

Handbook Confirmation Page

Parents and Students:

Please sign below the confirmation of having read this handbook and your agreement to abide by the policies of Catherine McAuley High School.

Please return the signed statement to your homeroom teacher by September 8, 2009.

I have read the student handbook and agree to abide by all the rules and regulations of Catherine McAuley High School.

Student's Signature

Date

I have read the student handbook and agree to support the policies established by the administration of Catherine McAuley High School.

Parent's Signature

Date

**Catherine McAuley High School
631 Stevens Avenue
Portland, Maine 04103
797-3802**

August 2009

Dear Catherine McAuley High School Families:

We present this Student Handbook to you as an aid in making the Catherine McAuley High School experience a positive one for all.

We are requesting that students and parents read the information carefully, sign the **Handbook Confirmation** page, return the Handbook Confirmation page to the homeroom teacher and keep the handbook/planner available as a reference throughout the school year. Within the Student Planner is a PassPort Section (hall passes), which teachers and students utilize throughout the year. We expect our students to be responsible school citizens and we ask that parents support their daughters in following all school policies and procedures.

If you have any questions regarding any of the information in this Handbook, please call the school office at 797-3802.

Sincerely,

Sister Edward Mary

Sister Edward Mary Kelleher
Principal

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School Calendar 2009/2010

(This calendar includes 8 storm days and 5 Teacher Days)

August	25-26 27	Teacher In-service First Day of School (Quarter 1 begins)
September	4 7	Early Release Labor Day
October	12	Columbus Day
November	2 11 25 26-27	Quarter 2 begins Veterans' Day No student day Thanksgiving Recess
December	18 21-1/3/10	Early Release Christmas Break
January	4 18 19-22 25	Classes resume Martin Luther King Day Exams Quarter 3 begins
February	15-19	February Vacation
March		
April	2 5 16 19-23	Good Friday Quarter 4 begins Early Release April Vacation
May	31	Memorial Day
June	22	Last Day of School

Important Dates

SAT Dates

<u>Test Date</u>	<u>Registration Deadline</u>
October 10, 2009	September 9, 2009
November 7, 2009	October 1, 2009
December 5, 2009	October 30, 2009
January 23, 2010	December 15, 2009
March 13, 2010	February 4, 2010
May 1, 2010	March 25, 2010
June 5, 2010	April 4, 2010

ACT Dates

<u>Test Date</u>	<u>Registration Deadline</u>
September 12, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010

AP Tests

Early May

PSAT

October 14, 2009

All sophomores and juniors

ACT Explore

October 14, 2009

All first year students

ACT Plan

October 21, 2009

All sophomores

CLASS ROTATION SCHEDULE

First Bell: 7:48am Homeroom: 7:50-8:00am

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Period 1	Period 3	Period 2	Period 1	Period 3
8:47					
9:38	Period 3	Period 2	Period 1	Period 3	Period 2
10:21					
10:25	Period 4	Period 4	Period 4	Period 4	Period 4
11:08					
11:12	Period 5	Period 5	Period 5	Period 5	Period 5
11:55					
11:59	Period 6	Period 6	Period 6	Period 6	Period 6
12:42					
12:46	Period 7	Period 8	Period 8	Period 7	Period 8
1:29					
1:33	Period 8	Period 7	Period 7	Period 8	Period 7
2:16					

All classes are 43 Minutes

School and Community

Named for the Irish founder of the Sisters of Mercy, Catherine McAuley High School was established in 1969, as a result of the merging of St. Joseph's Academy with the diocesan Cathedral High School. Located in Portland, McAuley is Maine's only private, single-sex secondary school. Catherine McAuley High School offers young women of Portland and neighboring areas an opportunity to engage in a rigorous, comprehensive, college-prep program in liberal arts studies. Acceptance to CMHS is based upon a placement exam, a McAuley application and essay, previous school records, principal or teacher recommendations and personal interview. Students are accepted to McAuley without regard to race, creed, color, nationality or religion.

Mission Statement

Catherine McAuley High School, a Catholic, college preparatory high school for young women, sponsored by the Sisters of Mercy, is committed to academic excellence within the Judeo-Christian tradition and the spirit and mission of Catherine McAuley, Foundress of the Sisters of Mercy.

In its commitment to excellence, Catherine McAuley High School provides an environment in which each student develops her full potential, becomes a 'woman of mercy', well educated, self-disciplined, enriched by diversity, able to lead and willing to serve others.

Accreditation

The New England Association of Secondary Schools and Colleges and the State of Maine Department of Education accredit Catherine McAuley High School.

Administration and Faculty

The faculty and staff of Catherine McAuley High School are committed to developing young women of strong character, academic excellence and social integrity. The school has 28 certified professional staff. The student/teacher ratio is 9:1.

ACADEMIC POLICIES

ACADEMIC REQUIREMENTS

A student must obtain 23 Carnegie units for graduation. One credit in Religious Studies is required of all students for each year at CMHS. Each student is required to carry a course load of at least five academic subjects per semester but may not exceed six academic courses per semester. Requirements of earning a diploma are as follows:

Religion	4	Fine Arts	1
English	4	Physical Education	1
Mathematics	3	Computer	$\frac{1}{2}$
Social Studies	3	Health	$\frac{1}{2}$
Foreign Language	3		
Science (Bio/Lab)	3		

ATTENDANCE POLICY

The school day runs from 7:48 a.m. – 2:16 p.m. Regular attendance is necessary for the development of academic excellence. To further academic growth, a student must be present for the instruction and interaction in the classroom. *The classroom experience cannot be replicated through make-up work.* Tardiness and early dismissals contribute to individual class absences, which may result in poor class performance and low grades. Therefore, Catherine McAuley High School establishes the following policy for its students:

- For a full-year course, a student may not miss more than sixteen classes. For a one-semester course, a student may not miss more than eight classes. Any student who violates this policy will be denied credit for the course.
- A student who has been denied credit as a result of excessive absences must earn the credit by retaking the course if it is required for graduation.
- A letter to the parents or guardian will be sent after five absences.
- A mandatory conference with the parents or guardian will occur after seven absences from any course.

