



Statement of Expectations For
All Students
With Respect to Catholic Standards

St. Peter Chanel High School welcomes your interest in our school. In order to be more fully informed on the school's approach to the education of the students in our care, you are asked to review the following information.

This statement of expectations indicates the deep concern which the diocese, the board, teachers and parents of St. Peter Chanel High School hold for the spiritual growth of our students. Therefore, we require that parents and their children who attend our school will embrace the following expectations:

- To show respect and reverence toward the religious education programs and practices within our school.
- To participate respectfully and reverently in all aspects of the religious education programs, liturgies and celebrations during school hours with the exception of the reception of the sacraments for non-Catholics.
- To seriously study the required theology courses, with the understanding that these courses are included in the student grade point average.
- That students complete their service requirements willingly and enthusiastically and in a timely fashion.
- That parents and students participate actively in volunteer programs.

Students entering our school must clearly understand and embrace that Jesus is the reason for this school. They must wholeheartedly support the above expectations in order to grow spiritually.

Bell Schedule 2012 – 2013

41 minutes classes; 4 minute pass time

Homeroom	8:00 – 8:09
Period 1	8:12 – 8:53
Period 2	8:57 – 9:38
Period 3	9:42 – 10:23
Period 4	10:27 – 11:08
Period 5 or Lunch 1	11:12 – 11:53
Period 6 or Lunch 2	11:57 – 12:38
Period 7	12:42 – 1:23
Period 8	1:27 – 2:08
Period 9	2:12 – 2:53

August 23, 2012

Dear Students and Parents/Legal Guardians,

This handbook constitutes the agreement between the parent/guardian and the school. Its rules and regulations must be adhered to. Rules and regulations are subject to change by the Administration without prior written notification.

In order to avoid any misunderstanding regarding the rules and regulations of St. Peter Chanel High School, we require the student and his/her parent/guardian to read the Handbook, sign the Educational Contract, and return it to the student's homeroom teacher.

Thank you,
Anthony Glaser, Dean of Students

**TEAR OUT – SIGN – RETURN TO HOMEROOM TEACHER
EDUCATIONAL CONTRACT for ST. PETER CHANEL HIGH SCHOOL**

Tuition for the 2012-2013 school year is \$8300.00.
Fees for the school year is \$600.00

I (We) acknowledge that my (our) financial obligation for the tuition and fees of my (our) student _____ during the 2012-2013 school year at St. Peter Chanel High School is \$8900.00.

I (We) the parent(s) or guardian(s) for _____ have received a copy of the Student/Parent Handbook for St. Peter Chanel High School for the 2012-2013 school year. I (We) understand that this Handbook contains the written rules, regulations and policies of St. Peter Chanel High School.

I (We) further acknowledge that our son/daughter shall comply with the rules, regulations and policies of St. Peter Chanel High School in all areas, including but not limited to religious, academic, attendance, disciplinary and financial obligations. Failure to comply with all of these obligations may result in immediate dismissal of my (our) son/daughter from St. Peter Chanel High School.

Signature of Parent/Legal Guardian Date

I _____, a student at St. Peter Chanel High School for the 2012-2013 school year acknowledge that I have received a copy of the Student/Parent Handbook. I have read the Student/Parent Handbook and accept all the rules and regulations herein stipulated.

Signature of Student Date
Homeroom Number _____ Grade _____

INTERNET ACCEPTABLE USE POLICY STUDENT AGREEMENT

I have read and understand the aforementioned Goals and Acceptable Use Policy for Internet Access (on pages 37 of this handbook) at St. Peter Chanel High School. I understand that access is designed for curriculum support purposes. I agree to assume responsibility for my actions and abide by the rules set forth. I further understand that a violation of these regulations is unethical and might even constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken if applicable.

Student Name _____ Grade _____

Student Signature _____

PARENT AGREEMENT

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

Parent or Guardian _____

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

Parent or Guardian Signature _____

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

PHOTOGRAPHY PERMISSION

Check one: I give my permission _____ I do not give my permission _____
to have my student _____

photographed for class projects, advertising, newspaper articles, website etc.

Parent Signature Date

Please return to the Dean of Students no later than Friday, September 7, 2012.

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ST. PETER CHANEL MISSION STATEMENT

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

BELIEF STATEMENT

We believe that...

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

Revised 2010

NON DISCRIMINATION POLICY

St. Peter Chanel High School (hereinafter "School") admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students of the School. It does not unlawfully discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

SECTION A. PHILOSOPHY, HISTORY

PHILOSOPHY OF CATHOLIC EDUCATION, DIOCESE OF CLEVELAND

We believe that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

We believe that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in academic, cultural, social and civic concerns of daily life.

We believe the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation

for our American heritage. With deep concern for their sisters and brothers, young people in the Catholic day schools form their personal response in truth, justice, and love for God.

PHILOSOPHY OF ST. PETER CHANEL HIGH SCHOOL

St. Peter Chanel High School, a life-preparatory school operating within the Roman Catholic tradition, aims above all things to provide its students with a truly comprehensive education. Blessed with diversity of programs, with a wide range of student aspirations, and with a blend of religious and racial backgrounds, St. Peter Chanel offers itself as a model of a contemporary community in a world that is increasingly fragmented.

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

HISTORY OF ST. PETER CHANEL HIGH SCHOOL

St. Peter Chanel High School was established as a comprehensive four-year Catholic High School for young men. Situated in Bedford, Ohio, St. Peter Chanel High School occupies a campus of 33 acres. The formal contract was signed on May 8, 1953, and the Marists agreed to establish St. Peter Chanel High School. On January 31, 1956, ground for the new school was broken. St. Peter Chanel formally opened on September 4, 1957. Archbishop Hoban dedicated the school on October 5, 1958. On June 4, 1961, 98 seniors became the first Chanel graduates. Construction of an addition to the school began on March 2, 1962. The new wing was completed on January 27, 1963. Ripp Field Stadium was dedicated in September 1972. On June 30, 1973, the Diocese of Cleveland purchased the school from the Marists. In October of the 1985 school year, permission was given for St. Peter Chanel to go co-ed for the school year of 1986-87.

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

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

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

The 2007-08 school year marked the 50th Anniversary of the school.

In June 2010 the 50th Commencement Exercise took place at St. Barnabas Church.

