



# 2023-2024

## STUDENT / PARENT HANDBOOK



**This planner belongs to:**

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## 2023-24 STUDENT/PARENT SIGNATURE PAGE

RETURN  
TO OFFICE  
BY FRIDAY,  
AUG 25

Student \_\_\_\_\_

Homeroom Number \_\_\_\_\_

Each student and a parent/guardian are required to sign the following Handbook Acknowledgement and Advancement/Promotion Release and return this page to Alter High School by **FRIDAY, AUGUST 25, 2023**.

### Handbook Acknowledgement

I have read the 2023-2024 edition of the Student/Parent Handbook of Alter High School and agree to abide by the rules and regulations stated therein. I agree to cooperate with the school in carrying out these directives. I understand that the handbook is not an exhaustive summary of all the policies, practices, and procedures of Alter High School. I am aware that the policies, practices, and procedures of Alter High School, whether or not identified in the handbook, may be revised or discontinued by the school administration at any time. Any revisions or changes will be communicated in writing to students and parents. I also understand that failure to abide by school policies and regulations or meet obligations as outlined in the handbook may result in a student being required to withdraw from Alter High School at any point in the school year.

I acknowledge that I have read the Responsible Use of Technology Policy contained in the Student/Parent Handbook. I understand that technological resources are provided for educational purposes only. I understand that failure to adhere to this policy may result in the issuance of demerits, the revocation of a student's access privileges, a student's suspension or dismissal from school, or some other consequence determined at the discretion of the Alter High School administration. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, additional disciplinary action may be taken. I (student) agree to abide by the terms and conditions stated in this policy/I (parent) give permission for my son/daughter to access the school's technological resources, including the Internet, in accordance with the provisions of the policy.

---

Signature of Student

Date

---

Signature of Parent or Guardian

Date



## ADVANCEMENT/PROMOTION RELEASE

RETURN  
TO OFFICE  
BY FRIDAY,  
AUG 25

I give permission for Alter High School or its designee(s) to videotape and/or photograph me (student) or my son/daughter (parent) while at Alter High School or while attending school-related activities on or off campus and for these video recordings and/or photographs to be used by Alter High School for publicity, promotional, or institutional advancement purposes. I also give permission for my son/daughter to be videotaped for the professional development of faculty and staff. Photos and names associated with photos may appear in school sponsored/sanctioned publications, school web pages, public print, electronic media, **and school directory**.

---

Signature of Student

Date

---

Signature of Parent or Guardian

Date

**Note: Any parent/guardian who wishes to have his/her son's or daughter's likeness or name not appear in school or public media must send a written note requesting exclusion to:**

**Director of Advancement  
c/o Archbishop Alter High School,  
940 E. David Road, Kettering Ohio 45429**

Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_



# ARCHBISHOP ALTER HIGH SCHOOL

**2023-2024**

## **STUDENT / PARENT HANDBOOK**

940 EAST DAVID ROAD  
KETTERING, OHIO 45429

### **OFFICE HOURS**

7:30 a.m. to 3:45 p.m.

### **LIBRARY/MEDIA CENTER**

7:30 a.m. to 3:30 p.m.

### **MAIN OFFICE**

Phone: (937) 434-4434

Fax: (937) 434-0507

### **GUIDANCE OFFICE**

(937) 428-5316

### **ADVANCEMENT OFFICE**

(937) 434-2059

### **ATHLETIC OFFICE**

(937) 428-5311

**[www.alterhs.org](http://www.alterhs.org)**

**CHANGES & ADDITIONS IN THIS HANDBOOK  
ARE DENOTED IN RED TEXT**

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# ALMA MATER

*Facing life with valor like the Knights of old,  
We promise always great ideals to hold,  
With our eyes on Heaven, sword of Faith in hand,  
The future face and with grace  
Take our stand.*

*Hear our pledge of fealty to You  
As we ask Your strength to see us through.  
High in Hope and Spirit  
We will “Do or Die”  
For our King and Alter High.*

LYRICS BY SISTER EUGENE FOX, S.C.  
MUSIC BY SISTER LORETTO BURKE, S.C.

# FIGHT SONG

*Watch the Knights ride into the fray  
Shouting, cheering, we’re on our way;  
Banners flying, bravely and bold  
We’re rooting for the Brown and Gold.*

*Strong in purpose, hearts all aglow  
Alter High will conquer the foe  
Overcome all odds against us  
Take up every challenge!*

*“Loyalty to Brown and Gold” is our battle cry.  
Strike the shield, roar VICTORY!  
For dear old Alter High.*

LYRICS BY SISTER EUGENE FOX, S.C.  
MUSIC BY SISTER LORETTO BURKE, S.C.

# **A KNIGHT'S PRAYER**

*I take this moment  
to kneel in prayer  
to ask you, God,  
for your strength and grace,  
to lay before You  
my challenges and heartaches,  
to look to You  
for wisdom and release.*

*Empower me now  
in victory and defeat  
to walk as a child of a King:  
courageous and strong,  
humble and generous  
like Your only Son.*

*Be with me today  
in all I do,  
firm in faith,  
sustained by Spirit,  
a kneeling knight  
held in Your loving embrace.*

# SCHOOL CALENDAR

ALL DATES ARE SUBJECT TO CHANGE.

## AUGUST

- 10/11: New Teacher Orientation
- 14: Teacher Workday
- 15: Teacher Workday
- 16: Freshman First Day
- 17: First Day All students
- 17: All School Mass
- 17: Fairmont Game
- 19: Freshman Social  
Backyard Party
- 23: Underclass & Senior Panoramic  
Pictures
- 23: Meet the Teacher Night

## SEPTEMBER

- 1: First Friday Mass
- 1-3: AlterFest
- 4: Labor Day – No School
- 13: ALTER: All Access  
Admissions Event –  
Faith and Spirit
- 14: All School Mass
- 15: Homecoming Game
- 16: Homecoming Dance
- 19-22: Kairos 117
- 24-25: Junior Retreat
- 29: Scholarship Breakfast



## OCTOBER

- 1: Named Scholarships Applications Available
- 5-8: Fall Musical
- 6: First Friday Mass
- 6: End of the First Quarter
- 11: PSAT (No School - Freshmen, Sophomores & Seniors)
- 12: ALTER: All Access Admissions Event – Arts and Athletics
- 14: Turnabout and Freshman Social Bowling
- 17: All School Mass
- 18: Pre-ACT (No School - Freshmen, Juniors & Seniors)
- 18: Knight of Gratitude
- 19: Parent Conferences - No School
- 20: No School

## NOVEMBER

- 1: All School Mass
- 2: All Souls Prayer Service
- 3: First Friday Mass
- 4: Band State Competition
- 9: ALTER: All Access Admissions Event – Academics and Admissions
- 10-11: Band Grand Nationals
- 12-13: Junior Retreat
- 14-17: Kairos - 118
- 18: High School Placement Test
- 20: Grandparents Day and All School Mass
- 22-24: Thanksgiving Break – No School
- 27: Giving Tree Assembly





## DECEMBER

- 1: Deadline for Financial Aid and Named Scholarships Applications
- 1: First Friday Mass
- 7-10: Winter Play
- 8: All School Mass
- 12: Advent Reconciliation
- 13: Band Christmas Concert
- 15: Exams 1 and 2 – noon dismissal
- 18: Exams 3 and 4 – noon dismissal
- 19: Exams 5 and 6 – noon dismissal
- 20: Exams 7 and 8 – noon dismissal
- 21: Exam Make Up Day, Teacher Work Day
- 21– Jan. 8: Christmas Break - No School

## JANUARY

- 8: Teacher Work Day
- 9: First Day for Students
- 9: All School Mass
- 15: Martin Luther King Day – No School
- 20: Freshman Social Dodgeball
- 23-26: Kairos 119
- 27: Lip Sync Battle
- 28-29: Junior Retreat
- 29: Catholic Schools Week begins
- 30: All School Mass
- 31: Area Catholic Schools Week Mass



## FEBRUARY

- 1-2: Catholic Schools Week continues
- 2: First Friday Mass
- 6-7: IOWA - Freshmen
- 9: Winter Pep Rally
- 12-15: Alter Week of Giving
- 13: Alter Love Telethon
- 14: Ash Wednesday Mass
- 16: No School
- 19: Presidents Day - No School
- 22: Knight of Celebration – Class of 2028
- 23: Knight Out Event
- 28: Sophomore Retreat