Policy on Absences

Catherine McAuley High School requires that the parent or guardian call the school (797-3802) by 9:00 am on the day of the absence. The student must also bring a note signed by the parent or guardian upon her return to school. The student will receive an admit slip on the day of her return. A student in violation of this policy will be recorded as truant and will be subject to disciplinary action as stated below.

Excused Absences

- **Personal illness**, to be verified by the appropriate authority as determined by the responsible school official.
- **Appointments with health professionals** that cannot be made outside the regular school day. The responsible school official may request appropriate documentation.
- **Observance of recognized religious holidays** when the observance is required during the regular school day. The responsible school official may request appropriate documentation.
- **Emergency family situations** as deemed appropriate by the responsible school official.
- **College Visits:** Seniors are allowed college visits.
- **Suspensions:** Any absence resulting from a suspension is considered excused. Suspended students are to be given all missed work and quizzes/tests.
- **Absences for educational purposes (field trips, competitions, athletic events)** must be approved in advance by the responsible school official, which may require documentation of the stated reason for the absence.

Unexcused Absences

- For each unexcused absence, the student will receive a zero for each class that is missed.
- For each class missed through truancy, unexcused tardiness or skipping of classes, the student will receive:
 - ❖ One hour of detention per class or study hall missed
 - ❖ A zero for each class

Missed class work is the student's responsibility. The teacher is not obligated to re-teach material missed by the student during her absence.

Please be advised that exceeding the maximum limit of absences, whether the absences are excused or unexcused, (*****with the exception of absences for educational purposes**), will result in the denial of credit.

Attendance Recognition

Students whose attendance is perfect will be recognized at the awards assembly either at the end of the year or at the first scheduled assembly in September. (Field Trips, competitions, athletic events will not compromise perfect attendance.)

Tardiness

Any student tardy for school must report to the office for an admit slip. The student will be allowed three tardy days per semester. Any tardiness thereafter will result in a detention. Any work, including quizzes and tests, that the student misses because of the tardiness must be made up during the same day. Rescheduling of this work is the responsibility of the student and must be coordinated with the teacher.

GRADING: REPORT CARDS

Final course averages are weighted as follows: 8 pts are added to AP courses; 5 pts are added to Honors courses for Grade Point Average only. Class rank is not calculated for determining college placement. Physical Education and other courses graded on pass/fail basis are not included in calculating student grade point averages.

Grading System

	<u>Grade Point Value</u>	<u>Value</u>
A	93-100	High Honors
B	85-92	Honors
C	77-84	Pass
D	70-76	Pass
F	69-below	Fail
INC	Incomplete	

If a student receives a grade of Incomplete, the necessary work must be made up within a period of one week and submitted to the teacher. If this is not done, the grade automatically becomes a Failure. **It must be remembered that the obligation to make up the work indicated by a grade of Incomplete rests entirely with the student.** Extenuating circumstances will be reviewed by the administration.

Effort Scale

1. Commendable
2. Good
3. Average
4. Below Average
5. Unsatisfactory
6. Inconsistent Effort
7. Parent Teacher Conference Suggested
8. Parent Teacher Conference Requested

Honor Roll Eligibility

- Each student must be enrolled in at least five courses
- Every course, inclusive of Physical Education, for which a student receives a grade falls under the Honor Roll Criteria, which are:

High Honors: student must receive a numerical grade of 93 or above in each course.

Honors: student must receive a numerical grade of 85 or above in each course.

Commendable Roll: student must receive a numerical grade of 85 or above in every course, except one, which must consist of a numerical grade of 84.

Graduation- Special Recognition Awards

Catherine McAuley High School will recognize annually at Graduation Exercises the top ten students who have earned academic excellence based on the student's seventh semester weighted cumulative grade point average. All graduates earning a weighted cumulative grade point average of 93-100 after seven semesters will be recognized in the graduation program as Honor Graduates.

Academic Excellence:	Top 10 Students
Honors:	93-100

HOMEWORK STANDARDS

The Catherine McAuley High School curriculum is rigorous. Homework is assigned as an extension and reinforcement of skills introduced in the classroom situation and as a means to foster independent learning. The academic department and its staff determine the amount of homework and the type of homework assigned. Daily, the student can expect approximately three (3) hours of homework.

Parental help with time-management relating to sports, jobs or even extra-curricular activities is encouraged.

MAKE-UP WORK

Class work must be made up following any excused absence. Make-up work is the student's responsibility, and arrangements to complete work should be made upon the day of her return. A day's absence does not excuse a student from the responsibility for all assignments due on the day of her return. On the day of her return, the student must request of the teacher a make-up test, which will be given after school or at the teacher's convenience. A student with previous knowledge of the test day should ordinarily be prepared for the test upon her return. Advance notice should be given for all absences except illness and family emergency. Parents should contact the school to make arrangements for these absences.

PROGRESS REPORTS

Halfway through the quarter, a progress report is sent home if a student is failing, in danger of failing, or not working to capacity. Parents who receive this notification are encouraged to contact the teacher about their daughter's work. If a student's work declines during the second half of a school quarter, the teacher will notify parents of the failure/decline two weeks before the close of the quarter. These two weeks should be sufficient time to make an effort to improve. A failure on a report card should not come as a shock.

STUDY HALLS

Study periods will be conducted in supervised areas. Each student is expected to have work with which to occupy herself for study purposes. Study hall teachers may issue passes to the office, guidance office, computer lab, library, etc. Students who wish to meet with a teacher must have a previously signed pass from him/her, and must present it to the study hall teacher before leaving. Because the school administration and faculty believe that each student should take a solid academic program to prepare for post-secondary work and as a means of insuring a return for the monetary investment in the student's education, she is allowed one study period per day.