LIFE OF ST. PETER CHANEL

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

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

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

COAT OF ARMS



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

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

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

ACCREDITATION

St. Peter Chanel High School:

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

SCHOOL NICKNAME

Firebirds

SCHOOL MOTTO

"Quaecumque Excelsa"
 "To Seek What Is Above."
 (Colossians 3:1)

SCHOOL COLORS

Scarlet and White

ALMA MATER

Let Chanel pledge its motto:
 To "Seek What Is Above!"
 Let her soaring bird of fire
 Reach "What Is Above."
 Red and White flame, raise it higher
 Symbol of our love.
 Advance Chanel now and ever,
 To "What Is Above!"

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

VICTORY SONG

Firebirds is our name,
 We're for victory that is our aim.
 Fight hard and don't give in,
 We're the team that's going to win.
 Loyal to Chanel,
 Full of courage, faith and will;
 That's the spirit.
 Now go on to victory!

Music and Words by Norman T. Novak

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

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

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

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

ACADEMIC INFORMATION

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

Organization

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

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

Requirements for Graduation from St. Peter Chanel High School

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

Religion	4 credits
*English	4 credits
*Mathematics	3 credits (4 credits strongly recommended to meet most college entrance requirements)
*Social Studies	3 credits
*Physical Education	.50 credit
*Health	.50 credit
*Science (Biology and Chemistry required)	3 credits
*Personal Finance	.50 credit (beginning with Class of 2014)
*Fine Arts	.50 credit (1 full credit strongly recommended to meet most college entrance requirements)
Electives	4 credits minimum
* State Requirements	

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

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

College Prep Curriculum

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

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

English.....	4 credits
Mathematics.....	3 credits (preferably four, including Algebra II & Geometry)
Science.....	3 credits (must include Biology and Chemistry)
Social Studies.....	3 credits
Foreign Language.....	3 credits – same language
Business, Computer, Visual Arts, or Fine Arts.....	1 credit needed

Earning a St. Peter Chanel Diploma

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

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

Credit Flexibility Policy

St. Peter Chanel High School, Bedford, Ohio, accepts applications for flexible credit from its students. Each application filed appropriately on the school's submission form will be acted upon by the principal of St. Peter Chanel High School, upon consultation with a Flexible Credit Advisory Committee appointed by the principal. The credit flexibility program permits students to earn high school credit in a variety of ways. The Credit Flexibility Program is available to any student capable of being able to complete the work outlined in a written Credit Flexibility Plan. The high school will not approve coursework or options that are inconsistent with the school's Catholic mission and philosophy. In addition, a Credit Flexibility Plan cannot change the fundamental nature or requirements of a course. Applications are available in the main office.

Post Secondary Enrollment Options

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

- The student must have a minimum accumulative grade point average of 3.00 in considering this option.
- The student must apply and be accepted by the college. Written notice of acceptance must be submitted to the secondary school for approval.
- The student and parent must apply by March 15th for an interview session with the secondary school counselor. By March 30th a declaration of attendance must be made.
- The student, parents, and counselor will discuss the rules, possible risks and consequences of participation.
- The student must meet St. Peter Chanel requirements for the current year before being allowed to participate in this program.
- The students must provide their own transportation to their Post Secondary option.

- By April 1st the school administrator must notify the Department of Education Office of Financial Assistance regarding the number of students participating.
- St. Peter Chanel High School scheduling takes precedence over the Post Secondary School option schedule.
- Post Secondary Enrollment Options are available only as long as state funding is available.
- Any Post Secondary Enrollment Option course offered at St. Peter Chanel High School cannot be taken at the college campus.
- In order to receive St. Peter Chanel credit for a Post Secondary option course, the Post Secondary option course must cover material similar to a course offered in St. Peter Chanel High School Course Catalog.

Report Cards

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

Mid-Quarter Evaluations

At the mid-point of each school quarter, teachers will issue mid-quarter progress reports which the school will send to the parent or guardian. These mid-term reports can also be used to inform parents of significant improvement or of excellent work.

The Grading System

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

Senior Exemption

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

Sophomore Exemption

Sophomores who pass their initial OGT will be exempt from the final exam in the particular subject area. They must pass both the reading and writing OGT in order to be exempt from their English final exam. In case of a sophomore exemption the 2nd semester grade will be determined by averaging the 3rd and 4th quarter grades.

St. Peter Chanel Grading Scale:

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

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

Academic Honors

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

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

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

National Honor Society

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

Special Honors

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

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

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

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

Promotion and Summer School

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

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

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

Academic Probation

Any student who earns one (1) failing grade during a semester or whose grade point average for the semester falls below 1.600 is placed on academic probation, and a letter is sent home to the parent/guardian indicating this status. This notice is meant to alert both the student and the parent that the student's future status at St. Peter Chanel is in jeopardy. It is further meant to convey the school's serious concern that the student and his/her parents seek to improve the situation as quickly as possible. A minimum step in this corrective process would be for parents to meet with the student's counselor. Academic probation should not be seen as a form of punishment. Rather, it is an attempt by the school to structure the student's approach to his/her academic responsibilities so that s/he can make further learning progress.

Dropping a Course

Courses selected at registration time for the following school year will stand. Once the course selection forms are handed in, the master schedule is planned and teachers are assigned according to student selections. Thus, any change after the beginning of the school year, unless school initiated, will be assessed a fee. There is a charge of \$50 before deciding to drop a course in progress; the student should communicate with the teacher regarding his/her difficulties, as well as with his/her guidance counselor and parents.

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

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

Standards for Written Work

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

Plagiarism/Cheating

Plagiarism is the incorrect use of any work other than the student's own, and it and other forms of cheating are an affront to the academic integrity of the school. St. Peter Chanel High School's policy on all cheating is as follows: Any student who cheats or is deemed to have cheated on any assignment will receive a "zero" for that assignment. Additionally, the action may also warrant a failing grade in the class. Such dishonesty may also merit detentions, demerits, or other punishment as prescribed by the administration. All types of copying homework, for example, is a form of plagiarism. Likewise, those students who allow other students to copy their work are aiding dishonesty and will be dealt with accordingly. For research work, inappropriate or missing citations, inadvertent or otherwise, will be treated as plagiarism.