## MARCH

- 1: First Friday Mass
- 5: Lent Reconciliation Services
- 6: Class of 2028 Scheduling
- 7: End of 3rd Quarter
- 8: No School
- 8-10: Spring Musical
- 12: All School Mass
- 14-17: Spring Musical
- 19-22: Kairos 120
- 23-27: Senior Trip
- 28: Holy Thursday Prayer Service
- 29: Good Friday - No School



**APRIL**

- 1-5:** Easter Break - No School
- 17:** All School Mass
- 24:** Band Jazz Concert
- 25:** Freshman Retreat
- 26:** No School

**MAY**

- 3:** Sophomore Surprise
- 3:** First Friday Mass
- 4:** Prom & Freshmen Formal
- 7:** All School Mass
- 6-10:** AP Testing
- 10:** Tentative PM Assembly  
Pep Rally
- 13-17:** AP Testing
- 16:** Graduation Practice for  
Seniors after exam
- 17:** Senior Awards Assembly
- 17:** Baccalaureate Mass  
and Dinner
- 18:** Graduation
- 20:** Exams 8 and 7 –  
Noon Dismissal
- 21:** Exams 6 and 5 –  
Noon Dismissal
- 22:** Exams 4 and 3 –  
Noon Dismissal
- 23:** Exams 2 and 1 –  
Noon Dismissal
- End of Semester



# SCHOOL POLICY

## NOTICE OF NONDISCRIMINATORY POLICY

Archbishop Alter High School will maintain a policy of inclusiveness toward all in administration of the education policies, admission policies, loan programs, and in hiring personnel.

## POLICY CONCERNING ADULT-AGE STUDENTS

Since Archbishop Alter High School is a Catholic school, we reserve the right to expect parental/guardian permission, signatures, etc. for adult students unless some prior arrangements have been made with the principal.

## NON-CUSTODIAL PARENT

In the absence of a court order to the contrary, Archbishop Alter High School will provide the non-custodial parent with access to academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## WITHDRAWAL OF STUDENTS

### Based Upon the Conduct of Parents/Guardians

Archbishop Alter High School may require a parent/guardian to withdraw his/her child based on the conduct of the parent/guardian. This may occur if the conduct of a parent/guardian is threatening, hostile, chronically disrespectful, or disruptive to the educational process.



## ADMISSION

Archbishop Alter High School admits students of any race, color, gender, sexual orientation and national and ethnic origin, or other characteristics protected by law to all rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, gender, sexual orientation, or national and ethnic origin, or other characteristics protected by law in administration of our educational policies, admissions, policies, scholarships or assistance programs, or athletic and other school administered programs. Admission for students with disabilities, ESL students and students with other special needs will be determined on a case by case basis. Students may be accepted if Archbishop Alter High School can reasonably provide required and appropriate support services and the students satisfy all other admission requirements.

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

A new student is required to present a copy of his/her birth certificate and to have the school's health form signed by the family physician as proof of immunization. All completed forms, including but not limited to emergency medical authorization forms, signed handbook forms and financial paperwork are required of each student each year.



## COAT OF ARMS

The Archbishop Alter High School coat of arms is divided into four sections:

- Upper Left - In the upper left section, the plow of the Roman farmer Cincinnatus symbolizes the Archdiocese of Cincinnati. This symbol identifies Alter High School as an integral part of the Archdiocese.
- Upper Right - In the upper right section, a bee, taken from the coat of arms of the Alter family, represents the Most Reverend Karl J. Alter.
- Lower Right - In the lower right section, three crescents taken from the coat of arms of the Seton family represent the Sisters of Charity of Cincinnati.
- Lower Left - In the lower left section, the gauntlet of a knight in armor clutching the oak leaf symbolizes the strength and vitality of an Alter Knight.



## HISTORY

In October of 1958, the Catholic people of the Dayton area pledged \$4,953,050 to defray the cost of building Catholic High Schools in the Dayton area. One of the schools built with the contributions was Alter High School in Kettering. The Most Reverend Paul F. Leibold, then Auxiliary Bishop of Cincinnati, laid the cornerstone. At the request of the people of Dayton, the fifth Catholic high school was named after the fifth ordinary of the Archdiocese of Cincinnati, the Most Reverend Karl J. Alter.

Reverend Edward F. Haskamp was appointed the first principal on January 3, 1962. Sister Eleanor Marie Salm, SC, was the first vice principal. Father Haskamp and five Sisters of Charity supervised the final stages of the construction of the school and Alter opened its doors for the first class of freshmen on September 5, 1962. Archbishop Karl J. Alter formally dedicated the school on September 30, 1962.

Alter is a comprehensive, co-educational school operated by the Archdiocese of Cincinnati. It was originally staffed by diocesan priests, the Sisters of Charity of Cincinnati, and lay teachers. In 1962, Alter housed one class of 250 freshmen and offered 10 courses. Since that time, the school has continued to grow and develop. Currently there are over 500 students, 75 faculty/staff (including one Sister of Christian Service and one Diocesan Priest) and more than 130 courses.

## MISSION

Archbishop Alter High School is a co-educational, comprehensive Catholic school that is committed to challenging students to reach their full potential by providing academic excellence in a Christ-centered environment.

## CORE BELIEF STATEMENTS

We believe in the God given dignity of each person.

We strive to develop the whole person: physically, emotionally, intellectually, morally, and spiritually.

We are committed to cultivating servant leaders.

We believe a diverse community expresses the fullness of the Body of Christ.

## HONOR CODE

As a Catholic institution, Alter High School is committed to upholding Christian values. These values are rooted in the Gospel because it is the Gospel of Christ that gives the school its inspiration. The dignity of the person, personal integrity, responsibility and community are key concepts, which are in keeping with the Gospel message.

We build our honor code on these four concepts. The dignity of the person is central to the teaching and actions of Jesus. We recognize that each person is entitled to respect while at the same time, each person must give respect to others. From this foundation of human dignity flow the values of integrity and responsibility. Integrity means honesty, keeping oneself on the path of truth. The person of integrity tells the truth at all times and takes credit for only what is honestly achieved.

Integrity means taking responsibility for one's actions. Taking pride in one's accomplishments and achievements as well as admitting one's failings and shortcomings are marks of the responsible person. In school, responsibility means giving one's full attention and best effort to one's studies.

The Gospel calls all to community, to being members of the Body of Christ. This Christian community should be a positive and affirming influence on its members. We are not isolated individuals, but we are all related to one another. What each person does affects the community. Keeping the honor code by respecting others, by being honest and by being responsible are ways of building up the community. This is the way of keeping the Gospel of Jesus Christ alive.

## ACCREDITATION

Archbishop Alter High School is accredited by the Department of Education of the State of Ohio and the Ohio Catholic School Accrediting Association. It is approved and recognized as a senior high school whose students may apply for entrance into any college or university and are prepared to secure a position in the various fields of employment. It holds membership in the National Catholic Education Association.

## GOALS FOR THE EDUCATIONAL PROGRAM

The goals for the educational program at Archbishop Alter High School are to:

- Lead students to an awareness of Jesus Christ in their lives through religious instruction in Catholic beliefs and through programs of retreat, liturgy, and prayer;
- Challenge the unique, individual abilities of each student in such a manner as to enhance self-worth and to attain mature Christian leadership and academic excellence;
- Nurture a core of caring faculty and staff recognized for their competence and vision and for their ability to integrate the values of the Church within the practical order of education;
- Provide the opportunity for development of a Christian community;





- Develop an interdependence among all staff offices and activities of the school to enhance the quality of the educational program;
- Promote responsible and mature service to family as well as to the local and global community;
- Provide for the development of responsible decision making and social awareness of and responsiveness to current world issues;
- Provide for the opportunity of students to develop an understanding of the consequences of responsible use of the earth's resources;
- Develop skills in critical thinking and problem solving;
- Prepare students to evaluate, analyze, and synthesize material in a creative, logical manner;
- Impart a broad foundation of knowledge in the academic disciplines in preparation for further education and for life;
- Provide opportunities for student enrichment and creative expression;
- Provide information and direction that will help students make vocation career decisions.



# ACADEMICS

## ACADEMIC PROGRAM

Alter High School offers a challenging academic program to students of all abilities. Course offerings are varied to meet the needs of the college-bound student and the non-college-bound student.

## ADVANCED PLACEMENT COURSES

Advanced Placement courses offer students the opportunity **to participate in** college-level studies in grades ten through twelve. Upon completion of the AP course, students are required to take the nationally administered examination in May at the prevailing fee. According to their performance on the examination, students may receive college credit. This makes it possible for the student who is successful on the exam(s) and in the course(s) to enter college at a level beyond that of a beginning freshman. The guidance office can assist with finding schools accepting AP credit.