ADD DROP POLICY

Once a new academic year has begun, students may change their programs only for sound educational reasons. No student-initiated change of program will be permitted after the **second week** of the semester. A change of program after the second week of the semester must be teacher initiated, in consultation with the student and parent/guardian. This change will then be arranged through the

Guidance Department and approved by the principal. Teacher-initiated changes will be permitted during the first **three weeks** of the semester or at the end of a ranking period.

EXAMS

Mid year and final exams will be administered. These ninety-minute test periods provide students with the background for taking college examinations. Exam ranks count as one-fifth the semester rank, while the two-quarter ranks each count as two fifths. Seniors, who maintain a second semester average of 93 in a subject, need not take the final in that subject. Make-up exams are scheduled on the assigned make-up days.

CHEATING

Cheating will not be tolerated. A student who is known to have cheated or plagiarized will fail the assignment or exam with a rank of zero.

RECOMMENDATION POLICY FOR AP/HONORS COURSES

Taking an AP or Honors level course requires collaboration between the student, the parent/guardian and the school. Each plays a significant role in the success of each student in that class.

AP Level Course

The student must have an overall earned grade of 90 or higher in the current (honors) class within the discipline that the AP course is offered. If the student is not enrolled in a class in that particular discipline, the Guidance Office will defer to the student's English grade and the recommendations of the current English teacher. The student must also be organized, disciplined and motivated. The student will be expected to complete assignments, readings and projects outside of class time. The student will take the AP Exam on its scheduled date and time as outlined by the College Board.

Honors Level Course

The student must have an overall earned grade of 85 or higher in the current class within the discipline that the honors level course is offered. If the student is not enrolled in a class in that particular discipline, the Guidance Office will defer to the student's English grade and the recommendations of the current English teacher. The student must also be organized, disciplined and motivated. The student will be expected to complete assignments, readings and projects outside of class time.

Appeal Process

If a student/parent disagrees with the recommendations for the upcoming school year, contact should be made with the current classroom teacher. If the student/parent cannot resolve the issue with the teacher, contact should be made with the Guidance Department and our appeal process will be explained. At that time, the school's policy concerning overrides and Class Recommendation Appeal Form will be discussed. If this process is to be used, the student, parent and principal must have full knowledge of the circumstances and must sign the Appeal Form for it to become effective. A copy of this form will be placed in the student's permanent file as well as given to the teacher of the affected course.

Overrides and the Class Recommendation Form

It has long been the school's policy that if a teacher does not recommend a student for the next higher level as requested by the student/parent, that student and parent can appeal the decision through the Guidance Office. After a discussion about the possible ramifications, a Class Recommendation Appeal Form shall be made available that must be read and completed. This form will stipulate that the student may attempt the next higher-level course in relation to the recommendation level for that course for the first quarter of the following year only and will be evaluated at the end of that quarter. If the student's academic grade is 85 or higher, the student may remain in the class. If the grade is below 85, the student may be changed to the lower level as agreed by the contract. The student, parent and principal must sign this form.

ASSEMBLIES

Assemblies are an important element of the curriculum and all students and faculty members are expected to attend scheduled assemblies unless specifically excused by the Principal. Proper audience conduct is essential. When speakers from outside the school leave, their image of McAuley High School is generally based on how the audience conducted itself. *Actions speak louder than words.*

The following rules of conduct should be followed during assemblies:

- ❖ At all times students' behavior should be refined and courteous. An indication of the cultural level of a school is the decorum of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable

- ❖ Textbooks and other materials are to be left outside. Pocketbooks should be taken into auditorium.
- ❖ Before and after an assembly, talking should be limited to those sitting or walking within a close proximity to avoid calling, shouting or yelling across the room.
- ❖ Conversation is out of order during an assembly.
- ❖ When the person chairing an assembly appears, attention should be given immediately.
- ❖ When discussion is invited or questions entertained from the floor, the audience participant should stand, out of respect for the speaker and in order to be heard.
- ❖ No one should leave the auditorium during an assembly.

CAREER STUDY/SERVICE PROJECTS

Annually, junior and senior students participate in an independent, curriculum related project, which provides an opportunity for student initiative, growth and responsibility in a learning experience outside the curriculum. Clearly defined policies, procedures and rules for these independent school-approved projects are distributed to each participant and become her responsibility. A grade of Pass or Fail is given upon its completion, according to the manner in which these obligations are met.

LIBRARY

The library is ordinarily open for use Monday through Friday from 7:30 am - 3 pm. Students are free to use the library before school, during study periods and after school, for study, research and recreational reading. A quiet atmosphere must prevail at all times.

ELIGIBILITY REGULATIONS

Academic-Athletic-Extracurricular Standards

STANDARD

Every McAuley student should evidence the Christian ideals and ideas of courtesy, which are based on the recognition of the human dignity of each individual. At all times students' behavior should be refined and respectful. An indication of the social level of a school is the decorum

of the student body. Each student is personally responsible for her code of conduct when representing, participating in or attending all school-related functions or extracurricular activities.

DECORUM

As representatives of Catherine McAuley High School, students are expected to exhibit proper behavior at all times. Improper conduct as determined by the activity moderator, coach and/or administrator shall result in disciplinary action up to and including suspension.

DEFINITION

An extracurricular activity or school related function is defined as any and all programs and activities sponsored, supervised and/or financed by the school, which provides curriculum-related learning and character building experiences.

The eligibility policy for extracurricular activities includes the following:

Drama/Play Productions	Athletics
Leadership Offices	Educational Competitions
Music Competitions	

-Any other activity not so listed as determined by administration

-Students participating in Drama and Athletics must sign an extracurricular activity form

EXTRACURRICULAR RULES AND REGULATIONS

Eligibility

A student is rendered scholastically ineligible to participate in extracurricular activities if she fails one subject in any one marking period or if her academic average is below a 77.