Academic Integrity

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

DRESS CODE AND GROOMING INFORMATION

In general, the dress code at St. Peter Chanel requires full uniform on all days, (including orientation and exam days). Students are expected to enter the school building and leave from St. Peter Chanel in dress code. Appropriate allowances may be made as determined by the dean of students for inclement weather. Specific guidelines for dress and grooming include the following: The student's person and clothing must be clean; no clothing, which is cut, torn or spotted, is permitted. Fad styles and uncoordinated colors are prohibited. Athletic and gym attire is to be worn only in locker rooms, gymnasium, or on the playing fields.

Even though a student may have an early dismissal, he/she is required to remain in dress code until dismissed.

At all times students are expected to dress appropriately and modestly

If you have any questions regarding dress code, please contact the dean of students.

Uniform Guidelines for Girls

- Girls wear a black or gray uniform skirt purchased from Schoolbelles. The skirt must be no more than two inches above the knee and may not be rolled at the waist. Students who do not comply will lose the privilege of wearing a skirt.
- Girls wear a white banded polo with St. Peter Chanel logo purchased from Schoolbelles.
- Senior girls may wear all colors of banded polos purchased from Schoolbelles.
- Girls must wear white, black, or gray knee socks. No ankle socks may be worn. Solid white, black or gray tights are permitted.
- Slacks - black or khaki, if worn, must be purchased from Schoolbelles. Slacks must fit properly, not too baggy, not too tight.
- School shoes are to be black or dark brown: no backless shoes; no high heels (nothing higher than 1 ½ inch).
- A short sleeve or tank style undershirt may be worn under the polo. The undershirt must be a solid color.
- No facial or body glitter is to be worn at school.
- Leg warmers and thermal underwear are permitted to be worn to the building but must be removed before entering homeroom and placed in the student's locker.

Uniform Guidelines for Boys

- From November 1 through April 15: A white dress shirt must be properly worn and buttoned at all times. The top button must be buttoned to accommodate a tie. The shirt must have a complete fold-over collar, and must be tucked into the pants all around and with waistband and belt showing. Any other shirt not designed to accommodate a tie is unacceptable.
- Ties are to be worn with the knot pulled up to the top button of the shirt. The tie is to be compatible with the dress shirt. Only traditional ties are acceptable. Not allowed: string ties, excessively thin or wide ties; ties with unacceptable designs and bow ties.
- An official red Chanel golf shirt purchased through Schoolbelles may be worn from August 24 – October 31 (tucked in) and from April 16 to the end of the school year.
- If an undershirt is to be worn, it must be short sleeved, white, without any writing or designs. It may never be worn instead of the shirt.
- Senior boys may wear a solid colored dress shirt with no imprint. Denim shirts and shirts of any material that resembles denim are prohibited.
- Boys wear khaki or black pants purchased from Schoolbelles
- Facial hair is not allowed.
- Boys are not permitted to wear earrings or posts or any other body piercings. Band-Aids are not to cover earrings.

For both boys and girls

- Students are to wear solid dark brown or solid black dress shoes at all times. Not allowed: athletic footwear or shoes designated for recreational wear, including deck shoes, army boots, work boots, ski and hiking boots, sandals or any clog-type shoe nor any reasonable facsimile of sport shoes. Shoes are to be clean and polished. Metal cleats are forbidden. No high heeled shoes; no backless shoes.

- Sweaters are not required. However, if students wish to wear sweaters or sweater vest, they must be the official St. Peter Chanel sweaters purchased from Schoolbelles. Sweaters must be worn over an approved Chanel blouse/shirt.
- The fleece jacket will be phased out beginning with the class of 2016.
- Hair is to be neat, clean, and not styled in an outlandish manner; hair should be of natural color. For boys, it is not to touch the top of the shirt collar or be of an excessive length. Hair is not to be adorned with any type of comb, scarf or ornamentation. For boys - no ponytails or facsimile of a ponytail is acceptable. Designs cut into hair are not permitted. Hair should not cover the eyes. All head coverings must be removed upon entering the building and kept in the student's locker.
- Excessive jewelry (chains, bracelets, etc.), and excessive piercings are prohibited; no body piercings are permitted. Excessively long dangling earrings are not permitted.
- Students will be required to cover tattoos.
- Coats or jackets are not to be worn or carried into classrooms. In unusually cold weather, students may wear the official St. Peter Chanel sweater or sweater vest over an approved Chanel shirt. In the case of male students, the tie must be visible.
- On field trips students are expected to wear the regular school uniform unless otherwise informed by the administration.
- Students are expected to dress appropriately when in school. Failure to do so will result in parents being called to bring in suitable clothing or the student being suspended for the school day (refer to the Suspension Policy). Students inappropriately dressed on quarter or semester exam days will not be permitted to take exams.
- Students are expected to attend all school functions appropriately dressed.
- The school, in the person of the dean of students, reserves the right to judge the appropriateness of student dress and grooming. The school further reserves the right to amend the dress code during the course of the year. The dean of students will deal with violations of the dress code.

Order online at Schoolbelles.com (St. Peter Chanel High School #S0657). Or visit either Cleveland area store.

Schoolbelles: 4747 West 160th Street, Cleveland, Ohio 44135; phone 216-898-5500

Schoolbelles: 4507 Mayfield Road, South Euclid, Ohio 44121; phone 216-291-0568

Dress up Occasions: Awards Night, Athletic Banquets, Baccalaureate Mass, Graduation, and other recognition banquets/assemblies

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

Girls: Appropriate dresses with sleeves or skirt & blouse with sleeves. Length of skirt or dress must not be shorter than two inches above the knee. Dress pants are permitted. Denim is not appropriate.

Dress Code for Athletes on Game Days

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

Dress Down Days including birthday dress down

On dress down days students may not wear:

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

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

Cell Phones, iPods, MP3 players, and all other electronic devices

Cell Phones, iPods, MP3 players and all other electronic devices are not allowed to be used by students from 8:00 a.m. to 2:53 p.m. except during lunch in the cafeteria. Any student who uses or displays an electronic device will have it confiscated and a system of fines will be enforced.

For the first offense, a \$10 fine must be paid in order to retrieve the cell phone.

For the second offense, a \$20 fine must be paid in order to retrieve the cell phone.

For the third and final offense, a \$30 fine must be paid and the phone must be given daily to the school secretary by 8:00 a.m. and retrieved by the student at 2:53 p.m.

After the third offense the phone will be confiscated and held until the end of the school year.