## ALTER SCHOLARS PROGRAM

The Alter Scholars Program seeks academically outstanding students committed to learning in all its dimensions—in the classroom, in independent study and research, in active engagement in cultural and service activities. Any eligible freshman may apply by filling out an application after the first semester of freshman year. Applications will be reviewed and selected students will be notified during the second semester.

## PROGRAM REQUIREMENTS

Selected students must:

- Maintain a minimum GPA of 3.6
- Accumulate fewer than **37 hours/semester of absences**
- Remain a student in good standing accumulating fewer than six demerits per school year and no demerits for integrity issues

## SCHOLAR REQUIREMENTS

**Freshman Year:** Complete a variety of activities to explore Alter and to discover the student's own learning styles

**Sophomore Year:** Complete a variety of activities to explore the connection between ethics and scholarship

**Junior Year:** Job shadowing experience related to academic major

**Senior Year:** Completion of Exit Project in conjunction with their senior service project.

## ALTER CONSERVATORY FOR THE ARTS

The Alter Conservatory promotes age-appropriate development of student skills, both individually and collectively, while striving to provide an education that promotes creative learning and critical thinking at an early age.

### ALTER CONSERVATORY FOR THE ARTS REQUIREMENTS

- Students must successfully take 3.5 credits of Fine Arts (Music, Art, Theater or Dance) classes for the culminating Conservatory Certificate.
- Must maintain a 4.0 GPA in Fine Arts Classes
- Involvement in Alter's Fine Arts organizations/ensembles/productions/clubs each year enrolled at Alter-documented with activity logs each semester.
- Sophomore year: Attend two approved off campus productions/concerts/showings and write a one page reflection and review for each of the events.
- Junior Year: Total of 8 hours of an apprentice/shadow with a professional in an area of concentration- Music, Art, Theater, or Dance. Accompanied with documentation/letter from supervising professional.
- Senior Year: Present a production/recital/showcase/project as the cumulating achievement of the Conservatory program.

## AWARDS

An academic school letter is awarded to those students who receive honor roll status for three consecutive quarters in the same academic year. The Academic Banquet and Senior Awards Assembly are held each year to give recognition to students for outstanding achievement.

## CLASS RANK

Admission to Archbishop Alter High School is based primarily on admissions test scores, elementary school performance and standardized testing. Due to the homogeneous nature of our student population, Archbishop Alter High School does not rank.

## COLLEGE REQUIREMENTS

Many colleges and universities are recommending or requiring the following units of high school study:

- 4 units of English
- 4 units of Mathematics (*Algebra I, and above*)
- 3 units in Laboratory Science
- 3 units of Social Studies
- 2 units of World Language
- 1 unit of visual or performing arts (Fine Arts)

In general, all required courses are to be taken at Alter.

## COURSE WEIGHTING AND GRADING SYSTEM

Courses will be weighted as follows:

Grade	Numeric	Regular	Honors	AP
A+	98 - 100	4.333	4.833	5.333
A	95 - 97	4.000	4.500	5.000
A-	92 - 94	3.667	4.167	4.667
B+	89 - 91	3.333	3.833	4.333
B	86 - 88	3.000	3.500	4.000
B-	83 - 85	2.667	3.167	3.667
C+	80 - 82	2.333	2.833	3.333
C	77 - 79	2.000	2.500	3.000
C-	74 - 76	1.667	2.167	2.667
D+	71 - 73	1.333	1.833	2.333
D	68 - 70	1.000	1.500	2.000
F	0 - 67	0.000	0.000	0.000

**Advanced Placement Courses:** AP American Government, AP American History, AP Biology, AP Calculus AB, AP Calculus BC, AP Chemistry, AP English Literature, AP English Language, and AP Psychology.

**Honors Courses:** Honors Algebra 1, Honors Algebra 2/Trig, Honors Biology, Honors Chemistry, Honors Physics, Honors English 1, 2, 3, 4, Honors Geometry, German 4, German 5, Honors Precalculus, Honors Calculus, Spanish 4, Spanish 5, French 4, French 5, Honors Principles of Engineering, Honors Anatomy, Honors Organic Chemistry, Honors Advanced Physics, Honors Digital Electronics, Honors World Studies, Honors American Studies, and Honors Government.

**Regular Courses** are not weighted.

Courses and prerequisites are described in the Course Description Book. Grades are to be based on individual growth as well as individual ability to meet standards of competency as established in the Graded Courses of Study. Each letter grade on a student's semester report card will be converted to a number from 0 to 5.333 according to the grade weight of the course. The sum of these numbers divided by the number of credits earned in the semester is the student's grade point average for the semester.

### FLEX CREDIT

Alter High School offers several options whereby students may attain credit outside the confines of the Alter schedule/school day. Students interested in pursuing flex credit should consult with their guidance counselor. Requests for flex credit will be reviewed on a case-by-case basis.

## COLLEGE CREDIT PLUS

College Credit Plus is an approved program by the Ohio Legislature whereby students in high school can earn high school and college credit(s). Interested students must:

- Meet with guidance counselor concerning information regarding the program, as well as advantages and risks of participation.
- Notify your guidance counselor of intent to participate and sign necessary paperwork by **March 15**.
- Prior to college class attendance, your high school counselor will assist you in determining a course's equivalency to a high school course(s). The Alter schedule will accommodate the College Credit Plus schedule within reason. College Credit Plus courses will be given the weight of the highest level of the course equivalent offered at Alter High School.

## DIPLOMA WITH HONORS

In order for a student to earn a Diploma with Honors from the State Board of Education, he/she must earn any seven of the following eight criteria:

- English 4 credits
- Mathematics 4 credits (including Algebra I & II and Geometry)
- Science 4 credits (including 2 credits of Advanced Science)
- Social Studies 4 credits
- World Language 3 credits (3 credits in one language or 2 credits in two different languages)
- Fine Arts 1 credit
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
- Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Achievement Test (SAT) with no regard for the writing portion.

Courses for which high school credit has been awarded in the eighth grade or as part of the post-secondary option, apply toward the performance criteria for the Diploma with Honors, provided at least 21 credits are earned in grades 9-12 toward graduation.

## FAILURE OF COURSES

If a student fails a course required for graduation, he/she will make up the course in an approved summer school program or by private tutoring with a certified teacher. Details and time requirements must be worked out with the guidance counselor and administration.

A failing grade in a course is counted in the GPA. Credit is awarded for successful completion of summer school courses or any other make-up courses, but summer school and other make-up work are not counted in the GPA.

Because English and Theology courses are sequential, students must pass these courses in order to be promoted to the next grade level and to graduate from Alter High School. If a student fails a **required** course, he or she **must** repeat the course in an approved summer school program, **at the student's expense in the summer immediately following the failure.**

If a senior fails a required course during the first semester, he/she may elect to make up the course through an approved correspondence program at an accredited educational institution or during summer school. If a senior fails one course required for graduation, he/she may participate in the commencement ceremonies. The diploma will be issued upon completion of the make-up course. If a senior fails two or more courses required for graduation he/she may not participate in any graduation exercises.

Any student who fails three or more courses in a school year may be asked to withdraw from Archbishop Alter High School regardless of credits made up in summer school.

## GRADE CHANGES

Students who think an error may have been made in their quarter/semester grades are to contact the subject teacher within one week of the distribution of report cards in order to request that a grade to be changed.

## GRADUATION REQUIREMENTS

### ***In order to graduate from Alter High School:***

Each student is required to successfully complete the yearly Theology program, state required courses, and have a total of 24 credits in order to receive a diploma from Alter High School.

#### The required courses are:

English	4 credits
Mathematics	4 credits
Social Studies	3 credits (including World Studies, U.S. History and Government)
Science	3 credits (credits must include 1 Biology and 1 Physical Science)
Theology	1 credit for each year enrolled at Alter
Fine Arts	1 credit
Speech	.5 credit
Health	.5 credit
Technology Skills and Ethics	1 credit
Physical Education	.5 credit *

*\*Students are required to complete two physical education classes (.5 credit), per the State of Ohio graduation requirements. In accordance with Ohio Core Legislation, students can earn an exemption to the Ohio state-mandated physical education requirement. A student who participates in interscholastic athletics, marching band and/or cheerleading for two full seasons can apply for an exemption to the PE requirement. Please note the following conditions:*

- Students must complete the season before applying for the exemption
- Students must remain eligible for the entire season to count that season towards the PE exemption
- Students cannot earn partial PE exemption, thus cannot have one season of a sport and one gym class to earn the required PE credit
- Students must have the signature of the Head Coach and the Athletic Director for each sport
- Only interscholastic sports sponsored by Archbishop Alter High School may be counted



***Students who wish to apply for physical education exemption must obtain a form from the guidance department. The exemption form must be completed and submitted within 6 weeks after the sport/activity is completed. For more information, please see your guidance counselor.***

## **HOMEWORK**

Students are expected to do work outside of class and to realize that each subject requires review in addition to written homework.