A student may be reinstated if her grades at the time of progress reports are of a passing nature. The only exception to this policy occurs after the fourth quarter when she can possibly regain her eligibility for the fall season by attending summer school.

Incompletes will constitute ineligibility until made up. The principal will review extenuating circumstances.

Students must meet all eligibility requirements of the Maine State Principals' Association.

Activity participants suspended from school are not allowed to practice or participate in contests while on suspension.

Students may change sports during a season only when both coaches and the athletic director consent.

Participants will abide by the regulations established by the activity moderator or coach.

Attendance

The student must attend school the day of an activity, game or competition in order to participate, unless a legitimately approved excuse is presented from the parents to the principal or her designee. The student is also expected to be in school on time the day after an activity, game or competition.

Attendance at all practices is mandatory unless previously excused by the coach or moderator.

Insurance

Students and parents must be aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury. It is for this reason that all interscholastic athletic participants are required to have an in-force accident insurance coverage program approved by the school prior to the onset of their sports season and continuing throughout the school year.

Drugs and Alcohol

Any student using drugs, alcohol or tobacco during the activity season in which she is participating will be suspended for up to two weeks. A second offense would make the student ineligible. At this point, reference must be made to the Chemical Health Policy.

Equipment

Any equipment or uniform issued to a student is the responsibility of that student. If it is not returned in satisfactory condition, the student will be billed for the equipment and/or uniform. A student will not be eligible for another activity until all previously issued equipment/uniform is accounted for.

Transportation

Athletes are required to travel to and from competitions with the team. Permission may be granted by the athletic director/coach to allow an athlete to be released to her parent/guardian at the completion of the competition.

STUDENT LIFE POLICIES**ANNOUNCEMENTS**

Announcements relevant to the student body are made over the public address system during homeroom period each morning, and again at the end of the school day.

BOOKS

All textbooks are to be purchased by the student. The name of the text and the copyright date will be available by the end of the school year. A company will be recommended. Students can resell their used books to the next class if that edition is going to be reused. It is to the student's advantage to keep the book in the best possible condition, as the condition will often determine the resale price.

CHANGE OF ADDRESS

Any student that changes address or telephone number should report the change to the main office as soon as possible. This procedure is necessary to maintain accurate school records.

COLLEGE REPRESENTATIVE VISITS

In the fall, over 100 College Admission Representatives visit Catherine McAuley High School. Juniors and seniors are eligible to come to these preplanned visits. The student is required to have a permission slip signed by the classroom teacher of the class that will be missed. The permission slip must be given to the Guidance Department at the time of the visit. The student needs to ask this teacher 24 hours in advance of this visit. It is the teacher's prerogative to refuse the request.

EARLY DISMISSAL

If a student must be dismissed early from school, she should bring a note from the parent, stating the need for dismissal, to the office before 7:45 am. She will receive a dismissal slip, which she should show to the teacher whose class she will be leaving. The student will leave the slip in the main office on her departure from school.

EXTRACURRICULAR ACTIVITIES

Student activities are an important part of a well-rounded education. They afford opportunities for students to develop democratic leadership and intelligent participation, as well as improving desirable social traits, genuine loyalties, wholesome living, good sportsmanship and individual and group responsibility.

Student Activities

Four elected officers and a moderator lead each class. The Student Council officers direct class elections. The Student Council exists as a unifying organization for the entire school from student body to the administration. Currently, four officers, a parliamentarian, moderator and six representatives per class carry out the mission of the McAuley Student Council.

Student Council serves as a voice through which students can introduce establishment of proposed administrative regulations; that is, via presentations to the Student Council for discussion by the student body before their presentation to administration for further consideration and definitive action.

Following are the extracurricular activities available to students at McAuley presently:

Activities

Ambassadors Club
Art Club
Book Club
Campus Ministry
Drama Club
French Club
International Club
Intramurals
Key Club
Latin Club
Math Team
Mercian Yearbook
National Honor Society
Newspaper
Varsity Club
Social Action Club

Spanish Club
Student Council

Interscholastic Sports

Cheering
Cross Country
Field Hockey
Golf
Soccer
Basketball
Indoor Track
Swimming
Lacrosse
Softball
Tennis
Track and Field

FIELD TRIPS

Field trips provide another avenue for learning. A teacher must have clear goals and objectives in mind and communicate these to the students.

The teacher planning the field trip should post the list of students participating in field trip in the Faculty Lounge and via email at least 5 days prior to field trip; unless there are extenuating circumstances.

FUND RAISING

Catherine McAuley High School has a mandatory fundraising component for all families as part of their extra-curricular obligation. This component mandates that each student sell a minimum number (to be determined annually) of Raffle Calendars. This fundraising activity will be performed by the student from September through December of each year. Should a student/family wish to “buy out” of the obligation, they may do so by paying the cost of the minimum sales, by December 1 of the current school year. Should any student’s calendar fundraising exceed the minimum level required of each student, the excess revenue collected may be assigned to the club/sport/activity of the student’s choice. With the exception of such excess amounts, disbursement of revenues collected shall be used for the regular budget (as submitted by the extra-curricular group Chair) and shall not be used to fund any trips/travel. Excess sales above the minimum required amount may be used for trips/travel by those groups designated by the student.

This raffle replaces all sales and solicitations for extra-curricular activities within the school community and its’ constituents. Therefore, ALL fundraising activities beyond the school raffle calendar must be approved by the Director of Advancement prior to such solicitation occurring.

GUIDANCE

The Guidance Department offers a comprehensive and sequential program involving all students. The program is designed to offer ongoing college, career and supportive counseling services to all students, parents and faculty. Other services include: scheduling consultation, individual and classroom guidance, crisis intervention, scholarship exploration, college related workshops, Career Choice Program, and the administration/interpretation of academic testing.