Miscellaneous

Brief cases, duffel bags and book bags are not allowed in classrooms. They are not to be carried into the cafeteria food line.

Playing cards, dice and games are inappropriate as is gambling or any promotion of gambling; gambling items are not permitted on campus.

ATTENDANCE INFORMATION

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

Beginning of the School Day

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

Students must use the front gym entrance ONLY.

Students not in dress code will report to the main office and be considered suspended until a time when they can be properly attired. Calls will be placed to the parent/guardian

General Attendance Policies

- Recognizing that all policies admit of exceptions in unique circumstances, the student and/or the parent should consult with the dean of students concerning any of the general school attendance policies.
- As a general rule, absence from the building in excess of 10 days per semester (or five days during a grading period) is considered excessive. Notices are mailed to parents at

the end of each grading period notifying them that their student's absences at those points in time are considered excessive. Following any grading period, the dean of students will confer individually with any student whose record remains marked by excessive absence.

- A student who has missed ten (10) days (excused or unexcused) or 10 sessions of a course in a semester may not receive credit for his/her courses. This will be an administrative decision. The student will be placed on attendance probation for the following year.
- Attendance probation consists of one school year in duration. If, during that probationary year, there has not been a reduction in days absent or tardies (ten per semester or 15 for the year) the student and/or parent may experience one of the following alternatives:
 - The student's case could be turned over to the school district's attendance officer for action.
 - The student may be required to transfer to another school.
 - In the case of a senior, a certificate of enrollment may be given during graduation exercises instead of a standard school diploma.
- All absences from the building are recorded. Students missing four (4) classes of the school day will be marked for 1/2 day absent. Students missing five (5) or more classes of the school day will be recorded as having missed a full day. Mass and/or assemblies are considered a period.
- Should a student go home ill during the school day, he/she may not return after school for any activity.

Procedures for Absence

- Whenever a student must be absent from school for any reason, a parent is required to call the school prior to 8:00 am on each day of absence.
- Calls are to be made each day of absence. In case of an extended absence (three or more days) the dean of students is to be informed, in writing. Furthermore, the main office should be informed so that upon request the secretary will make arrangements to have assignments sent home to the student.
- Upon returning to school following an absence, a student is to bring a note from his/her legal guardian stating the dates of his/her absence and the reason. Notes are to be brought to the main office within 2 days of the return to school.
- If a student fails to bring a note on the first day back after an absence, s/he will be called to the dean of students' office. It will be explained to that student that s/he will receive a detention on the next school day.
- The student will receive a detention each and every day until the note arrives.
- If the note does not arrive within a reasonable amount of time, demerits may be given.
- A student who comes to school late, leaves early, or misses a portion of the school day for any reason must, on that day, turn in any work due that day. Furthermore, it is the student's responsibility to see the instructor on the day of such absence of any class missed for that day to receive assignments and make appropriate arrangements to make-up missed work. The student's failure to initiate such contact with the instructor is not an excuse for missing any class work or being late with an assignment.
- Tests missed due to illness will be made up by the second day after the absence occurs. Generally, a student who is absent for an extended period of time will have 1/2 the number of days that he/she was absent to make up missed work (assignments or tests). Example: students out for four days will have only two days to make up the work missed.

- Absences from semester exams, whether during the exam schedule or a regular class period, can be excused only for serious medical reasons and require a doctor's verification.

Absence for Appointments

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

Absence for Other Reasons

- Any other kind of absence, such as for a college search visitation, must be cleared, in writing and in advance, with the main office. For seniors and juniors, three college search visitations are excused. The school is naturally reluctant to approve such absences, but occasionally will grant student permission if the reasons are sufficiently serious. The student is expected to make up all missed work.
- To request such an absence, a student must request from the main office a planned absence form. The student must personally notify each of his/her teachers and make arrangements for any missed work/assignments. Forms must be signed by the parent/legal guardian and the dean of students. The planned absence form must be handed in to the dean of students one day in advance prior the absence.
- Vacations are never considered sufficient excuse for missing school, and the student is responsible for making up all assigned work.
- If a student is to arrive late due to an appointment, a call must be made to the attendance office alerting the school of the time of the arrival to school. A note from the appointment must be presented to the main office when the student arrives.
- College Visit: An advanced notice needs to be turned in to the main office at least two days prior to going on a college visit. A note from the college stating the visit occurred must be brought back to the main office upon the student's return to school.

Tardiness

- A student is considered tardy if he/she is not present in his/her homeroom by 8:00 a.m.
- If a student should arrive after the 8:00 bell has sounded, he/she is to report to the main office for a tardy slip. Teachers will not admit a student to homeroom without a tardy slip.
- A call into the school main office is not an excused tardy. Only tardies caused by extreme emergencies as determined by the administration will be excused.
- After the fifth tardy for the semester, the student will receive a detention with the dean of students and some contact with the parents/guardians.
- Should the tardy problem continue, the student will have a parent conference with the dean of students resulting in a possible behavioral contract, suspension or expulsion.
- Any student who arrives after 8:15 AM will have a call placed to their parent or guardian.

Truancy

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

Dishonesty in Attendance or Tardy Matters

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

ATHLETICS

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

State Requirements:

All athletes are required to pass the equivalent of five (5) credits in the academic quarter prior to their season. For some athletes, this may be the fourth quarter of the previous school year. There is no appeal to this requirement.

Chanel Requirements:

All athletes are required to attain a minimum C- average (1.6 GPA) during the quarter prior to their competing. In addition, they may not have more than one failing grade during that quarter.

Appeal procedure:

If an athlete falls below a C- (1.6 GPA), they may appeal their ineligibility at the mid-quarter. If an athlete has his/her grades raised to acceptable levels at the time of progress reports, he/she may be reinstated for the remainder of that academic quarter. Acceptable levels are a C- average (1.6 GPA) with no more than one failing grade. The appeal must go through the head coach and the athletic director.

Practice and academic ineligibility:

An athlete may, with agreement between the athletic director and head coach, practice while awaiting mid-term progress reports to have eligibility re-instated. An athlete who is ineligible by OHSAA standards or one who is unsuccessful at having eligibility re-instated at mid-term will not practice with any team until academically eligible. In order for students to begin conditioning, practice, or try-out, they must have a properly completed Ohio High School Athletic Physical Card and a completed Emergency Medical Authorization on file in the athletic director's office.