## **HONOR ROLL**

Students receiving all As in any quarter will receive Honors with Distinction. Students receiving all As and no more than one B will be awarded First Honors for the quarter; students who receive a combination of As and Bs with no more than 3 Bs and no grade lower than a B- will be awarded Second Honors for the quarter.

Honor rolls are based on quarter grades. Poor attendance may affect honor roll status.

## **INCOMPLETES**

Incompletes may be assigned under special circumstances and with the approval of the administration. In general, a course is to be completed within two weeks after the distribution of report cards or the grade will be changed to an F. Permission to extend the two-week period may be granted by the administration.

## **REPORT CARDS**

Evaluation of student progress is made in each subject after each quarter. The letters A+ through F are used to indicate students' status in each course.

- Credit is assigned to each course with a final grade of D or higher.
- Only final grades in each course appear in students' permanent records (transcript).
- Report cards will be sent home at the end of each semester only.

## SCHEDULING

**Freshmen** – A committee composed of the department chairs and guidance counselors review the incoming freshman academic records. Courses are recommended after reviewing the student’s placement test performance, elementary school records including standardized test scores, and elementary school teachers’ recommendations.

**Sophomores, Juniors and Seniors** – The guidance counselors oversee the student scheduling process. Each year the students review and evaluate his/her program of studies with their parents/guardians, teachers, and guidance counselor.

Updated scheduling information for the following school year is provided in the second semester. While students may choose elective courses, certain upper-level courses have a prerequisite for enrollment.

During the second semester, students secure signatures for all classes with a prerequisite from their current subject teacher or the teacher of the course they are requesting. All course request forms must be signed by a parent. Forms without required signatures will not be processed.

## SCHEDULE CHANGES

Since student scheduling requests are used to plan the master schedule and hire teachers for the following year, once scheduling is completed, changes are not ordinarily permitted. As a rule, schedule changes are made only:

- If the student has been academically misplaced by the teachers and/or has not met the requirements of the course; or
- If there is an irresolvable scheduling conflict.

Students must confer with teachers, parents, and their Guidance Counselor prior to requesting a change in schedule. The fee for dropping a class is \$100 and must accompany the parent permission. The Guidance Counselor will not process the schedule change without the \$100 fee and parent permission in writing.

All schedule changes must be requested within the first two full weeks of the classes of each semester. After that, the course will appear as withdrawn on the student’s transcript. If the student is passing at the time of withdraw, the transcript will state WP, or withdrawn while passing. If the student is failing at the time of

withdraw, the transcript will state WF, or withdrawn while failing. Students with a C or above in a particular class may not drop to a lower level class until the end of the semester.

### **SCHEDULING OF TRANSFER STUDENTS**

Students who transfer to Alter High School will be placed in the courses that seem appropriate in the light of their school records. The administration and guidance counselors will oversee the placement of transfer students.

### **SEMESTER EXAMS**

Comprehensive examinations are required at the end of each semester. Examinations are to measure objectives as stated in the Graded Course of Study for each subject. The grade for the semester examination will constitute 20% of the semester average.

A special exam schedule is established to provide 90 minutes for each exam. Teachers are to administer exams during the specially scheduled times unless there is a true emergency.

Seniors only may be exempt from the semester exam. They may be exempt if they have at least an A- for each quarter in the semester and have fewer than 7 absences. This policy applies to both first and second semester classes.

This exemption of exams is at the discretion of the teacher. If the teacher exempts any student in the class who qualifies, all students in the class who qualify must be exempt in that class. Underclassmen in mixed classes are to be tested during the final exam schedule established for underclassman.

### **SERVICE LEARNING**

Archbishop Alter High School has instituted a program of service learning for all students. Service learning integrates classroom instruction with student service in the community. Service learning sites are chosen to introduce students to the greater Dayton community with the goal of broadening their horizons.

### **STUDENT RECORDS**

Official records of each student are kept in the guidance office. They include the student registration forms, academic transcripts, academic testing results, and attendance information. The guidance office assistant will furnish copies of this data to parents/guardians of the student upon written request from the parents/guardian and with at least 24 hours notice.

## VALEDICTORIAN AND SALUTATORIAN

The valedictorian of the senior class is the student(s) with the highest GPA based on seven semesters plus the third quarter of the senior year. The salutarian is the student(s) with the second highest GPA based on seven semesters plus the third quarter of the senior year. The top ten students are determined on the same basis as the valedictorian and salutarian.

Transfer students may be eligible to be included in the top ten if the transfer occurs by the end of freshman year. A majority of courses must be completed at Alter High School in order to be eligible for top ten, salutarian or valedictorian honors. Military transfers are the only exception to this policy.



# ATTENDANCE

Attendance is critical for academic success. All students are required and expected to be in school every day. Parents/guardians are expected to be cooperative in this matter and avoid situations that will interfere with school attendance. Every effort should be made to schedule appointments and plan vacations after school hours and/or on days when school is not in session.

School liturgies, prayer services, and school assemblies are held several times during the school year. ALL STUDENTS are expected to be in attendance.

## ARRIVAL AT SCHOOL

All students are required to be on time (8 a.m.). Once students arrive at school they are to remain on school property throughout the entire school day (8 a.m. - 3:05 p.m.) unless they are dismissed through the office. Students may go to their cars during the school day only after obtaining permission from school personnel in the main office. **The number of times a student is allowed to go to their car is limited and excess may lead to demerits.**



## TARDINESS TO SCHOOL

School begins each day at 8 a.m. If a student arrives after 8 a.m. he/she must sign in at the main office and receive an admit slip to class.

- If a student arrives any time before 10:00 a.m., he/she will be considered tardy.
- Each student will be granted three “free” unexcused tardies each semester for emergencies such as car trouble, heavy traffic, weather, etc.
- With the fourth, fifth, and sixth unexcused tardy, the student will be assigned a tardy detention. Detention will be served on an assigned date from 3:10-4:00 p.m. Failure to attend the tardy detention will result in the issuance of 5 demerits. Tardy demerits may not be worked off.
- After the sixth tardy, the administration may:
  - Require a meeting with the student and parents
  - Assign a Saturday School
  - Assign an In-School Suspension
  - Convene a Discipline Hearing

**Tardiness to school will be considered excused if a student has a medical/dental appointment AND brings a note from the care provider on his/her return to school or within 24 hours of the absence. After 24 hours the absence becomes unexcused.**

## ABSENCES

### ***Absences shown on the report card:***

The State of Ohio Department of Education and the Archdiocese of Cincinnati requires that each student enrolled in an Ohio School must be present in the classroom for 1067 hours. The State considers participation in school sponsored or approved activities (retreats, field trips, academic or athletic contests, and college visitations) as hours spent “in school”.

Our Student Information System (FACTS SIS) has two designations for absence: excused or unexcused. In order to accurately track the number of hours each student is “in school” according to the State Guidelines, absence for any reason other than those listed above is considered “unexcused” to comply with the State requirements.

Below, under “Excused Absences”, is a list of all reasons for which a student may be absent and still be permitted to make up any work that is missed during the absence. For example, if a student is absent from school for one day due to a personal illness, the student would be permitted to make up the work missed (Excused for Alter High School). Those 6.5 hours, however, would not be counted toward the 1067 hours for the State / Archdiocese. (unexcused in FACTS SIS).

**Excused Absence** Absences due to personal illness, injury, a death in the family, or circumstances which, in the judgment of the principal/designee, constitute sufficient cause for absence from school are considered excused.

**It is the responsibility of the student to contact the teachers regarding make-up work the day he/she returns to school. However, the work must be made up in as many days as the student was absent. Please note that, even with an excused absence, the teacher may require long-range assignments to be submitted on the due date.**

**Official Absence** Absences due to a student’s participation in a school sponsored or approved activity (e.g., retreats, field trips, academic or athletic contests, college visitation days, etc.) are considered official absences and students are not considered absent from school.