Follow-up Service

After you leave Catherine McAuley High School, we are still interested in you and your life. Please keep in touch and keep us informed as to what you are doing. Feel free to seek further help from the Guidance Department. We will do all we can to help you find your place in life.

Guidance Appointments

Students are free to schedule an appointment with the Guidance Department. With a pass, a student may come to the office to schedule an appointment or make use of the informational resources available. Appointments may be initiated by the Guidance Department. Whenever possible, these appointments will occur during a student's study hall or other free period.

Transcripts

Transcripts should be requested through the Guidance Office. The request can be for students needing a transcript for college applications, military use, scholarship applications, prospective employment or summer programs. Requesting a transcript is done at no charge. The name and address of the institution where the transcript is being sent should be supplied in writing. **"Official transcripts" are never issued to students.** A student can receive a **copy** of their transcript.

HEALTH SERVICES

The school nurse is available on an individual basis to provide assistance with any health problems, concerns and/ or questions. First aid emergency treatment will be provided as needed for accidents or illness. The school nurse maintains all health records. If a student becomes ill while in school, she must report to the school nurse. At no time should a student contact her parent/guardian to be dismissed prior to having seen the school nurse. Once an assessment by the school nurse has been made, a course of action will be determined. This may include contacting parent/guardian with concerns or questions and/or discussing dismissal for medical reasons. However, it is the family's responsibility to obtain the necessary medical care from the physician of their choice.

No immunizations are given through the school. Students who do not meet the minimum requirement of Maine State Law and have not filed an exemption form are excluded from school.

Accidents

All accidents to students should be reported to the school nurse and administration immediately. Those persons injured will be assisted to the health office when medically appropriate and under the advisement of the school nurse. Should the accident occur when the office is closed and there is need for emergency assistance, **call 911** for medical

assistance. An accident report form must be filled out by the activity moderator/coach who has witnessed the incident. All forms need to be sent to the school nurse.

Medication

- ❖ The school nurse and designated trained personnel (when school nurse is unavailable) can dispense Tylenol/Acetaminophen and Advil/Ibuprofen when deemed necessary and only with written permission of the student's parent/guardian.
- ❖ All students that need scheduled medication during school hours must bring the prescribed medication, in the original container that has the prescription on the label. Medication will not be accepted if it is not in the original container or packaging.
- ❖ The medication needs to be accompanied by a physician's note stating the medical necessity of the medication and the reason it needs to be taken during school hours.
- ❖ At no time is a student allowed to carry medication on their person. Students will be authorized to possess and self-administer emergency medication from an asthma inhaler or an epinephrine pen upon providing the school nurse with prior written approval from the student's physician and parent/guardian. (per MRSA Title 20-A Sec. 254(5))
- ❖ The student's parent/guardian must submit written verification to the school nurse from the student's physician confirming that the student has the knowledge and the skills to safely possess and use said inhalers or epinephrine pens in school.
- ❖ The school nurse shall evaluate the student's technique to ensure proper and effective use of an asthma inhaler or an epinephrine pen in school.
- ❖ If there are special considerations involving medications, the school nurse must be contacted.

HOMEROOM

Homeroom is the time when attendance is taken, announcements are read and any school-wide business is handled. It is time set aside to publicize what is happening and get organized for the day.

LOST & FOUND

There is a Lost & Found box in the locker room and in the Mall. Any item found on the school campus should be placed in one of these boxes.

NO SCHOOL ANNOUNCEMENTS

CMHS reports no school announcements on the local television and radio stations. Listen to the radio and television announcements. The principal will determine conditions which warrant cancellation of classes. In the event of bad weather, students living at a distance from Portland should use parents' discretion as to the wisdom of traveling.

RADIOS, HEADSETS, IPODS, CELLPHONES, ETC.

Radio, headset, iPod, etc. use in school is restricted from 7:50am-2:16 pm. If a student is using one of these items during this time, an adult will take it from the student and turn it into administration. The device will be returned to the student at the end of the school day. The administration will assign a detention to the student. **Cell phones are not to be used during the school day.** Parents, please contact the Main Office to leave messages. Messages will be delivered to the students at the end of the school day, unless it is an emergency. Telephones are available in the main office if a student needs to contact a parent during school hours.

SCHOOL PROPERTY

Appreciation for the property of others and for the use and maintenance of common property are qualities to be fostered among students. Faculty will teach more about this attitude by their own use and care of school property, but they should also encourage students to accept responsibility in this area.

Maintenance personnel are not hired to clean up after students.

Students should be taught to assume responsibility for the equipment, desks, lockers and classrooms they use. Damage in any area should be reported to the classroom teacher, moderator, coach or office personnel immediately.

Portable school property (projectors, gym equipment, etc.) may not be removed from the premises.

Each student is assigned a locker which, although given to her for her use, is school property and subject to inspection at any time. Students who permanently damage lockers from misuse, such as slamming, kicking or stickers, will be subject to fines.

SENIOR PRIVILEGES

All seniors may have unsupervised study halls. During the school day, she may go to the Mall, library or to a classroom area if given

permission by the teacher in that area. She may not go to the gym, locker room, pool and auditorium or leave school premises during the school day. If her study hall falls during the last period of the school day, she may leave the school grounds once she signs out in the main office. However, if there is a scheduled school assembly, seniors must be present.

Abuse of this privilege will result in revocation of the privilege for that individual. The senior will then be assigned to a supervised study. A senior who receives a progress report that indicates unsatisfactory work midway through a quarter or a failing grade at report card time is required to go to a supervised study-hall.

STUDENT ACCESS TO SCHOOL

Ordinarily, school doors will be unlocked at 7:00 am and locked at 5:00 pm. A moderator, teacher, administrator or coach must supervise students during extracurricular activities and/or study purposes. Students do not have access to the building without the direct supervision of a moderator/teacher/coach/administrator:

- a) Before 7:00 am and after 5:00 pm on school days
- b) On a weekend or a holiday
- c) In classrooms during or after school without a proctor

Students who must wait for rides in the afternoon must wait in the Mall where they can be supervised from the Main Office until 5:00 pm. Parents are requested to contact the Main Office if their daughter's ride is going to be later than 5pm.

