

Algebra I

Algebra II

Geometry

PreCalculus

Calculus

Statistics

Consumer Math

+Dual Cr. Algebra 1/2 Cr.

+Dual Cr. Trig 1/2 Cr.

**Science (3)**

Biology (Required)

Bio II 1/2 Cr.

Geology 1/2 Cr.

Intro to Physics 1/2 Cr.

Anatomy & Physiology 1/2 Cr.

Chemistry

+Dual Cr. Biology

**Social Science (3)**

\*Geography ½ Cr.

World Hist. (Req.)

Am. Hist. (Req.)

Am. Govt. ½ Cr. (Req.)

\*Psychology ½ Cr.

\*Sociology ½ Cr.

\*Current Events 1/2 Cr.

**Foreign Language (2) \*\***

Spanish I

Spanish II

\*Spanish III

\*Spanish IV

**Practical Arts (1)**

Intro. Business ½ Cr.

Computer Appl.

Business Leadership

Accounting

Personal Finance ½ Cr. (Req.)

+Dual Cr. Personal Fin. 1/2 Cr.

Marketing Technology

Sports Entertainment Mktg.

**Fine Arts (1)**

Ceramics

Drawing/Printmaking

3D Art

Intro. to Art

Painting

Acting

\*May not be offered every year.

\*\*Although not required for graduation, 2 yrs. of a Foreign Lang. may be needed for College

+Honors Course

### **STANDARDIZED TESTING**

McAuley administers various standardized tests during the student's high school career. Fees are assessed for some tests. Students are required to take the tests administered during the school day.

### **DROP AND ADD**

Classes are dropped and added through the counselor's office with the written approval of the counselor's office. Any class changes must be made within the first three- (3) days of the semester or as deemed necessary by the principal. Classes dropped within the first four- (4) weeks - students are credited with a "W" (Withdraw). Classes dropped after the first four- (4) weeks - the students are credited with a "WP" or "WF" based on grade at the time of withdrawal.

### **COLLEGE VISITATION**

During the senior year students may utilize two days to visit colleges. The counselor will assist with planning and organizing this event. Students must have forms signed by counselor and college official. The senior is responsible for any makeup work or missed assignments on the day(s) he/she is absent. Additional visits must be pre-approved by administration.

### **COLLEGE PREP CERTIFICATE**

McAuley College Preparatory Studies Certificate requirements are as follows:

a unit equals one year of study.

#### **Subject & Units**

**Religion 4**

**English/Language Arts 4**

**Mathematics 4**-Algebra I and above

**Science 3**-2 of the 3 must include either Biology or Chemistry (Chem req. starting class of 2018)

**Social Studies 3** -including American History, World History and Am. Gov't.

**Fine Arts 1**-Art and Acting.

**Practical Arts 1**-Must include Personal Finance.

**PE 1**

**Health .5**

**Electives 4.5** Two years of the same foreign language are highly recommended. Should also include advanced courses in English, Math, Science, and Social Studies.

**Total Units 26**

To earn the certificate, in addition to the classes, a student must have a 3.0 GPA and an above average college entrance test score (ACT or SAT) and 95% attendance rate over the four years of high school.

### **GRADE AND HONOR POINT SYSTEM**

Diocese Grade Scale:

A - 90 - 100% Excellent

B - 80 - 89% Above Average

C - 70 -79% Average

D - 60-69% Fair

F - Below 60% Unsatisfactory

Semester grades are recorded on the student's permanent record (transcript). All students receive semester grades.

<b>Grade Points</b>		<b>Example</b>	<b>Grade Points</b>	<b>Counting Courses</b>	<b>Honors Course</b>
A-4	Religion	A	4	1	A-5
B-3	English	B	3	1	B-4
C-2	Math	A	4	1	C-3
D-1	Biology	D	1	1	D-2
	Speech	D	1	1	F-0
	Music	A	4	1	
	Soc.Studies	D	<u>1</u>	<u>1</u>	

To figure GPA, divide Grade Points by number of Courses: **18 divided by 7 = 2.5714**

Students cannot transfer in from other schools any more honor points than they would have received at McAuley.