Since official absences are foreseeable, teachers may require work due during the absence to be submitted beforehand. It is the student’s responsibility to contact the teacher and make arrangements prior to the absence. Failure to do so may result in a loss of partial or all credit for the assignments.

**Unexcused Absence** Any absence, which in the judgment of the principal/designee does not constitute a sufficient cause for absence from school, is considered an unexcused absence.

Assignments, quizzes, and tests cannot be made up and overdue work will not be accepted for unexcused absences.

**Truancy** A student is considered truant if he/she is absent from school and has no officially approved excuse, or if the student leaves the campus for whatever reason, for however long a time, without permission. The principal, or their designee, reserves the right to approve any excuse that does not fall under the policies contained in this handbook.

Assignments, quizzes, and tests cannot be made up and overdue work will not be accepted for absences due to truancy.

## ABSENCE – PROCEDURES

*Following are school procedures for student absences:*

- When a student is absent from school for any reason, his or her parent/guardian is to call the attendance secretary (937- 434-4434) between 7:30 a.m. and 9 a.m. Phone calls will be made to parents/ guardians who have not called school before 9 a.m. An absence lasting more than one day is to be reported each day unless a circumstance such as hospitalization has been reported.
- If contact by the parent is not made on the day of the absence, the student must bring in a signed note from the parent/guardian **before school at 8:00 a.m.** of the day he/ she returns. If there is no contact with a parent or a note is not presented to the attendance secretary, the absence will be considered **unexcused and students may not make up work.**
- Parents/guardians who will be out of town during any school days are to call the attendance secretary with the date(s) involved and the name and phone number(s) (both work and home) of an adult to be notified in case of sickness or emergency.

Please note that if a student misses any class for 10 days in a semester their grade will be dropped a letter grade.

## COLLEGE VISITS

A total of three college visitation days during the junior and/ or senior year are considered official absences. **These days may not be taken four days** before or after Christmas break or Easter break and are to be taken before May 1. Seniors may visit a college that has accepted him/her after May 1 if there are special circumstances, and approval has been granted by the Principal or Dean of Students. After May 1 seniors may only visit a college that has accepted them. Juniors may visit colleges if consideration for scholarships requires a visit including after the May 1 deadline.

College visits taken during Freshman and Sophomore years are not considered official visits by NCAA regulations, nor are they official absences. Students must abide by non school related activity day policy during their freshman and sophomore years.



College visitation forms **MUST** be obtained from the main office. This form is to be completed by an admissions representative at the institution that is visited and returned by the student to the **attendance secretary** on the school day following the visit. Absences will be unexcused unless this form is returned to the attendance secretary within 24 hours of the visit. College visitation days without prior knowledge and permission of school officials will be counted as unexcused absences.

### UNOFFICIAL VISITS

SPORTS	DATES
Hockey	January 1 <sup>st</sup> of Sophomore year
Football/Women's basketball	Anytime
Lacrosse/Softball/Baseball	September 1 <sup>st</sup> of Junior year
Men's Basketball	August 1 <sup>st</sup> of Sophomore year
All other sports	August 1 <sup>st</sup> of Junior year

### OFFICIAL VISITS

SPORTS	DATES
Hockey	August 1 <sup>st</sup> of Junior year
Football	April 1 <sup>st</sup> of Junior year
Lacrosse/Softball/Baseball	September 1 <sup>st</sup> of Junior year
Men's Basketball	August 1 <sup>st</sup> of Junior year
Women's Basketball	The Thursday following the National Championship game of prospect's Junior year
All other sports	August 1 <sup>st</sup> of Junior year

## EARLY DISMISSALS

Students who have valid reasons to leave school before the end of the school day must do the following:

- **Submit written permission from a parent/guardian to the attendance secretary which states the reason and time for early dismissal. A note must be brought to the main office in the morning; prior to the start of classes.**
- Present an early dismissal slip and sign out in the main office immediately before leaving;
- If the student returns to school that same day, he/she must sign in at the main office and receive a return to class permit.

**Note: Students leaving school due to doctor or dental appointments are required to bring a note from the doctor or dentist upon return to school or the absence is unexcused.**

## VACATIONS

Student absence for the purpose of family vacations and trips during the school year is strongly discouraged. If you are planning to have your student out of school due to a family vacation, it is necessary that you submit a written request to the attendance secretary at least **three school days** prior to the absence. Upon receipt of the written request and explanation, the attendance secretary will fill out a vacation request form and forward it to the Dean of Students who will determine if it is excused or unexcused. Teachers are not obligated to provide special or individual learning material and/or opportunities before or after absences due to vacations. Days missed will count towards the student's absence total. (See Consequences for Excessive Absences below.) **Vacations may be considered unexcused if taken after May 1, as determined by the administration.**

Vacations will be considered unexcused for the following days:

- Christmas: the four days before and after the break
- Easter: the four days before and after the break
- Any time during semester exams
- College Visits will be unexcused during any of these times for any reason.

Please note that if a student misses any class for 10 days in a semester their grade will be dropped a letter grade.

## NON SCHOOL-RELATED ACTIVITIES

Student absence for the purpose of a non school-related activity during the school year is strongly discouraged. If you are planning to have your student out of school due to such an activity, it is necessary that you submit a written request to the attendance secretary **at least three school days** prior to the absence. Upon receipt of the written request and explanation, the attendance secretary will fill out a request form and forward it to the Dean of Students who will determine if it is excused or unexcused.

Teachers are not obligated to provide special or individual learning material and/or opportunities before or after absences for these activities. Days missed will count towards the student's absence total. (See *Consequences for Excessive Absences* below.) **Non school related activities may be considered unexcused if taken after May 1, as determined by the administration.**

Please note that if a student misses any class for 10 days in a semester their grade will be dropped a letter grade.

## CONSEQUENCES FOR EXCESSIVE TARDIES OR ABSENCES

Students who are absent or tardy from the same class period five times, or 30 hours in a semester will **receive written notification. If a student is absent or tardy seven times, or 40 hours in a semester a conference with the student and parent will take place. A student who is tardy or absent from the same class period ten times in a semester will be dropped a letter grade.** The course will be noted on the transcript. A student missing twenty minutes of any class will be considered absent. Absences due to medical, dental, or other appointments are considered absences from class and will count towards the student's total. If, at the discretion of the administration, a student has reached an excessive number of absences or tardies the student may be asked to withdraw from Alter High School including if these excessive absences are due to vacations or non-school related sports.

# ACTIVITIES AND ATHLETICS

## ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Recognizing that the educated person has interest beyond the purely academic, Alter High School tries to provide various opportunities for students to follow specific interests and to enhance their growth spiritually, intellectually, and physically.

The following extracurricular activities are included in the following regulations for activities:

Club / Activity	Moderator
Academic Team	Thuente
Art Club	Hall / Lewis
Book Club	Metter / Hilty
CURE	School nurse
Dare to Care	Dintaman
Dart Club	Balent
Ecology Club	Butler
French Club	Newman
German Club	Morris, K.
Hiking Club	Denney
Hope Squad	Dintaman / Manfreda
Horizons in Medicine	Helt / Denney
Investment Club	Rao
Key Club	Rich
Knights for Life	School nurse
Marine Biology	Denney
Men's Fellowship	Rich/ Ruff
Peer Ministry	Dunn
Pottery Club	Hall
Science Olympiad	Thuente / Popp / Hoffmann, K.
Spanish Club	Hoffmann, M.
Spirit Squad	Miller, C.
Student Ambassadors	Pettit
Student Council	Schuster/ Miller, C.
Upper Room	Rich
Women's Fellowship	Dunn

**Athletics includes the following interscholastic sports:**

- |               |                 |
|---------------|-----------------|
| Baseball      | Lacrosse        |
| Basketball    | Soccer          |
| Bowling       | Softball        |
| Cross Country | Swimming/Diving |
| Football      | Tennis          |
| Golf          | Track & Field   |
| Gymnastics    | Volleyball      |
| Ice Hockey    | Wrestling       |

**Activities include the following but are not limited to:**

- |              |             |
|--------------|-------------|
| Band         | Lancerettes |
| Cheerleading | Theater     |
| Clubs        |             |



## ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN ACTIVITIES AND ATHLETICS

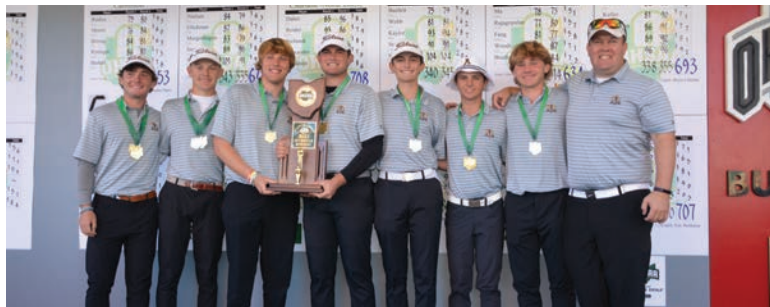
Students must be in attendance for five full hours in order to participate in any extracurricular activity. Participation in an extracurricular activity includes any practice, game, competition, performance, field trip, school dance, club/activity meeting or special event. **Students not in school for five full hours on a Friday will be ineligible for participation for the entire weekend.** Normally, exceptions include only medical appointments verified by a note from a physician and official school absences due to school mandated activities. The principal/designee may approve any other exceptions. **Please note that if a student misses any class for 10 days in a semester their grade will be dropped a letter grade.**

### ACADEMIC INELIGIBILITY

***Weekly Ineligibility:*** If a student is failing two subjects, the student will be ineligible to participate in practices, rehearsals, meetings or events (games) for at least a week (Monday-Sunday), and will be required to attend National Honor Society tutoring two times per week or meet with their teacher after school. The tutoring will be arranged through the Dean of Students.