Dress Code:

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

Other Athletic Department and extra-curricular activity regulations are:

- In general, the school policy is that attendance at school for academics comes before attendance at games, and/or practices and extra curricular activities.
- Students who are absent from school are not eligible to play in any games that day, nor are they allowed to practice with any team or participate in any extra curricular activities. For an early dismissal or late arrival the student must be in attendance at school for 5 classes in order to play in a game, practice with a team or participate in an extra curricular activity.
- The only exceptions to this policy are officially excused absences from school such as attendance at a family funeral, a doctor's appointment, or, in the case of seniors, one of their three college visits. In such unusual circumstances, permission must be obtained beforehand from the athletic director or dean of students. School policy strongly encourages students to schedule medical appointments outside of class time whenever possible.
- Participants in all sports are responsible for all equipment issued to them. Athletic uniforms are to be worn for athletic events and not for physical education or personal use. Loss of or damage to equipment and uniform is charged directly to the student, and if not paid is added to the student's tuition account. Until lost equipment is paid for the student will be subject to the penalties attached to any other non-payment of his/her account.
- All athletic facilities are off limits to students unless a member of the staff is present.
- Transportation home after games or practices is the responsibility of the student. When waiting for a ride, the student is to wait in the courtyard parking area adjacent to the locker rooms.
- Students caught smoking, using illegal drugs, alcohol, or steroids will be liable for immediate expulsion from any sports team, athletic event, and/or extracurricular.

Athletic Letters will be awarded to participants on the following basis, or in special circumstances an athletic letter may be awarded at the discretion of the coach in consultation with the athletic director:

- Football: participation in 50% of total quarters; participation is defined as playing two or more successive downs in that quarter or significant contributions to the team.
- Basketball: participation in 50% of total quarters; any part of the quarter is counted as a full quarter.
- Track: student must score at least one point per meet in all dual, triangular, & quadrangular meets.
- Wrestling: student must wrestle in one-half of all scheduled matches.
- Bowling: student must bowl in 66% of all scheduled matches.
- Baseball: student must play in 50% of all scheduled innings (except pitchers).
- Cross Country: student must score an average of 1 and 1/2 points per dual meet.
- Golf: student must participate in 50% of all scheduled matches.
- Soccer: student must have played 50% of total game time.
- Softball: student must play in 50% of total innings (except pitchers).
- Volleyball: student must play in 50% of all scheduled games.
- Cheerleading: to be determined by the coach and announced to team members at the beginning of each season.

AWARDS - Letter Jacket

Students who earn a varsity letter award are able to display their award on a varsity letter jacket. The letter award jacket represents a number of years of tradition by many hard working athletes since the first varsity season of 1960. The letter jacket may be purchased through the St. Peter

Chanel bookstore. It is a red wool jacket, no hood, white leather sleeves with the letter sewn on the left front side of the jacket over the heart, the nameplate is sewn on the waistband, and the sport names may be put on the back of the jacket. Year of graduation on the left sleeve is optional. No other letter jacket is to be worn displaying the St. Peter Chanel varsity letter.

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

Letters for extra curricular activities and academics

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

SCHOOL DANCES

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

- All music, including disc jockeys and bands, must be approved by the administration prior to the dance. Dancing should exemplify good taste.
- Students' attire should be modest and in good taste.
- No smoking is permitted in the building or on school property.
- A student must be present for the dance in its entirety unless a parent picks them up.
- Students, parents and guests must sign and adhere to the St. Peter Chanel Dance Contract available in the main office prior to the school dance.

SPIRITUAL, PERSONAL AND EDUCATIONAL COUNSELING

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

Parents, too, should feel free to initiate the service on behalf of their student. Simply call the aforementioned offices to arrange a meeting time.

STUDENT SERVICES AND PRIVILEGES

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

Cafeteria

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

- A staff moderator is in charge of the cafeteria; problems, concerns, or questions should be directed to him/her.
- Students are to report to the cafeteria promptly and are not to leave it without permission of the moderator.
- Each student is expected to keep his/her area clean, putting all refuse into the trash containers and cleaning up any spills, etc.

- The moderator may call upon any student to help in cleaning up debris. Such a call is not a punishment, but a share in the responsibility that all have to the school community.
- All food must be consumed only in the cafeteria and may not be carried to other areas of the building.

Campus Ministry

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

Chapel

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

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

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

Clinic

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

Computer lab guidelines

- Students are not permitted to drop into the computer lab.
- A teacher may bring an entire class to an available computer lab as scheduled.

Corridors

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

Dismissal

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

The behavior and volume level of students waiting for a ride on the front porch after school should imitate what is acceptable in the hallways. Also, students are to stay out of the doorways. The lobby outside the gym is to be clear of all students at 3:15 p.m.

Guidance

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

Protecting God's Children

Communicating concerns can save a child from a lifetime of pain.

If you suspect child abuse, you must call civil authorities. In Cuyahoga County call Cuyahoga County Department of Children and Family Services 216-696-KIDS (5437).

If you suspect child sexual abuse within the Diocese of Cleveland, call the 24 hour response line AFTER you call civil authorities 216-696-2999. For victim assistance call 216-334-2999.

Health

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

Library/Media Center

Students must sign up in the library before homeroom if they intend to use the library during their study hall.

- The student must report to the directly to the library.
- Most print materials circulate for a two-week period. Students should report lost materials immediately. A two-week grace period is given to find the material. If material is not found, the student must pay for the material.
- The library will close one hour after the last period of the school day Monday through Thursday (with exception of faculty meeting dates).
- No electronic devices are permitted in the library at any time.
- Internet access acceptable use policy is in effect in the library.

Lockers

At the beginning of the school year, each student is assigned a locker, and the student must use only that assigned locker for the year. The locker is the property of St. Peter Chanel High School and is to be treated accordingly. A combination lock will be provided for each student's locker by the dean of students. No other lock is to be used on a student's locker. The school assumes no responsibility for unlocked lockers and items taken from them. In case a student loses his/her lock, he/she will be expected to pay the cost of replacing the lock. If a lock other than that assigned by the dean of students is on a locker, it will be removed immediately and no refund will be given to the student for their lock. Concerns about lockers and locks are to be reported to the dean of students. Since the student's locker is school property, St. Peter Chanel High School reserves the right to inspect the student lockers. This search, usually, will be conducted in the presence of an adult witness unless circumstances dictate otherwise. Any student in physical education or any athlete using the athletic lockers must provide their own locks for the locker room lockers. All students in physical education must have a lock as a requirement of the class.