**Rank in Class:** Students will not be ranked.

### **VALEDICTORIAN & SALUTATORIAN**

These students must attend McAuley for two years. The top ranked student at the end of the 14th week of the second semester of his/her senior year will be named Valedictorian. The second ranked student at this time will be named Salutatorian.

### **HONORS**

A student must qualify for a College Preparatory Certificate to be considered for top 10 percent Honors and Valedictorian or Salutatorian Honors.

### **HONOR ROLL**

McAuley will have an all A Honor Roll and an A-B Honor Roll.

First Honors - All A's Second Honors - All A's and/or B's

### **EARLY GRADUATION**

Since most students need four years of high school to develop the maturity and study skills required for college or to hold a job, early graduation is prohibited. Students may take only one religion class and one English class per year unless the Faculty Advisory Committee and principal give special permission.

### **HOMEWORK/MAKE-UP WORK**

The average student should expect two hours of homework a day, and college prep and advanced placement students should expect more.

**It is the responsibility of the student to obtain any class assignments and to submit homework on assigned dates when he or she is away from school as a result of absences, sporting events, field trips, etc.**

1. It is important to note that academic success is top priority for students; therefore, co-curricular activity schedules are not acceptable excuses for not handing in assignments or making up missed work or tests.

2. If a student is absent two or more days, the student may request lesson assignments by contacting the office. Parents should realize that it takes at least 24 hours for teachers to prepare assignments.

3. The following regulation will be followed for making up work while absent for an illness or emergency. Students are allowed one day for each day missed to complete make-up

assignments. Any work missed while absent and not turned in by the allotted time shall be recorded as a ZERO and averaged in with the semester grade.

4. Daily homework assignments not turned in on assigned dates will be completed after school in the given teacher's classroom. This after school session will be no longer than 30 minutes. (Zeros End Now) **ZEN**

### **REPEATING A CLASS**

If a student makes a D or F in a class he/she may repeat the classroom course at McAuley and receive the higher of the two grades.

McAuley offers Virtual Prescriptive Learning (VPL) classes for credit recovery or scheduling conflicts. Students may also be placed in classes upon teacher or advisor recommendation. Students work at their own pace in these classes, **but all classes must be finished within the time frame of the semester.** This complies with MSHAA requirements. **No classes may be repeated unless it is for credit recovery. VPL classes regain credit but do not replace the original grade.** VPL classes are offered during summer school for credit recovery. **Due to the limited time frame of summer school, it is not possible to take a full year's class during the summer.**

### **TAKING OUTSIDE CLASSES**

Students may take summer school classes to make up a failed course at McAuley, and the new grade will be averaged into the GPA.

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are defined as those which a student freely chooses to do on his/her own outside class time. Examples are cheerleading, athletics, school plays, National Honor Society, Student Council, Scholar Bowl, Drama Club, Liturgy Choir, and Campus Ministry.

### **REGULATIONS FOR ALL CLASSES AND CLUBS**

1. Any project designed to raise money for school-sponsored activities must be approved in advance by the principal.
2. Classes or other groups may form organizations, if approved by the principal.
3. A member of the faculty, who must be approved by the principal, must sponsor each class or organization.
4. All meetings must be attended by the sponsor or by an approved substitute.
5. All school organizations must be democratic in nature. The method of selecting members must be of a nature that will make it possible for any student who meets the requirements to become a member.
6. All meetings shall be held in the school building unless the principal gives permission.
7. Entrance into approved organizations will be called inductions. No classes or clubs shall hold initiations with activities which could be defined as hazing.

8. No written communication may be sent home without prior approval of the principal.

## **ELIGIBILITY**

To be eligible for a co-curricular activity, a student must be currently enrolled in and regularly attending courses that offer a minimum of 3.00 units of credit, and must have earned a minimum of 3.00 units of credit the preceding semester of attendance. A beginning 9th grade student shall have been promoted from the 8th to the 9th grade for first semester eligibility. A student must be making satisfactory progress towards graduation as determined by local school policies.

## **TRAVEL**

Students will be required to return from school activities by school furnished transportation. Exception: Students may return with their parents, but only after the parent notifies in writing the coach or teacher in charge of the event. Parents will be required to sign yearly travel permission forms for co-curricular activities that have regular travel for events.