***Quarterly Ineligibility:*** In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school during the immediately preceding grading period. (This regulation does not apply to freshmen for the first quarter.) During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent.

A student may be declared ineligible at any time at the discretion of the principal or the athletic director in consultation with the Dean of Students.



## ATHLETIC PARTICIPATION FEES

Each student-athlete will be required to pay a participation fee per sport played in order to be a member of an Archbishop Alter High School athletic team. The fee is **\$200** per sport. To be considered for a fee waiver, a student or parent must notify the coach in writing within two weeks of the official start of the season indicating that the student no longer plans to participate. A prorated fee will be owed for requests made after the first two weeks of the season.

## ATHLETICS – PARTICIPATION FORMS

An athletic participation, release, waiver, and indemnity form will be electronically available to athletes for both parents and students to sign through Final Forms. This signed form is required for athletic participation. A completed annual physical form must be on file.

## ATHLETICS – STUDENT LOCKERS

Students are required to bring a lock and lock all valuables in a locker if leaving their personal items in the locker room during the school day, while at practice after school, or while away at an athletic contest. Archbishop Alter High School is not responsible for items left unsecured in the locker room.

## STUDENT-ATHLETE HEALTH INSURANCE

All student-athletes are covered by KidGuard Group Protector Insurance Plan, during all in-season practices and contests. This plan provides families without any source of insurance, financial assistance for doctor, hospital, ambulance and dental expenses due to school sport related injuries. If a student is covered by a family health insurance policy but faces payment of a large deductible, the KidGuard Group Protector Plan will help parents recover some of their out-of-pocket costs due to their policy deductible or co-pay provisions.



## NATIONAL HONOR SOCIETY

### Purpose

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.

The purpose of The Archbishop Alter High School Chapter of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

### Selection of Membership

**Criteria:** National Guidelines are followed. Applicants are rated in the qualities of (1) scholarship, (2) leadership, (3) service, (4) extracurricular activities, and (5) character. All have equal weight. See Archbishop Alter NHS rating rubrics for specific criteria within each section. Applicants must achieve a minimum of 15 points to gain admission.

**Minimum Standards:** Students must have a **3.6 cumulative grade point average (GPA) beginning with the class of 2026 through the most recent grading period. Students in the classes of 2024 and 2025 must have a 3.5 GPA through the most recent grading period.** Students must participate actively in school activities and/or community activities.

**Selection Process:** Students must submit a completed application, which is then reviewed by a selection committee comprised of a number of faculty members.

At the beginning of each school year, mandatory informational meetings are held for all students who are eligible for NHS. At this meeting, the application packet is distributed and deadline for returning the completed packet is given. No packets will be accepted after the deadline. A faculty board then reviews the information and makes the final selection. New members are inducted at a ceremony.

To retain membership, the student must be an active participant in NHS, maintain the minimum cumulative 3.6 GPA, complete the service hour requirements, and maintain good character. Any violation of these principles may cause dismissal from NHS.



# PARENTS IN PARTNERSHIP

*Your participation is vital to the life of Alter High School!*

Dear Parents,

Thank you for choosing Alter High School for your child's high school education. We are thrilled to be your partner in the journey that will unfold over the next four years. We are committed to creating opportunities for your family that will be faith-led, engaging, discoverable, and unique. Our goal is for your family to fully experience Alter as members who are known, valued and loved.

While your child will be encouraged to participate in new clubs and activities during their time as a student, we ask our parents to do the same! The Catholic school model works best when the community willingly shares their time, talent, and treasure.



## VOLUNTEER

Throughout the school year we need parents to help in ways that allow us to achieve more and greater results for our students. Below are examples of our volunteer needs:

- Chaperones
- STEM Talk Speakers on career topics of Science, Technology, Engineering & Math
- Science Fair Judges and support
- Freshman Socials
- Catholic Schools Week
- Office/ Administrative support
- Service project and retreat support
- Campus Beautification: Ongoing need for help with flowers, special event décor for open houses, graduation, etc.
- Week of Giving to support the Alter Annual Fund
- After Prom (May): Junior Parents host off-site party following Jr/Sr Prom.
- Special Event Support like the Scholarship Breakfast, Knight of Gratitude, Grandparents' Thanksgiving Mass, and many more.
- Annual Alter fundraising events: AlterFest, Knight Out and the Golf Outing.

**Special Note:** Each year our goal is to have **100% student volunteer participation** in hosting AlterFest. To determine this, we track student participation.

**Please visit the online Parent tab on our website to learn more or volunteer: [www.alterhs.org/parent](http://www.alterhs.org/parent)**

### SAFE PARISH AND SELECTION.COM BACKGROUND CHECKS

Any adult seeking to volunteer or coach at Alter must complete the Safe Parish Child Protection Program. Upon completion of the program, a background check through Selection.com must also be done. The new platform replaces the old Virtus Program and is completely on-line. Interested individuals should go to [www.aocsafeenvironment.org/](http://www.aocsafeenvironment.org/) and register for the training. If you have any questions please contact Scott Balent, Assistant Principal at (937) 428-5309.

## TEAM AND CLUB FUNDRAISING

Many of Alter's teams and clubs participate in fundraising efforts to help support their operational budgets. These efforts require Administrative approval via submission and approval of an **Alter Fundraising Form required three (3) weeks prior to a scheduled start of a fundraiser.** This digital form is available on the school website. Locate the Hub Page symbol on the right side of any Alter website page or contact the Advancement Office for information at [advancement@alterhs.org](mailto:advancement@alterhs.org) or (937) 434-2059.

## SPIRIT WEAR

Fans and students love to promote their teams and clubs by wearing spirit wear. Approved spirit wear can be worn to school on Friday Spirit Days. We are also committed to ensuring the Alter brand is always properly represented. Specifications for logo, colors, etc., are available in the Alter Branding Guide available by request from the Director of Communications. Approved spirit wear will include the following:

- Apparel item color: white, grey, brown, and gold. Gold and brown items must match the Alter Branding Guide specifications.
- Logo: Spirit wear must include a school logo from the Alter School Branding Guide
- Design: Requires approval in advance of order/purchase by Director of Communications

All apparel must be approved in advance by the Director of Communications including spirit wear for parents and coaches. Any spirit wear that does not comply with Alter's Branding Guide will be prohibited from being worn.

## SHARE NEWS AND EVENTS

We rely on a broad network of students, parents, coaches, and staff to share news and events that we can share publicly through social media, the website, and our newsletters. Please submit news, photos, and upcoming events to Conor Ryan, Director of Communications, for student accomplishments, awards, and special community service projects.

## WEBSITE AND SOCIAL MEDIA

Alter hosts our school website and social media accounts to appropriately reflect the mission, beliefs and character of Alter High School and community. External websites with Alter likeness are prohibited. The Alter website and social media accounts are constantly being updated with current news and information for the benefit of our followers. For any questions or concerns please contact Conor Ryan, Director of Communications, at (937) 428-5317 or [conor.ryan@alterhs.org](mailto:conor.ryan@alterhs.org).

## INVEST

Tuition is only one source that funds Alter. We rely on financial support from individual gifts, foundations, corporate giving, and sponsorship to meet the full cost of educating our students. We ask our parents and community at large to support the Alter Fund annually to fund our priority needs and special gifts for capital projects. This annual giving is critical and has direct impact on our ability to deliver an unparalleled Alter experience! Thank you in advance for considering a gift to Alter.