Transportation

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

Lost and Found

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

Parking

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

- valid driver's license number
- permission by the parent to drive to school
- make, year, and color of all automobiles to be driven to school
- license plate numbers of all automobiles to be driven to school
- proof that the student is covered by insurance

Cars are to be registered with the dean of students by the 2nd week of school or before the student begins driving to school. After that time a parking permit must be issued before parking privileges are given.

Students will be responsible for any damage to school property caused by their vehicles.

- Every student car parked on the property must bear a parking permit. The cost for the first car's sticker is \$ 30.00.
- The speed limit on school property is 10 m.p.h.
- The parking lot is off limits to students during the school day.
- Safety and security are the clear principles that govern use of a car on school premises.
- Students park only in the student lot at the south end of the school in designated areas. Violation of these rules may result in fines, loss of driving privileges and/or the towing of the automobile at the driver's expense.
- At no time are students allowed to park in the back courtyard parking lot (between the cafeteria and the transportation garage).
- Violation fines: \$10 for the 1st offense; \$25 for the 2nd offense; loss of driving privileges for 3rd offense

Telephones

Parents are instructed not to call the school to deliver messages to students except in emergencies. Only such messages from parents and/or legal guardians will be relayed to students.

Parents are instructed not to call students on cell phones during school hours.

School office phones are generally not to be used by students.

Visitors

Only authorized visitors are permitted in the building and must report directly to the main office.

Parents and unauthorized visitors are not permitted to sit in on classes.

Bookstore

The bookstore is open according to posted hours.

Contacting Teachers

If there is an issue or concern about a student's needs, teachers should be contacted first.

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

Elevator

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

Gift Delivery

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

DISCIPLINARY CODE**Rules and Regulations**

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

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

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

Certain other offenses are clearly of a more serious nature and will be dealt with accordingly. The following are not all inclusive of prohibited behavior:

- Flagrant disrespect or outright disobedience of any member of the St. Peter Chanel staff.
- Intimidation; bullying of any kind (including cyber bullying).
- Gambling or games of chance are forbidden on school property.

- Fighting or the threat of any physical injury to any member of the school community or visitors.
- Possession or use of any intoxicant or mood altering chemical or look alike substance.
- Dishonesty in terms of theft, cheating, or lying.
- Damage to or destruction of school property or the property of students or staff.
- Misconduct in the public forum, which is damaging to the reputation of the St. Peter Chanel community.
- Conduct which is an affront to the values of the Catholic faith community.
- Inappropriate sexual behavior or language.
- Smoking is not permitted on the campus at any time.
- Weapons, explosives, fireworks, ammunition or any look alike material of any type are not permitted on school property (including school or personal vehicles) at any time including school sponsored activities, athletic events, (home or away), and extra-curricular activities. Violation of this policy may result in immediate expulsion.

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

1. Warning: Warnings may be given for minor offenses, if a student's record indicates no previous infractions.

2. Detention: Detentions will be given, whether in a teacher's classroom or in detention hall, or by the dean of students, to students who have not behaved in a manner consistent with a teacher's classroom policies and/or the Student/Parent Handbook.

Teacher Detentions

- Teachers and staff members inform a student verbally of the detention and submit a written record to the dean of students.
- Teachers may assign a day of the week for the student to serve a detention provided it gives the student adequate opportunity (at least 24 hours) to arrange transportation.
- Anyone who arrives late or fails to show for a teacher detention will receive 2 demerits and a school detention from the dean of students.

School Detentions

- School detentions will be assigned by the dean of students.
- Detention Hall will generally be held after school.
- Anyone who arrives late or fails to show for a school detention will receive 2 demerits and a further consequence.

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

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

Horseplay.....	5 demerits
Vulgar or Profane Language.....	5 demerits
A.W.O.L.....	5-15 demerits
Smoking.....	10 demerits
Fighting.....	10-30 demerits - expulsion
Vandalism.....	10-30 demerits - expulsion
Disrespect.....	5-30 demerits - expulsion

Theft.....	up to 30 demerits and suspension determined by the dean of students and/or possible expulsion
Violation of Weapon or Gang Policies.....	suspension / or expulsion.
Possession and/or Consumption of alcohol, other drug or illegal substances or look alike substances.....	up to 30 demerits and a minimum 5 days suspension and / or expulsion.
Dealing of drugs or illegal substances or look alike substances.....	expulsion and notification of proper authorities.

SPECIAL NOTE:

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

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

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

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

4. Suspension: Suspensions, as noted above, can be assigned for accumulating demerits, but can also be given for a violation of the school code. Suspensions may be served either in school or out of school. A student who is suspended may not return to class until he/she and his/her parents have a conference with the dean of students.

5. Probation: At the end of each school year, every student's discipline record is reviewed. Should it indicate chronic problems and/or continuous demerit trouble, the student may be allowed to return to St. Peter Chanel only on probationary status.

6 Dismissal: Expulsion from the school is warranted by a serious violation of the school code, conduct which is an affront to the values of the Catholic faith community, or by accumulating thirty (30) demerits or repeated violations of school rules or regulations. When such occurs, the student's case will be presented by the dean of students to the administrative council, which will recommend a course of action to the principal. The principal will then make the final decision.

A student on disciplinary probation may not exceed ten (10) demerits during either semester, nor accumulate more than fifteen (15) demerits for the year. Violation of these terms may result in immediate dismissal. The dean of students also has other remedies at his disposal for trying to help a student become a good citizen of the school community and is not limited to the formal procedures outlined above. Parents are urged to contact the dean of students when they become aware of any problem that threatens the well being of their child. The school's main concern is to alleviate student problems and will devote its resources to that end.

St. Peter Chanel High School Bullying Policy

Bullying is prohibited in St. Peter Chanel High School. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Definition of Bullying

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts are repeated against the same student over time. Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Student/Parent Action

1. Students may report acts of bullying anonymously. Parents/guardians of students may make written reports of acts of bullying.
2. A report from a student or a written report by a parent/guardian shall be investigated immediately. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

Investigation Procedures

Upon learning about a bullying incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Consequences/Intervention

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

Wellness

St. Peter Chanel High School is committed to providing a school environment that promotes and protects the student's health and well-being.