**LETTERING** Students are encouraged to strive for excellence in all they do. The lettering program honors those students who strive to reach above what is expected of them. Students meeting specific requirements may letter in sports, academics and service.

## **OZARK 7 CONFERENCE AND MSHSAA**

McAuley belongs to the Ozark 7 Conference. It is also a member of the Missouri State High School Activities Association and follows its constitution and by-laws in regard to the eligibility of its students. Teams participate in the district and state athletic and academic contests.

We have joined forces with the Missouri High School Activities Association, Missouri School Boards Association, the Missouri Association of Secondary School Principals, the Missouri Association of School Administrators, and the Missouri Interscholastic Athletic Administrators Association to promote good sportsmanship throughout the state with a campaign called SPEAK OUT FOR SPORTSMANSHIP!

## **CLUBS, ORGANIZATIONS, AND INTERSCHOLASTIC ACTIVITIES**

### **ACADEMIC SCHOLAR BOWL**

The Academic Scholar Bowl Team competes in various quiz bowl competitions throughout the school year. Students must meet MSHSAA eligibility. Membership is open to all students on a competitive basis.

### **BUSINESS/EDUCATION PARTNERSHIP**

The Student Activities and Information Calendar is sponsored by Mercy Hospital. Mercy is proud to have been McAuley High School's Business/Education Partner since 1989.

Other major projects of the Business/Education Partnership include:

Student Excellence Awards

Academic Scholarships

## **CAMPUS MINISTRY**

Campus Ministry organizes various prayer services, assemblies, and events which enhance the Catholic atmosphere at McAuley. This group may also decorate the school for the liturgical seasons and religious holidays. Membership is open to all students with an interest in this area.

## **LITURGY CHOIR**

The Liturgy Choir provides music for school liturgies and various community organizations. All students who enjoy singing may audition for the activity. Members of the Liturgy Choir will meet during homeroom on Wednesdays. Choir members must report to their homerooms prior to Thursday School Masses.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization represented in thousands of high schools throughout the United States. It has four objectives:

1. To encourage the development of character in all students.
2. To promote worthy leadership among students.
3. To stimulate the desire to render service to school and community.
4. To create an enthusiasm for high standards of scholarship through the school.

Who may be a member? Members are chosen on the basis of an evaluation for their record in the four areas noted above and following the guidelines for admission outlined in the National Honor Society Handbook.

CHARACTER would involve such matters as honesty, cooperating with school regulations and meeting your pledges and responsibilities to your school and teachers.

LEADERSHIP would include such things as a constructive attitude in classroom, contribution of constructive ideas in school or community projects; the willingness to assume positions of responsibility and carry out those offices well and your positive influence on others.

SERVICE involves the giving of time, effort and talents for the good of the class, school and community; your willingness to participate in various activities in school or community, contests, sports, clubs, drives, etc.

SCHOLARSHIP requires that a 3.5 GPA be maintained. Students achieving at least a 3.5 cumulative GPA at the end of the third high school semester may be considered for the McAuley chapter of National Honor Society. If a student previously ineligible for NHS achieves a 3.5 at the end of any subsequent semester, he may be considered at that time.

If a student's GPA falls below 3.5 at the end of a semester, he/she will be placed on probationary status and given the following semester to raise the GPA to 3.5. If the student does not meet the 3.5 requirement by the end of the probationary semester, membership is subject to termination.

Students who meet the Scholarship area will be invited to apply for NHS. They will list their Accomplishments, activities, and awards. Evaluation for selection and continued membership will be performed objectively by a faculty committee on the basis of participation/achievement in the areas of leadership, character, and service. The faculty committee will discuss each student and indicate, on a written form, whether the student should be awarded this honor. The NHS advisor serves during this process as a non-voting, advisory member. A student will qualify for selection by virtue of his/her own record.

Through NHS chapter service activities, members will maintain and extend the qualities that won them selection. Membership is thus both an honor and a commitment.

### **NATIONAL ENGLISH HONOR SOCIETY**

The National English Honor Society (NEHS), founded and sponsored by Sigma Tau Delta, is the only national organization exclusively for high school students and faculty who, in the field of English, merit special note for past and current accomplishments. Students must attain and maintain a 3.5 gpa, a 3.0 English gpa, and have taken Honors English courses. Students are invited to apply in the spring of their sophomore year or when they have met the criteria. NEHS sponsors a book club and literary magazine.