STUDENT PASSES

Passes are required for students to go anywhere in the building(s) during scheduled class periods. A pass is signed by the teacher giving permission, taken by the student to the receiving teacher, returned to the student with the teacher's signature and given back to the original teacher upon return to that area or class.

STUDENT RECORDS

Definitions

Student Record shall mean anything directly related to a student maintained in writing or on film or tape for others to see and hear. **Student record** does not include private notes or working notes of school personnel that are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

Student shall mean any person who is or has been in attendance at the school and with respect to which education records are or have been maintained.

Purpose of Student Records

Students' records are collected and maintained to promote instruction, guidance, educational progress of the student, and for legitimate educational research.

Right to Inspect and Review

Parents have the right to inspect and review any and all official records, files and data directly related to their daughter, including material that is incorporated into the student's cumulative record folder. Such requests will be granted within a reasonable period of time, not exceeding five days. The folder serves the student by being available to school officials, including teachers who have a legitimate educational interest an/or parties outside the school complying with the appropriate written consent procedures from the student's parent or guardian.

When parents inspect student records, the school should provide a school employee to interpret the information in the folder. Parents may make copies of the materials contained in their daughter's records at the discretion of the school for a nominal fee.

Age of Consent

When a student reaches age 18 or is attending a post-secondary institution, the consent required of and rights given to parents shall be required of and granted to the student only.

Maintaining Student Records

Material in records may include, but is not necessarily limited to, the academic transcript, standardized achievement test scores, aptitude tests, psychological tests, interest inventory results, health data, the student's formal application and attendance data. The creator shall sign documents created by educational, supervisory and administrative personnel of the school and made part of the student record.

After a student has graduated, all information will be destroyed except the official transcript, necessary identifying data, standardized test scores, any awards or honors earned attendance data and health records.

All school personnel having access to the records of a student shall be required to sign a written form to be kept permanently with the student record.

At such time as a letter of status or recommendation by a teacher is made a part of a student's permanent record, it shall be made available to the student or parent upon request.

Custodial and Non-custodial Parents' Rights and Responsibilities

Catherine McAuley High School abides by the provision of the Buckley Amendment (FERPA, 1974). When parents of a student are separated, involved in divorce proceedings, or are divorced, the administration will respect the rights of both the custodial and non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In absence of a court order to the contrary, Catherine McAuley High School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student; Catherine McAuley High School is not required to inform the custodial parent/legal guardian(s) if such information has been requested or given to a non-custodial parent/guardian. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined; the parent who enrolled the child is considered the custodial parent until legal documentation naming the custodial parent can be provided to the school.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

SUPPLIES

Students are expected to supply their own pencils, pens and paper for assignments.

TECHNOLOGY

Catherine McAuley High School's laptop initiative will provide laptops, networks and Internet access to all students and faculty, each academic year, in an effort to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and faculty. The laptop insurance administration fee is determined each year and charged to the students' account. Students and parents are required to read and sign the comprehensive technology policy/contract and return it to the appropriate school personnel at the beginning of each academic year.

TRANSPORTATION

City Buses

Students are expected to act in a responsible manner while boarding and riding buses. The reputation of the school depends considerably on the impression students make while traveling to and from school.

Parking

Students are allowed to drive cars to school and use the parking facilities. Students should park in the designated student parking section and should display a student-parking sticker. Speeding in the parking lot is strictly prohibited. Violations of this privilege will result in the loss of use of the school grounds for parking. Students are not allowed to go to their cars during the school day.

School Trips

Transportation for school trips/athletic events should be provided by chartered bus or school van. An adult must accompany each vehicle on the trip. The following rules concerning bus behavior apply:

- ❖ No smoking or alcoholic beverages are allowed
- ❖ Standing while the bus is in motion is prohibited
- ❖ Courteous behavior is expected
- ❖ All students will return on same bus unless a parent takes the student home from the activity
- ❖ Violation of rules will result in student not being allowed to travel on future trips.

TUTORING

This program, sponsored by the National Honor Society, involves students helping other students. If you need some extra help in a course, peer tutoring may be the answer. Occasionally, more formalized tutoring may be necessary, and the Guidance Office can help with referrals, etc.

UNIFORMS

The uniform is to be worn proudly during the school day and during meetings held in the afternoon at school. Students are expected to be in uniform throughout the entire school day, and uniforms should be clean, neat and with no rips or tears. Being out of uniform or sloppy appearance will result in a disciplinary action. A class or group advisor may require that the uniform be worn if a field trip takes the group off-campus.

Permission to be out of uniform is to be given by the principal only. Occasionally, 'dress-up' days are held. Guidelines are formulated with Student Council.

The school uniform consists of:

- ❖ The **McAuley plaid skirt** (Flynn & O'Hara Uniform Company)-no shorter than two-inches above the knee. Skirts are not to be rolled and they must be zipped and buttoned.
- ❖ A **white monogrammed polo shirt** (long or short sleeve: Land's End)
- ❖ A **regulation gray fleece jacket** (special order through CMHS)
- ❖ **Tights** (gray or black) Solid; no mesh or patterned tights
- ❖ **Shoes** must be closed toe and closed heel. Flip flops are not allowed. Closed shoes with a back strap as well as sneakers are allowed.

Options:

- ❖ Black Crew or V-Neck Sweater (Land's End)
- ❖ Black or Gray Footless Solid Leggings
- ❖ A plain white T-shirt may be worn under the polo, but no color tees or long sleeve jerseys are permissible

Catherine McAuley High School strongly discourages fads in personal appearance and some are not permitted.

- ❖ Body piercing is not permissible. Earrings may be worn on ears only. Students will not be admitted to classes wearing any type of jewelry attached to their face or head.
- ❖ Unnatural or non-traditional hair colors are not permitted.