**For more information, contact the Advancement Office:  
(937) 434-2059 or [advancement@alterhs.org](mailto:advancement@alterhs.org)**

## SPONSORSHIPS

Alter has sponsorship opportunities available for individuals and businesses who are interested in financial investments to promote their business through Alter athletics, multi-media, and special events. Information is available online at [alterhs.org/support](http://alterhs.org/support) or by contacting the Advancement Office at (937) 424-2059.

# ADMISSIONS, TRANSFERS, AND WITHDRAWALS

## ADMISSIONS AND TRANSFERS

Students grades 9-12 may apply for admission to Alter High School. Copies of academic records and health records from the school most recently attended must accompany the application. Students entering the 9th grade must be promoted from grade 8 in order to be eligible for admission. Prior address(es) and, when applicable, court documents showing custody of the child (or a sworn statement that legal proceedings for custody have been initiated) also need to be presented.

Generally, only transfer students new to the Dayton area will be considered for admittance to Grade 12. The final decision for accepting students for admission to Archbishop Alter High School is the responsibility of the principal. **A non-refundable application fee will be charged.**

## WITHDRAWALS

Only the parent/guardian, legal custodian or person who is otherwise legally responsible for the student may withdraw the student from school. Verification of the custodial status of the person making the withdrawal may be requested.

School records will be mailed to the new school after parent(s)/guardian(s) have signed a Release of Records form, all school property has been returned, and all financial obligations have been met. Student withdraw must be completed in person by visiting the guidance department.

## WITHDRAWALS AND RE-ADMITTANCE

If a student is expelled or withdraws for reasons other than family relocation, enrolls in and attends another area high school, re-admittance to Alter may be granted following a conference with and decision by the principal.

# DISCIPLINE POLICY

## PURPOSE

The purpose of the discipline system at Alter High School is to maintain an environment that is conducive to the total development of the Christian person, to learning, to the health and safety of students and personnel, and to the preservation of the property of students and the school.

All school personnel have the right and responsibility to maintain this environment in classrooms, hallways, the cafeteria, restrooms, school grounds, and at all school events. Students are responsible for abiding by school policy whenever they are on school property or participating in or attending any school activity away from school grounds, including all extra-curricular activities. Students should remember that a high standard of behavior is expected of the young men and women of Alter High School. The reputation of the school is affected by students' behavior at all times. Disciplinary action may be taken regarding behavior at all school events at Alter High School or away from Alter if the situation warrants it.

## DISCIPLINARY BOARD

A Disciplinary Board consisting of the Dean of Students and members of the administrative team has been established to review student discipline matters and make recommendations to the principal.

## DEMERITS

The purpose of demerits is to inform parents/guardians of disciplinary matters and to provide a record of student conduct. The number of demerits issued depends upon the seriousness of the offense. Demerits are entered on a daily basis and are recorded by the issue date. Parents and students are encouraged to check RenWeb frequently to monitor student behavior.

## DEMERITS – APPEAL

Students may appeal demerits through the Dean of Students **within two days of the issue date**. After the appeal has been made and reviewed, the Dean of Students will communicate the result of the appeal to the student.

## DETENTION – STUDENT/TEACHER CONFERENCE

Teachers may require that students meet with them before or after school. Students will be given 24 hours notice of the conference/detention. Students who fail to attend a scheduled detention will be issued five demerits by the teacher.

## DISCIPLINARY INELIGIBILITY

A student who accumulates 20 demerits is ineligible to participate in any school activities or athletics for two weeks. The following chart outlines the accumulation of demerits and the consequences associated with them. Students accumulating more than 40 demerits will be ineligible for the remainder of the semester.

## DISCIPLINE SYSTEM

Throughout the year an accumulation of:

10 demerits	Student will meet with the Dean of Students; one Saturday school will be issued
20 demerits	Student and parent will meet with the Dean of Students to discuss the student's disciplinary status; a contract <b>may</b> be written to help improve the student's behavior; parent(s) will also sign the plan of action; one additional Saturday school detention will be issued; and the student is ineligible to participate in practices, rehearsals, meetings or events (games) for two weeks.
30 demerits	Student will meet with the Dean of Students; an In School Suspension will be issued; and the Dean of Students will contact the parent(s)/guardian(s). The student is ineligible to participate in any school activities or athletics for three weeks.
40 or more demerits	The student will be suspended out of school pending a Disciplinary Board hearing. The student may be asked to leave the school. He/she has the right to appeal this decision to the principal. The student is ineligible to participate in any school activities until after a decision is rendered.

**DISCIPLINE SYSTEM – REDUCTION OF DEMERITS**

**Students will be allowed to work off a Violation II demerit only once per type of infraction, provided they have not gone over the benchmarks as described.** The student must initiate this process with the Dean of Students and obtain the proper form. The form is to be turned into the Dean of Students before a student reaches the limits of 10, 20, 30 or 40 demerits as described above. The Dean of Students will work with the student to determine placement for working off the demerits. A minimum of one hour is needed to reduce one demerit.



## DISCIPLINE SYSTEM – STANDARD PENALTIES

The standard penalties will be followed for most disciplinary matters. However, the school administration retains the right to determine other disciplinary action for behavior not listed below either specifically or generally. Any behavior that is deemed to be of a serious nature so as to harm or potentially harm any other person, property, or the positive reputation of the school is subject to disciplinary action including but not limited to detention, demerits, suspension, or expulsion from school.

### CATEGORY I VIOLATIONS

*(Students are not permitted to work off Category I demerits.)*

Cell Phone, Personal Laptop use, Earbuds, Headphones, etc. Violation	5 demerits – Cell phones will only be returned to a parent/guardian by an administrator.
Chemical Abuse Policy	See handbook p. 50
<b>Cutting Class/</b> Study Hall/Assemblies	5 demerits
<b>Dismissal</b> from Class	5 demerits – Students report to the main office and the Dean of Students will be notified. A conference may be held if requested by the student, teacher, or Dean of Students.
<b>Disrespect</b> towards another person. (This includes but is not limited to derogatory remarks, racial slurs, inappropriate actions directed toward another person.)	A maximum of 10 demerits – Possible suspension or expulsion. A conference may be held if requested by the student, teacher, or Dean of Students.
Carrying/using <b>explosive</b> devices	Expulsion
<b>Failure to Attend a Scheduled Tardy and/or teacher/conference/detention.</b>	5 demerits

<p><b>Fighting</b></p>	<p>First offense: the student is sent home immediately and issued a 3-day suspension          Second offense: the student is sent home immediately and issued a 10-day suspension and possible expulsion          Third offense: immediate expulsion</p>
<p>Misuse of <b>fire equipment</b>, fire-hazardous materials, or setting false alarms</p>	<p>20 demerits (maximum) and possible suspension. Restitution must also be made.</p>
<p><b>Insubordination</b>          (defiance of authority — including but not limited to: insults, ridicule, sarcasm, disrespect, throwing food in the cafeteria, <b>ordering food from an outside source</b>, repeated violation of infractions)</p>	<p>A maximum of 10 demerits;          Possible suspension or expulsion;          A conference may be held; if requested by the student, teacher, or Dean of Students.</p>
<p><b>Cheating</b></p>	<p>A maximum of 10 demerits, and a 0 on the assignment. See pg. 40</p>
<p><b>Forging</b></p>	<p>A maximum of 10 demerits, and a 0 on the assignment. See pg. 40</p>
<p><b>Plagiarism</b></p>	<p>A maximum of 10 demerits, and a 0 on the assignment. See pg. 40</p>
<p><b>Lying</b></p>	<p>A maximum of 10 demerits</p>
<p><b>Parking Violation</b>          Parking in band area / parking without permit or unauthorized spots</p>	<p>1<sup>st</sup> offense: warning          2<sup>nd</sup> offense: 5 demerits          3<sup>rd</sup> offense: 10 demerits and loss of parking privilege for the remainder of the school year</p>
<p><b>Physical Assault</b> on any person</p>	<p>Minimum 3-day suspension with mandatory discipline board hearing which may result in further disciplinary action including expulsion.</p>

<b>Stealing or vandalism</b>	15 demerits (maximum) – Possible suspension; Loss of leadership positions
Violation of Responsible Use of <b>Technology</b> Policy	Maximum of 15 demerits – Possible suspension, loss of leadership position, possible suspension of access to the network, restitution for any damages.
<b>Truancy</b> – (being absent from school without permission)	10 demerits – Saturday School Parent Conference with the Dean of Students and School Resource Officer.
<b>Unsafe operation of a vehicle</b> or unsafe behavior on school property	Maximum of 15 demerits – Possible suspension.
<b>Violation of the Archdiocese Policy of Harassment, Intimidation and Bullying</b>	A minimum of 10 demerits and possible suspensions and or expulsion.
Possession of a <b>weapon, drugs, drug paraphernalia, alcohol, tobacco, e-cigarettes, inhalants, vapes, or selling drugs</b>	Student will immediately be sent home with an automatic 3-day suspension pending a discipline board hearing and possible expulsion.