### **SPANISH NATIONAL HONOR SOCIETY**

Outstanding Spanish students are invited to join SNHS based on gpa, upper level Spanish classes, and teacher approval.

### **ONE-ACT PLAY AND READERS THEATRE**

McAuley competes in the Crowder Play Festival, Ozark 7 Conference Competition, District and State tournaments. A student must be able to attend tournament dates and be deemed eligible by MSHSAA and McAuley standards.

### **STUDENT COUNCIL**

The Student Council leads the student government at McAuley. The council is composed of the executive committee and class officers from each class. Members of the executive committee are from the senior class and are elected by the student body each spring. The members of each class elect class officers. Meetings are held every Tuesday during homeroom and at other times as needed.

### **SPORTS**

McAuley sponsors an interscholastic competitive program in football, co-op boys' soccer, co-op tennis, co-op softball, girls' soccer, basketball, cheerleading, baseball, track, cross country, golf and volleyball and is a member of the Missouri State High School Activities Association (MSHSAA). Students may go out for these sports if they can present a satisfactory physical examination report and have the permission of their parents. A further consideration is a satisfactory scholastic record. Co-op sports are offered in conjunction with College Heights Christian School and are approved by MSHSAA.

All participants and their parents are expected to read, follow and sign the school's Athletic Policy.

### **Sportsmanship**

In keeping with our mission as a Catholic school and following MSHSAA guidelines, all fans, coaches, and athletes are expected to display good sportsmanship. Officials, students, and coaches are not to be criticized or yelled at immediately before, during or after a sporting event. Under MSHSAA guidelines school officials have the right and duty to ask individuals not displaying good sportsmanship to leave events. These individuals may also be banned from attending future events.

## **Participation**

No student may participate in more than one sport during the same season without approval from the coaches and Principal. Any student who is formally enrolled in McAuley for the following semester (with Student Information form filled out and courses selected) may try out for sports and participate in sports camps, etc.

Athletics not only help students to learn the skills of a recreational game and instill desirable traits of good sportsmanship, but athletics also help the athletes work together as a team and to respect authority, cooperate, and to show respect and courtesy to competitors.

Fall: Volleyball, Football, Cross Country, Co-op Boys Soccer, Co-op Tennis, and Co-op Softball

Winter: Basketball (Girls & Boys) Cheerleading & Dance Team

Spring: Track, Baseball, Golf, Girls Soccer

## **ATTENDANCE REQUIREMENTS FOR CO-CURRICULAR ACTIVITIES**

No student may miss more than 2 class periods on the day of a competition or event or he/she will not be eligible to participate in that day's event. We ask that school-time appointments be avoided to insure a smooth running school day for students, faculty and staff.

Students are expected to attend school for a least ½ day in order to be eligible to participate in practice on that day. The student must check in at the office before the end of the 4th period.

## **ACCIDENT INSURANCE**

Accident insurance is available for all students at the beginning of the school year at a nominal fee. Purchase is optional, but all students taking part in interscholastic athletics must purchase this insurance if not properly covered by a family policy.

## **GUIDELINES FOR DANCES, PARTIES, AND FUND RAISERS**

Generally, activities (i.e. dances, parties, etc.) will be self-supporting. The principal must approve the activity and date for the activity. The class that sponsors the activity may keep in its treasury any money raised above the cost of the activity. Guidelines and deadlines set by the administration and sponsors governing activities will determine whether or not the activity will remain on schedule or be canceled.

The McAuley staff will handle sponsoring of classes, with at least two staff members present at each class activity.

**All events must be approved at least one month in advance.**

## **SCHOOL DANCES**

Times for school dances are scheduled by the Principal's Office. All dances are subject to the following regulations:

1. Chaperones, teachers and parents, must be present. These chaperones are to be obeyed and respected at all times.
2. Normal school rules apply to dances as well as to all school-sponsored activities.
3. Once students leave the dance, they may not return.
4. Guests from other schools will be asked to sign in and to provide an emergency phone number. A guest may come with a McAuley student if the guest has been pre-approved. No more than one guest per student.
5. Absolutely no alcohol or other types of controlled substances are allowed.
6. Students must have rides arranged for the end of the event.
7. McAuley High School dances are for 9th - 12th grade students only.