- All students will have opportunities, support, and encouragement to be physically active on a regular basis and school staff will be encouraged to role model healthy eating behaviors;
- To the extent practicable, the school will participate in a available school meal programs and students will be provided access to a variety of affordable, nutritious and appealing foods that meet their health and nutrition needs, while accommodating the religious, ethnic and cultural diversity of the student body in clean, safe and pleasant surroundings with adequate time to eat.
- Food and beverages sold or served throughout the school day will meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations as well as, to the maximum extent possible, incorporate the *Dietary Guidelines for Americans*.

DIOCESAN POLICIES

- Pregnancy (policy on file in the main office)
- Married Students (policy on file in the main office)
- AIDS (policy on file in the main office)
- Youth Gangs and Violence (policy on file in the main office)
- Weapons (policy on file in the main office)
- Sexual Harassment (policy on file in the main office)
- Sexual Violence (policy on file in the main office)
- Sexual Orientation (policy on file in the main office)
- Protecting God's Children (policy and reminders on file in the main office)
- Wellness food and beverage (policy on file in the main office)

Because it is impossible to foresee all problems that arise, faculty and administration can take disciplinary action for any behavior that violates the spirit and philosophy of St. Peter Chanel High School even though not specified in this code of conduct.

Family/Custodial Situations - Relationship with the School

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

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

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access records, the non-custodial parent has a right to the same access as the custodial

parent. We will, unless instructed by a court order, release such records upon request to referrals for special services and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

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

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents. Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

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

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

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

St. Peter Chanel High School Service Program

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

THE SERVICE PROGRAM

- Each student is responsible for 20 hours of service each year.
- All service must be pre-approved by a religion teacher
- Service must be completed, documented, and signed no later than April 30th of the current school year.

- Each student who fails to complete his/her yearly service obligation must attend a summer service project class at St. Peter Chanel High School before receiving credit for his/her religion grade.
- The Campus Ministry Team will handle each student's service record.
- All questions/concerns related to the Service Program should be addressed with each student's instructor.
- Each student will receive from his/her religion instructor all necessary forms, information and instruction concerning the service program throughout the school year.

Important Details

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

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

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

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

FINANCIAL INFORMATION

Admission to St. Peter Chanel High School is on an annual basis.

Registration Fee: \$250.00 This first fee is payable by March 1st. Students new to St. Peter Chanel High School are to pay this fee by registration day in March or within ten days of admission notification. A \$25.00 late fee is applied to those who do not pay by March 1, 2012. Unless notified by March 1, 2012 that the student is withdrawing, this first fee is not refundable.

Activity Fees: \$350.00 is due in the business office by April 15, 2012. These fees are also not refundable. After April 15, 2012 a \$25.00 late fee is applied to those who do not pay by April 15th.

Tuition: \$8300.00 The tuition can be paid by selecting one of the three pre-payment plans being offered for the 2012-2013 school year. Children of alumni receive a 10% discount. The oldest of 2 children attending St. Peter Chanel during the same school year will receive a \$1000 discount. With three students from the same family attending St. Peter Chanel during the same school year, the oldest student will receive a \$2000 discount and the 2nd child will receive a \$1000 discount.

The three tuition payment plans being offered are as follow:

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

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

Tuition Refund Policy: If a student chooses to leave or is dismissed for any reason from St. Peter Chanel, the refund policy during each semester is as follows:
After 1 week-80%; after 2 weeks-60%; after 3 weeks-40%; after 4 weeks-20%; after 5 weeks-0%
The required fees of \$600.00 are not refundable. Also any financial aid, scholarships, alumni or brother/sister discounts will be cancelled and forfeited if a student leaves during the school year at any time and for any reason

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

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

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

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

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

Course Changes: \$50.00 This fee is payable if a student decides to change his/her course schedule after August 23, 2012. If the school has made an error, there is no charge.

Chanel Bus Fee: This fee is payable at the beginning of each quarter.
\$300 per quarter (two-way, daily); \$165 per quarter (one way daily).

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

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

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

ADMINISTRATION

President/Principal	Sr. Maria Berlec, OSU
Dean of Students	Mr. Anthony Glaser
Dean of Academics	Mrs. Jennifer Miroglotta
Director of Finance	Mr. Edward V. Treat '66
Vice President for Advancement	Mr. Casey Murphy
Director of Admissions & Marketing	Mr. Tim Koenig
Director of Athletics	Mr. Mark Maslona
Director of Guidance	Mrs. Chestina Holly-Brown

SECRETARIAL / CLERICAL STAFF

Administrative Assistant	Mrs. Barbara Dew
School Office	Mrs. Mary Lynn Haldi
Advancement Office	Mrs. Jule Kennedy
Finance Office	Mrs. Lizette Simon
Athletic Office	Mrs. Pia Behm

PROFESSIONAL STAFF

School Nurse	Mrs. Bonnie Scott
School Psychologist	Mr. Craig Gordon
Auxiliary Services	Mrs. Lillian Neptune
Library & Media Service	Mrs. Victoria Karakasis

MAINTENANCE /HOUSEKEEPING

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

ST. PETER CHANEL HIGH SCHOOL INTERNET ACCESS

Goals / Mission

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

Purpose

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

General Information

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

Acceptable Use Policy Internet Safety Policy

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

1. All computer users must sign in at the front desk of the library or with the computer lab instructor or classroom instructor and must have this completed form on file. Students will be responsible for damage to computer equipment and furniture. Problems sometimes occur with computers. If you encounter a problem, please report it to the librarian/instructor immediately; otherwise, repair cost could be charged to you.
2. The following are not permitted:
 - Internet gaming is not permitted at any time.
 - Chatting is not permitted at any time.
 - Students may not load or download ANY programs or games onto school computers, hard drives, or servers.
 - Students may not change any computer settings. This includes but is not limited to display and sound.
3. Priority use is to be given to students who are working on current projects for teachers. The librarian or instructor will determine this.
4. Transmission or access of any material in violation of any US or state regulation is prohibited. This includes but is not limited to copyrighted materials, threatening or obscene material or materials protected by trade secret.
5. Vandalism of any sort is prohibited. Vandalism is a malicious attempt to destroy data of another user, provider or the Internet itself as well as the degrading of any technological equipment or of system performance. This includes but is not limited to uploading or creating computer viruses.
6. The user is expected to access authorized resources and entities only.
7. The user is expected to use the network in such a way as not to disrupt its use by others. (Examples of "disruptive use" include: going into and making any changes to

the file manager; disconnecting or disabling the modem, phone lines, surge protector etc.)