VALUABLES

Valuables and large sums of money should not be brought to school. Personal items are to be kept in locked lockers when not on your person.

WITHDRAWALS

Students withdrawing from Catherine McAuley High School must follow the proper procedure. Students wishing to transfer, either at the end of an academic year or during an academic year, must first meet with the principal, guidance department or admissions director. It is advisable that parents join their daughter in this meeting. At this meeting, the student/parent should be prepared to give the reason for leaving, the date of leaving, the name and address of the school where student is going and request a transfer form from the administration.

DISCIPLINARY POLICIES

One of the most important lessons education should teach is discipline. It underlies the whole educative structure. It is the training that develops self-control, character, orderliness and efficiency, and is the key to good conduct and consideration for others.

Administration and staff have confidence in the students. We are convinced that most students will not violate the common sense rules in effect for the protection of everyone. Further, we believe that the individual is her own best disciplinarian.

However, when someone fails to accept responsibility toward others or the property of others, corrective measures must be imposed.

The school's jurisdiction over students extends:

- ❖ At all times during which the student is on school premises
- ❖ At all school-sponsored events
- ❖ On the way to and from school activities
- ❖ Outside of school, when behavior reflects on school population

The question of jurisdiction in other individual cases will be determined by the administration.

PENALTIES FOR VIOLATIONS OF SCHOOL REGULATIONS

Detention

Detention is the usual penalty for violations of school regulations. It is conducted every Tuesday, Wednesday and Thursday starting 10 minutes after dismissal time and does not run beyond 1 hour for each session. All detentions will be handled through the assistant principal. Faculty will monitor detention on a rotating basis.

Detention Rules:

The student is to serve detention as assigned for school violations. Failure to attend detention will result in notification of parents by the assistant principal for further action. Students must serve the assigned detention before participating in extracurricular activities on that day. Quiet study time is allowed during detention.

The principal retains the right to waive detention for inclement weather. Excused tardiness is limited to the discretion of the administration. More serious infractions will be handled at the administrative level.

Suspension

Suspension is a more serious penalty incurred for more serious infractions of school discipline or repeated minor delinquencies with no evidence of improvement. Suspensions may be up to ten (10) days. A suspended student is not allowed to attend usually scheduled classes, assemblies or student meetings. She may not participate in any extracurricular programs or athletic events, including practices, nor may she represent the school in any out-of-school function or activity. A student may not return to class until a parent/principal/student conference has been held.

If the student concerned is a senior, the revoking of 'senior privileges' will be considered a penalty, which may substitute for detention when deemed feasible by administration.

When considering suspension, care is taken always to grant students their civil rights to due process. All suspensions are handled by the principal and may be lifted only by the principal.

Expulsion

Expulsion is an extraordinary penalty invoked for very grave infractions of school law. Due process is, of course, granted to the student, i.e., written notification of the violation charged and the maximum penalty, as well as the right to a full and fair hearing and the right to legal counsel.

BOMB THREATS & FALSE ALARMS

False alarms and bomb threats are criminal acts. A student caught engaging in these or any other action which threatens the safety of personnel and students will be referred to the principal. The student will be suspended from school pending legal prosecution through the courts.

DISRUPTING CLASS

Students who disrupt the normal educational process or who threaten or intimidate any teacher or administrator subject themselves to immediate disciplinary action according to the gravity of the situation, as judged by the teacher and administrator.

The usual punishment is notification of parents and detention of double the class time missed by the student due to her dismissal from that class. If the situation is of a more serious nature, suspension will be invoked.

FIGHTING OR PHYSICAL VIOLENCE

Students should exercise courtesy and respect toward fellow students and staff members. Rudeness and discourtesy to school employees, and fighting or brawling on school premises will not be tolerated. Such behavior represents complete disregard for the other students' rights and disrupts classes. Students are subject to detention and/or suspension according to the gravity of the violation, as determined by the principal.

HARASSMENT POLICY

Catherine McAuley High School is committed to maintaining an environment for all students, faculty and staff, based on mutual respect and free of intimidation, ridicule, hostility and offensiveness. No employee or student shall harass a student or employee on the basis of race, color, sex, religion, national origin or handicap.

Sexual harassment can be defined as the attempt to control, influence or affect an individual in exchange for sexual favors, or the creation of an intimidating, hostile or offensive environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Examples of prohibited harassment include:

- ❖ Unwelcome sexual advances, gestures, comments or contact
- ❖ Threats
- ❖ Offensive jokes
- ❖ Ridicule, jokes, derogatory actions or remarks
- ❖ Conditioning of membership, opportunities or grades on submission to harassment.

Any student who believes she has been the object of discrimination or harassment should tell the principal, assistant principal or guidance counselor, who will process the complaint according to specified procedures designed with appropriate regard for the sensitive nature of the matter and to afford fairness.

The school will not tolerate any retaliatory treatment of a person who reports harassment. Students who are subjected to harassment by other students are encouraged to tell the harassing student that their behavior is unwelcome, offensive, in poor taste or highly inappropriate.

INSUBORDINATION OR DEFIANCE OF AUTHORITY

Flagrant insubordination and defiance of authority are serious violations and are grounds for immediate suspension with the right of due process being preserved.

LEAVING SCHOOL PREMISES

Students who leave school premises while school is in session will be subject to detention double to the class time missed by the student. Parents will also be notified of her actions.

PROFANITY

Profanity used to incite disturbance or clearly disrespectful to teachers, administration, school employees or other students will not be allowed. Disciplinary action will be taken according to the gravity of the situation, as deemed by the principal.