## **JUNIOR-SENIOR PROM:**

It is the custom of MHS for the juniors to entertain the seniors. This entertainment is one of the most enjoyable and dignified social events of the year.

**SENIOR BREAKFAST: A breakfast gathering will take place prior to graduation practice for seniors and their parents. Practice may last several hours; seniors must attend.**

## **TOMORROW'S LEADERS TODAY**

The Joplin Chamber of Commerce and several other area businesses sponsor Tomorrows Leaders Today. Senior students are chosen for this program through applications and interviews with the chamber. To participate students are released from school one day per month during the senior year to take part in leadership training. Schoolwork missed on these days must be made up. Students from McAuley are required to have a 3.00 GPA to make application for this program.

**STUDENT RESIDENCE** Any student attending a high school in the Diocese of Springfield-Cape Girardeau is required to be living with one of the following:

- a. The student's parent(s)
- b. A legal guardian
- c. A person who has been given the power of attorney by a natural parent (According to Missouri statute, Sec. 475.024, RSMO 1994, a parent of a minor child may delegate to another individual, for a period of one year any of the parent's rights, including the care and

custody of the minor child, with the exception of consenting to marriage or the adoption of a minor child)

A written notification is to be on file, which identifies the residence of the student. Should a student be living with anyone other than one of the above-stated parties, the student will be suspended until the matter is resolved according to the above policy.

## **MATERNITY/PATERNITY POLICY**

Pregnancy of a student can certainly be an emotionally charged and controversial issue for Catholic schools. A balance must be found in showing compassion and care for the student involved and upholding the teachings of the church regarding premarital sex. A pregnant student may attend school as long as her physician feels she is physically able to do so. Any student involved in a maternity/paternity issue will be required to seek appropriate counseling regarding crisis pregnancies and the teachings of the Church on premarital sex. Students involved in maternity/paternity issues will not be allowed to encourage other students to follow their example or they may be asked to leave the school.

## **TORNADO ALERT**

**Signal** - Long slow siren sound

**Guidelines** - Silence, alertness and quickness are essential. Stay away from windows and cover your head with your arms for protection.

### **Movement**

**1st Floor Old Building**– Proceed south to hall gym entrance. Go right into basement entrance by alley.

**2nd Floor Old Building** – Move down stairwell. Go left towards east entrance, left into east basement entrance.

**Library, Chapel & Multi Purpose Room** – Go to hall gym entrance, go right into basement entrance by alley.

**2nd Floor New Section** - Go down new stairs, go to hall gym entrance. Go right into basement entrance by alley.

## **FIREDRILL REGULATIONS**

**Signal** - Short fast siren sound

**Guidelines** - Silence from the time the signal rings until you are back in class.

Move immediately by rows in single file. All windows and doors should be closed. Remain calm.

### **Routes**

**GYM** – Go out alley exit of gym. Exit across parking lot to Byers Ave. Cross street and form a line.

**1st Floor Old Building**– Proceed south down hallway. Go to alley exit of gym. Exit across parking lot to Byers Ave. Cross street and form a line.

**2nd Floor Old Building** – Proceed down left side of stairs. Go out east entrance. Cross Pearl Street. Make a line on the sidewalk across the street from McAuley.

**1st Floor New Addition** – Go out main school entrance by offices. Walk across parking lot to Byers Ave. Cross street and form a line.

**2nd Floor New Addition** – Proceed down new stairwell. Go out school entrance by offices. Proceed north to 9th Street. Cross street and form a line. Multipurpose Room – Go out exit by kitchen. Proceed north to 9th St. Cross street and form a line. When the signal is given to return to classes, follow teacher instructions.

**REMEMBER – Silence, alertness, and quickness promote a sense of security and avoid panic.**

## **EARTHQUAKE EMERGENCY PROCEDURE**

In case of an earthquake, you won't have time to think; you'll only have time to REACT. The most important thing to do is DROP AND COVER: Crouch under a desk or table, tuck your head, and keep your hands on the side of your neck unless you need to hold onto the legs of your shelter and move with it.