8. The user is expected to be polite and to use appropriate language and respect the privacy of others.
9. The user is expected to make efficient use of time and resources.
10. Use of the network for financial gain is prohibited.
11. Student files may not be saved to the hard drive.
12. Only material directly related to a class or school related assignment may be printed on the school printer.

SECURITY

1. Security is a high priority to both individuals and the system as well.
2. For the security of the St. Peter Chanel Community, do not reveal any personal address or phone numbers of the St. Peter Chanel Community. If you identify a security problem on the Internet, you must notify the librarian/instructor immediately.
3. Do not give your login name or password to anyone else.
4. If an Internet issue is brought to the school's attention, the school will implement the following steps:
 - investigate
 - interview all parties
 - notify parents/guardian
 - file written results of investigation
 - take discipline action if necessary including: suspension, expulsion, and referral to local authorities
5. Any pictures/video of students displaying behaviors that do not follow the school's mission can result in expulsion of student.
6. Any written material (this includes cyber bullying) on social networks that does not follow the school's mission can result in expulsion of a student.
7. Any illegal or inappropriate visual postings on Internet/cell phone that displays school's name can result in student expulsion.
8. It is illegal to post or transmit pictures of minors without parental permission.
9. Parents should review the sites their students are accessing.

**2012– 2013 CALENDAR
ST. PETER CHANEL HIGH SCHOOL**

With appropriate notice, this calendar is subject to change.

August 13 - 15	FLIGHT School – new students
August 13	Parent FLIGHT School 7:00 pm
August 20, 21	Faculty In-Service
August 22	Freshman / New Student Orientation
August 23	First Day of Classes
September 3	No School – Labor Day
September 4	Early Dismissal 2:00 p.m. / Faculty meeting
September 5	Back to School Night for Parents
October 2	Early Dismissal 2:00 p.m. / Faculty meeting
October 12	No School / Teacher In-Service
October 16	PLAN 9 th & 10 th grade
October 17	PSAT for 10 th & 11 th grade
October 22-26	OGT Make up tests
October 26	End of 1 st Quarter
November 6	Early Dismissal 2:00 p.m. / Faculty meeting
November 8	Parent/Teacher Conferences; 1 st Quarter report cards
November 9	No School
November 21-23	No School – Thanksgiving Break
December 4	Early Dismissal 2:00 p.m. / Faculty meeting
Dec. 21- Jan. 4	No School – Christmas Break
January 6	Classes Resume
January 8	Early Dismissal 2:00 p.m. / Faculty meeting
January 16, 17, 18	Exams – Early Dismissal
January 18	End 2 nd Quarter; End 1 st Semester; report cards mailed out
January 21	No School – MLK, Jr. Day
February 5	Early Dismissal 2:00 p.m. / Faculty meeting
February 18	No School – President's Day
February 21	Parent/Teacher Conferences
February 22	No School
March 5	Early Dismissal 2:00 p.m. / Faculty meeting
March 22	End 3 rd Quarter; report cards mailed out
Mar. 29 – Apr. 5	No School – Easter Break
April 8	Classes Resume
April 9	Early Dismissal 2:00 p.m. / Faculty meeting
April 28	Hall of Fame Mass
April 29	No School – Celebrate St. Peter Chanel Feast Day
May 7	Early Dismissal 2:00 p.m. / Faculty meeting
May 15	Awards Night / Art Show
May 27	No School – Memorial Day
June 2	Baccalaureate Mass 3:00 p.m.
June 4	Graduation – 7:30 p.m.
June 5, 6, 7	Exams – Early Dismissal
June 7	End 4 th Quarter; End 2 nd Semester Last Day of School; report cards mailed out

MLA Documentation Guide
Prepared by St. Peter Chanel's English Department

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

Maintaining Academic Integrity

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

Taking Notes

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

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

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

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

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

Preparing Bibliography Cards and the Works Cited Page

Documenting sources consists of two parts: preparing a list of bibliographic references which will comprise your Works Cited page, and referencing or citing those sources within your paper, called in-text citations. A specific form must be followed for both of these parts. You may not make up your own system. The most common forms for the Works Cited page will be given here. Additional forms can be found in the *MLA Handbook for Writers of Research Papers* or online at <http://www.mla.org>. Two other helpful websites are <http://www.bedfordstmartins.com/online/cite5.html> and <http://www.noodletools.com>. If you write out the full bibliographic information for each source on separate 3x5 index cards as you take notes,

you will have an easy time compiling your Works Cited page and avoiding plagiarism. Notice that the first line of each entry is to the left margin. Second and consecutive lines are indented 5 spaces or a tab key. Everything within MLA format is double spaced. Please note also that titles of larger works (books, magazines, movies, plays) are italicized or underlined. Titles of shorter works or parts of a whole (short stories, poems, articles, songs) are in quotation marks. All works in the Works Cited page will be placed in alphabetical order according to the first word in the entry unless the first word is *a*, *an*, or *the*, in which case you would go by the next word.

Books

A Book with One Author

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

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

A Book with Two Authors

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

A Book with More than Three Authors

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

A Book with Corporate or Association Authorship

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

An Edition Other Than the First

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

A Book with an Editor Rather Than an Author

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

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

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

An Essay or Chapter in an Anthology

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

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

Periodicals

An Article in a Scholarly Journal That Pages Each Issue Separately

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

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

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

An Unsigned Article in a Scholarly Journal

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

A Signed Article in an Occupational or Popular Magazine

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

An Unsigned Article in an Occupational or Popular Magazine

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

A Signed Article in a Daily Newspaper

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

An Unsigned Article in a Daily Newspaper

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

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

Encyclopedia Articles

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

Other Sources

Personal Interviews

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

Online Sources

Professional or Personal Site

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

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

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

Databases

SIRS Discoverer

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

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

Lexis-Nexus

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

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

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

Gale Group

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

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

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

Documenting Sources Within Your Paper

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

Student's Name

Teacher's Name

Course

Date

Title of Essay

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

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

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