SCHOOL VIOLATIONS

- ❖ Violations of dress code
- ❖ Use of profanity
- ❖ Disrespect to faculty/staff
- ❖ Late to school (after 7:48 am)
- ❖ Gum Chewing
- ❖ "Cutting" class
- ❖ Truancy- **15 hours** for each day truant
- ❖ Repeated disruptions/disturbances

STUDENT CHEMICAL HEALTH POLICY

Use/misuse/abuse of alcohol and other drugs is a major health problem resulting in an increasing number of human tragedies and affecting each person in the family unit.

The Catherine McAuley High School Board of Trustees promotes a policy of non-use of mood and mind-altering substances which adversely affect the physical and emotional health of students. Although the overall health of a student is primarily the responsibility of that student's parent(s)/legal guardian, the Board of Trustees recognizes the effect of chemical dependency on the educational progress of the student. The Board also recognizes that chemical dependency is a treatable illness which can be arrested through caring

and cooperative interventions between the school and parent(s)/legal guardian.

In school or at school-related functions, a student shall not:

- ❖ Use tobacco or tobacco products
- ❖ Use, have in possession or furnish
 - a) Alcohol
 - b) Illegal drugs, or
 - c) Look-alike or designer drugs
- ❖ Misuse or abuse
 - a) Over-the-counter medications or
 - b) Prescription drugs

This policy shall be in effect at all times, both in and out of school, for all students involved in extracurricular activities.

Procedures developed under this policy shall be implemented for students violating this policy.

The principal or designee shall be responsible for the enactment of policy procedures.

Medications prescribed by a student's physician shall not apply to this policy, but shall apply to the school policy regarding the use and administration of medications.

Alcohol

The possession, use or dispensing of alcoholic beverages on campus or at any school-sponsored activity is strictly prohibited.

Smoking

Smoking is injurious to health and carries the danger of fire. Smoking is strictly prohibited at any time in the school building and on school grounds. This rule applies to all extracurricular activities and school-sponsored events. The penalty for smoking:

First Offense: Parental notification and fifteen (15) hours detention

Second Offense: Three (3) days suspension

Disciplinary Procedures

Possession/use

1. **First Infraction**

- a) Verification
- b) Notify principal/designee who will:
 - Review policies and procedures with student.
 - Notify parents, police and rescue personnel, if necessary. Student supervised by school personnel until parent/legal guardian arrives
 - Principal may suspend student for up to ten (10) days
 - Refer student to a school approved chemical health counselor (in case of nicotine, the user may see a counselor but is not mandated to do so)
 - Reinstate student upon recommendation of the counselor to administration

2. **Second Infraction**

Same as First Infraction with these additions:

- Principal meets with parent(s)/legal guardian and a chemical health counselor to develop a follow-up plan. *Refusal* to follow action plan may result in expulsion by the principal. The student will have the opportunity to appeal to the Executive Committee of the Board of Trustees.

3. **Third Infraction**

Same as Second Infraction with these additions:

- Recommend to parent(s)/legal guardian that the student be referred for clinical evaluation
- Student will attend an expulsion hearing with the principal
- Student will have the opportunity to appeal to the Executive Committee of the Board of Trustees

Infractions are cumulative during the student's enrollment at Catherine McAuley High School.

Furnishing/Selling Illegal Substances

1. **First Infraction**

- a) Confiscate substance with a witness present when possible. Notify principal/designee who will:
 - Meet with student
 - Notify parent(s)/legal guardian and police
 - Principal may suspend student for up to ten (10) days

- Refer student for an evaluation with a chemical health counselor
- Refusal to be evaluated may result in expulsion by the principal

2. Second Infraction

Same as First Infraction with this addition:

- Student *must* attend an expulsion hearing with the principal even though she goes for an evaluation. Student will have the opportunity to appeal to the Executive Committee of the Board of Trustees.

Infractions are cumulative during the student's enrollment at Catherine McAuley High School.

Voluntary Disclosures

Any student concerned about her chemical health problem or that of a friend is urged to seek professional advice. Initial contact may be made through the school administration, teacher, nurse or counselor. These procedures will be followed:

- Listen to concern
- Refer to counselor
- Counselor and student develop an action plan
- Notify principal/designee about concern/referral
- Notify parent(s)/legal guardian when appropriate

Students believed to be under the influence of a drug, including alcohol, shall be counseled to seek immediate medical assistance. The student's parent(s)/legal guardian(s) shall be immediately notified. In the event the student refuses immediate medical attention and is considered to be in jeopardy or is jeopardizing the health and welfare of other students, the police department shall be notified to remove the student to a medical facility or take other appropriate action.

Catherine McAuley High School adopts this policy and rule herein pursuant to the statutory authority of Maine Law, Title 20, Chapter 15, Section 473, Maine Revised Statutes Annotated.

TARDINESS

The entire process of education requires punctuality. Tardiness means NOT being in place when the bell rings and/or when a teacher begins class. Tardiness will result in detention.

If a student is detained in the office or by a faculty member, they must get an admittance slip from the person who detained them. Students late for class will not be allowed into class without a slip.

Tardiness to school and homeroom will be handled administratively. Tardiness to class, however, is the individual teacher's responsibility and should be dealt with fairly and consistently.

In cases of excessive tardiness, the student will be detained. Minimum time for detention is sixty (60) minutes.

THEFT

A student who is apprehended for theft will incur disciplinary action/referral to the appropriate law enforcement agency.

VANDALISM

Respect for the property of others and for that of the school is a quality that should be fostered. Students who destroy or deface property are responsible for repair and/or payment for damages and are liable for sanctions deemed commensurate with the seriousness of the damages incurred.

VIOLATION OF DRESS CODE

Continued violation of the dress code warrants detention. In cases of necessity, a note from a parent presented to the office will excuse a student from wearing the uniform that day. The principal retains the right to determine what constitutes necessity.

WEAPONS

No weapons are allowed in school, on school grounds, or at any school function. Weapons will be immediately confiscated and the carrier will be subject to discipline, which by Maine State law requires expulsion. The Principal is the final recourse in all disciplinary matters and may waive any regulation or any matter for a just cause.