After the quake, you will be notified PERSONALLY to evacuate the building into a clear space. Aftershocks may occur without warning, minutes or even months after the major earthquake. If one should occur during evacuation of the building, DROP AND COVER.

First aid kits will be located in the science room and school office. Upon evacuation, take the kits with you outside. Teachers and students should practice the DROP AND COVER drill. Teachers should point out hazards in the classrooms, such as windows, bookcases, wall maps, models, wheeled items, and practice taking cover away from such objects.

**CRISIS MANAGEMENT** Since school violence has become a big issue across our nation, many efforts are being made to be sure our school is a safe place to learn. Crisis management plans have been put in place concerning bomb threats/explosions, intruders, and weapons. The school staff has been trained to watch for signs of depression, anger, isolation, and violent behavior among students. Students are strongly encouraged to report any threats of violence.

In the event of a crisis, which causes evacuation of the school buildings for a period of time, students will be taken to St. Peter's Church Basement.

As a matter of security all doors to the school except the north door will be locked during school hours.

## **MEDICATIONS**

School personnel have been directed by the Diocesan policy not to administer any medication to students at school unless that medication is prescribed, labeled, and is in the original container with dosages specified, accompanied by written parent permission. Aspirin can not be administered by school personnel under any circumstances. Special arrangements can be made with the administration to keep medication for certain medical

conditions such as diabetes, asthma, or severe allergic reactions in the school office. All other medication needs to be taken to school on a day-to-day basis and administered in the school office. PRESCRIPTION OR NON-PRESCRIPTION MEDICATIONS CANNOT BE SHARED AMONG STUDENTS.

### **ASBESTOS NOTIFICATION**

Joplin Area Catholic Schools - in compliance with the Asbestos Hazard Emergency Act of 1986, our facilities have been inspected by a certified asbestos inspector and a management plan has been developed by the diocese. Copies of these plans are available for your inspection at each school office.

### **JACS INTERNET ACCEPTABLE USE POLICY**

Students are expected to abide by the following rules:

- Students are not to access email or social media sites.
- Students are not to access objectionable and/or inappropriate sites.
- Students are expected to abide by all current U.S. and state copyright laws.
- Students are not to give out any personal information about themselves or anyone else on the internet.
- All rules of the Student Handbook apply when using computers.
- Students are not to tamper with or disrupt use of computers or any other electronic equipment.

Violations of any of the above rules and responsibilities will result in loss of computer privileges and may receive other disciplinary actions.

### **VIRTUS**

The Diocese of Springfield-Cape Girardeau is committed to helping children learn and grow in a healthy and safe environment. McAuley Catholic High School complies with diocesan safe environment policies and procedures. In accordance with the U.S. Bishop's *Charter for the Protection of Children and Young People*, the program *Protecting God's Children – Teaching Touching Safety* (commonly referred to as "Virtus") is used in the diocese. Students in grades Kindergarten through 12<sup>th</sup> grade participate in two safety lessons each school year; one in the fall and one in the spring.

The safe environment policy of the diocese includes training in how to recognize, prevent, and report abuse. All employees, and volunteers who regularly work with minors, receive this initial training, as well as ongoing training and background screening. The *Code of Conduct for Clergy, Employees and Volunteers Working with Minors* as well as the *Charter for the Protection of Children and Young People* are available at the diocesan website, [www.dioscg.org](http://www.dioscg.org). An overview of the children's training is also available on the diocesan website. You may view copies of these documents as well as the children's lessons for this school year at the office.

### **Social Media Policy for School Sponsored Social Networking Sites**

*Accountability:* All Joplin Area Catholic Schools social media sites are to be used as an informational tool for marketing purposes according to the ministry of the Church and must be approved by the Joplin Area Catholic Schools school board. The approved school organization site must be maintained as an informational site only and not as a social forum. All organization sites must be transparent and administered through the JACS Development Office and/or the JACS Virtus Officer for monitoring purposes. Social media sites include but are not limited to: blogs, Facebook, Twitter, Vine, Instagram, YouTube, etc.

*Photography/Videos:* Before posting photographs and videos, extreme caution must be observed. Written permission should be sought from the parent **for each occurrence**. Students may be identified in these video postings only with the expressed written permission from the student's parent or guardian. Tagging or identifying students is otherwise prohibited. Please refer to the Social Media Release Form. If written permission is not possible, verbal consent may be given by the parent to two faculty members who then sign off on the release form. All photos/videos cannot be archived and should be deleted after 30 days. In the event of a video share posting, faculty must preview and supervise postings with privacy settings set to unlisted with a public invite to parents to view. Ensure digital pictures/videos are appropriate for viewing by students, parents and colleagues.

*School Logos and Names:* Do not use any School logo or image without permission. Social media sites using Joplin Area Catholic Schools name or affiliates may not be created without permission. If you wish to promote a specific JACS or individual school activity or event, please contact the JACS Development Director for posting on approved JACS social media sites.

*Student-Parent-Site Relations:* Adult administrators must never proactively invite a minor to join the social networking site. Students must join on their own accord. Parents are encouraged to participate by following these sites.

*Privacy:* When posting, even on the strictest settings, administrators should act on the assumption that all postings are in the public domain. In micro blogging (Twitter etc.), comments made using such media are not protected by privacy settings

## **Social Media Guidelines for Parents**

Social media sites include but are not limited to: blogs, Facebook, Twitter, Vine, Instagram, YouTube, etc. This document is established in accordance with the Mission Statement of the Joplin Area Catholic Schools, Virtus and student handbooks.

*Individual Accountability:* Joplin Area Catholic Schools' (JACS) parents are personally responsible for the content that they post, share and respond to online. When posting online, all information is considered representative of your views and opinions and not those of JACS.

*Photography/Videos:* Before posting photographs and videos of other children, permission should be sought from the child's parents to ensure privacy. Secure privacy location settings on your phone so as not to reveal where the photo was taken. Ensure digital pictures are appropriate for viewing by students, parents and colleagues.

*Confidential Information:* Online postings and conversations are not private. Do not share

confidential information, internal School discussions, or specific information about students, staff or other parents.

*School Logos and Names:* Do not use any School logo or image without permission. Social media sites using Joplin Area Catholic Schools name or affiliates may not be created without permission. If you wish to promote a specific JACS or individual school activity or event, please contact the JACS Development Director for posting on approved JACS social media sites.

*Staff-Parent Relations:* We recognize that many members of our community are staff members as well as parents or alumni parents. With this in mind, we ask that parents join the social networking site of faculty and staff with discretion. Parents should keep in mind that faculty and staff members are not required to accept invitations from parents, and should respect each individual staff member's personal preferences concerning their social networks. You should never discuss sensitive School matters with staff or other parents using social media outlets.

*Privacy:* When posting, even on the strictest settings, parents should act on the assumption that all postings are in the public domain. In micro blogging (Twitter etc.), comments made using such media are not protected by privacy settings.

*School Values:* JACS encourages parents to set and maintain high ethical standards in accordance with the Catholic faith in their use of social networking. Staff, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents or staff nor the School in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Your posts and comments should help build and support the School community. Do not comment on nor forward unsupported information, e.g. rumors.

*Inappropriate Content:* Even though you are of legal age, consider carefully what you post through comments and photos regarding alcohol and other age-restricted activities. Do not use ethnic slurs, innuendos or any other inappropriate content. Do not use profane or threatening language.

## **Social Media Guidelines for Students**

Social media sites include but are not limited to: blogs, Facebook, twitter, vine, Instagram, YouTube, etc. This document is established in accordance with the Mission Statement of the Joplin Area Catholic Schools, Virtus and student handbooks.

*Age Restrictions:* Joplin Area Catholic Schools (JACS) acknowledges that many social network sites require members to be at least 13 years of age. We encourage students to adhere the policies of these sites.

*Individual Accountability:* JACS students are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of JACS.

*Confidential Information:* Online postings and conversations are not private. Do not share confidential information, internal School discussions or specific information about other students or staff.

*School Logos and Names:* Use of any School logos or images on your personal social networking sites is prohibited. Creation of social media sites using Joplin Area Catholic Schools name or affiliates are prohibited. If you wish to promote a specific JACS or individual school activity or event, please contact the JACS Development Director for posting on approved JACS social media sites.

*Student-Staff Relations:* Inviting staff members to join your social network is strongly discouraged. Please respect the privacy of staff members and their preferences regarding their social networks.

*Student-Student Relations:* Older high school students should use care when extending or accepting invitations from younger middle school students.

*Inappropriate Behavior:* The core values of JACS apply to student behavior both on and off campus. In the online environment, students must follow all JACS policies and conduct himself/herself as in School. The School will work in partnership with parents to monitor behavior that negatively affects our students or reflects poorly on the values of our school, and students may face consequence for behavior that violates our values and policies.

*Privacy:* When posting, even on the strictest settings, students should act on the assumption that all postings are in the public domain. In micro blogging (Twitter etc.), comments made using such media are not protected by privacy settings.

*Profiles:* Ensure your profile and related content is consistent with how you wish to present yourself with parents and other students.

*School Values:* JACS encourages students to set and maintain high ethical standards in accordance with the Catholic faith in their use of social networking. Staff, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents or staff nor the School in general. If responding to someone with whom you disagree, remember to be respectful. Make sure that criticism is constructive and not hurtful. Your posts and comments should help build and support the School community. Do not comment on nor forward unsupported information, e.g. rumors.

*Inappropriate Content:* Do not use ethnic slurs, innuendos or any other inappropriate content. Do not use profane or threatening language. If you come across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your parents or a teacher right away.

*Public Information and Responsibly:* Social media venues are public and information can be shared beyond your control. Be conscious of what you post online, as you will leave a long-lasting impression on many different audiences. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, admissions officers or future employers to access.

*Safety:* Never give out personal information, including, but not limited to, last names, phone numbers, addresses or exact birthdates. Do not share your password with anyone besides your parents. Only accept social network invitations from people you know. If you feel unsafe online, tell your parents or a trusted adult right away.

### **Student Dress for Dress Down Days**

Because one aspect of being educated includes learning appropriate dress, we believe that students should dress in a proper manner for school. In order to allow for individual differences and personal expression, this dress code is designed for individual flexibility, yet strives to bring a sense of community to our school. Students need to learn and appreciate a guideline for appearance in certain places and situations. This dress code tries to aid the student in this important lesson. The general guideline is that students are expected to maintain themselves in a neat and clean appearance at all times.

1. Boys shall wear nice jeans, shorts or slacks and either a buttoned or pullover shirt. Shirts may be untucked.
2. Girls shall wear nice jeans, slacks, shorts, skirts, dresses, and either a buttoned or pullover shirt or blouse. Shirts or blouses should have sleeves and crew necks or collars (no low cut v-necks or scoop necks) Shirts may be untucked. Girl's dress shirts designed for outfits should extend over pants when arms are extended overhead. Midriffs should not show during class activities. Skirts and dresses must meet the 3 inch rule. Leggings and jeggings are not allowed.
3. No oversize or tight fitting clothes. No clothing can be worn wrong side out. No underwear showing on the outside.
4. Any clothing which displays a considerable amount of skin is inappropriate.
5. Hats, caps or scarves worn as hats are not to be worn indoors.
6. Proper dress during school hours excludes sweats, warm-up suits, T -shirts with the arms removed, tank tops, ragged/torn clothing, halter tops, backless top outfits, and sportswear including yoga pants.
7. Shirts may display graphics in good taste. Nothing should be worn with profanity, rude comments, advertising alcohol or tobacco products, or with words from alcohol or tobacco commercials
8. Shorts must be no shorter than 3 inches above the knee. Ragged cut-up jeans are not acceptable. All shorts and pants must be hemmed. Shorts are not to be worn from November 1st thru March 31st.
9. Slits in skirts or dresses must not exceed the 3 inch rule.
10. Boys shall be clean shaven.
11. Boys are not permitted to wear earrings or have body piercing. Girls may wear 1 pair of earrings and have no other body piercing.
12. All students should wear their hair in a well-groomed manner. Boys' hair must be an inch above eyes, off the collar, and cut above the ear. Girls' hair should be out of the eyes. Hair color should be a natural hair color.

13. Students may not have tattoos.

14. High heels are not acceptable foot wear unless deemed appropriate by the administration. Stilettos are prohibited.

#### **SCHOOL/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK**

Since this handbook cannot possibly handle all situations which may arise, decisions or revisions will be made at the discretion of the proper authorities. Parents will be given notification of changes that are made. **Revised –July 3rd, 2014**