## CHEATING

*Cheating includes but is not limited to:*

### Test and Quizzes

- Giving or receiving information during testing or quizzing situations either orally, visually, or electronically, including the use of any AI technology.
- Bringing prepared materials; i.e., notes on cheat sheets, hands, arms, etc. to the testing situation.
- Revealing test information to other students outside the testing area.

## Homework/Assignments

- Copying someone's homework/assignment or having someone else prepare the assignment for the student.
- Allowing another student to copy all or part of an assignment.
- Plagiarism – copying printed or **electronic material, the use of AI technology including but, not limited to the language processing tool ChatGPT**, and submitting it as if it were one's own without indicating the source of the information.

In addition to the demerits issued students will have a conference with the teacher and a grade of "F" will be given on the test, quiz, or assignment. **Parents will be notified.**

## CATEGORY II VIOLATIONS

<b>Failure to return school forms</b>	1 demerit
<b>Food/Drink outside the cafeteria including hallways and classrooms</b>	3 demerits
<b>Foul language</b>	3 demerits
<b>Littering</b> in building and/or school grounds	3 demerits
<b>Out of bounds</b> ; misuse of hall passes	3 demerits
<b>Talking or disruptive behavior</b>	3 demerits
<b>Uniform/dress code</b> violation	2 demerits

Students will be allowed to work off a violation II demerit only once per type of infraction, provided they have not gone over the benchmarks described below.

## SATURDAY SCHOOL

Saturday School will be held when necessary and the student will be charged a \$25 fee **through FACTS**. The student will be assigned the date to attend and is required to attend regardless of school activities, work, or other club events. Alternate Saturdays or sessions may be scheduled by the Dean of Students if there is a need. Saturday School will be in session from 8 a.m. until 12 noon. Students who arrive late will be sent home and will be required to attend the next scheduled Saturday School. Students not attending a Saturday school will be required to attend the next scheduled Saturday School and an in-school suspension will be assigned. **Failure to attend an assigned Saturday School may result in a diploma and / or report card being held until the Saturday hours are served.**

### IN-SCHOOL SUSPENSION

The student is responsible for getting all class assignments from his/her teachers the day prior to serving the suspension. The student is to report to the office with his/her class work by 8 a.m., supply his/her own lunch, and remain at school the entire day. Students will not be permitted to participate in any extra-curricular activities on days of suspension. **Students will be charged a \$125 per day fee through FACTS.**

### OUT-OF-SCHOOL SUSPENSION

Students who are suspended out of school may not make-up work missed while on suspension. Students will not be permitted to participate in any extra-curricular activities on days of suspension.

### DISCIPLINARY BOARD HEARING

When a student commits an act, which in the judgment of the Dean of Students merits a consideration for expulsion, or when **a student reaches an excessive number of demerits (40 or more), parents will receive notification of a suspension** from school and from all school events activities pending Disciplinary Board action. A hearing will be scheduled as soon as possible to discuss the student's disciplinary status. Present at the hearing will be the student, parent(s)/guardian(s), the Dean of Students, and members of the administrative team. After the facts in the case have been presented, the members of the board will meet in a private session to deliberate the case and make a decision. As soon as possible, the Dean of Students will communicate the decision to the student and to his/her parents or guardians. A written statement of the decision will follow.

## EXPULSION PROCESS

### EXPULSION APPEAL

An appeal to an expulsion may be made to the principal within **5 days from the notification. The notice of appeal must be in writing and give the student's name**, state that an appeal is being requested, and the reason for the appeal. The principal will schedule a review meeting within 5 school days after receipt of a notice of appeal.

### EXPULSION AND RE-ADMISSION

A student who has been expelled may apply for readmission not sooner than one full semester plus the remainder of the semester in which he or she was expelled. If a student is granted readmission, the student may be under special restrictions deemed appropriate by the principal of Alter High School.

### POLICY AGAINST HARASSMENT, INTIMIDATION AND BULLYING

#### Harassment, Intimidation, & Bullying

It is the policy of the Archdiocese of Cincinnati that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

#### 1. General

- a. It is the policy of Archbishop Alter High School ("The School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
- b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.
- c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

#### 2. Definition of Terms

- "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

- “Harassment, intimidation, or bullying” means any of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/ network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### 3. Types of Conduct

- a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
  - i. Engaging in unsolicited and offensive or insulting behavior;
  - ii. Physical violence and/or attacks;
  - iii. Threats, taunts, and intimidation through words and or gestures;
  - iv. Extortion, damage, or stealing of money and/or possessions;
  - v. Exclusion from the peer group or spreading rumors; and
  - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    1. Posting slurs on the Internet, websites, blogs, or social media/networks;
    2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
    3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
    4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### 4. Complaints

#### a. Formal Complaints

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the



suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

- i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of

such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

#### b. Administrator Responsibilities

##### i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

iii. Reporting

1. Report to the Parent or Guardian of the Offender
  - a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/ guardian shall also be notified of any disciplinary consequences imposed against that student.
2. Report to the Parent or Guardian of the Victim
  - a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
3. Police and Child Protective Services
  - a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

6. Miscellaneous

- a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

# Health and Wellness Initiative

Alter High School has approved the adoption of a program aimed at achieving a drug and alcohol-free environment for our students on campus and in our community. The Alter Health and Wellness Initiative provides for the health and safety of all students. It is based on the premise that mandatory drug/alcohol testing and random drug/alcohol testing serve as a deterrent to the use of alcohol and/or illegal drugs and gives students a credible means to resist peer pressure to try, thereby reducing drug/alcohol experimentation and use. This initiative also provides our students education on topics involving substance abuse. Substance abuse includes, but is not limited to, the use of illegal or counterfeit controlled substances and the misuse of legal drugs and medications. As a proactive and constructive program of prevention, it is not designed to be solely punitive. Involving professional counseling, it provides a ready resource for support and assistance to any student who may be using illegal drugs and/or consuming alcohol.

While separation from the Alter community may be the ultimate consequence of multiple positive test results, the program is not intended to identify students for dismissal. Rather, it provides Alter the framework to help our students and their parents receive counseling, treatment, and educational information regarding substances and substance abuse when necessary. It is our expectation that with this proactive program and a united community, Alter High School can be a substance-free school.

## DRUG AND ALCOHOL POLICY

Students and parents are required to consent to this policy as a condition of a student's continued enrollment at Alter High School. Attendance at Alter High School is not a right, but a privilege in which students and parents are to act in a way that supports the health, safety, and well-being of all students. The Alter High School community recognizes the inherent risks for adolescents in the use of alcohol and drugs. This use is always viewed as abuse since the negative consequences, both short and long term, are well documented and often tragic. Thus, Alter High School prohibits the use of alcoholic beverages or illegal drugs (as defined by Ohio or federal law), the misuse of prescription or over-the-counter medications for any purpose other than their intended medical use (such as to get high), and/

or possession of drug paraphernalia by a Alter student. An Alter student includes any student who is enrolled at Alter High School with the culmination of their Alter experience coming at the end of graduation. The Drug and Alcohol Policy always applies and in all places throughout the student's enrollment at Alter High School including the months of June, July and August. Students of Alter High School are required to comply with civil laws governing the use of alcohol and/or drugs at any time or any place. Students may not possess, use, distribute, sell, provide or otherwise transfer; show signs of consumption, and/or be under the influence of any drug or counterfeit controlled substance which is prohibited by law. A student who violates this Drug and Alcohol Policy will be subject to intervention, assessment and treatment, and/or disciplinary measures, within the sole discretion of Alter High School.

### **DRUG AND ALCOHOL SCREENING**

Alter High School may subject students to an alcohol test using a breathalyzer or other test for alcohol at its complete discretion during the school day or at school-related events, such as extracurricular activities, dances, and sporting events. Alter also reserves the right to randomly alcohol test during the school year.

### **NOTIFICATION OF TEST RESULTS**

The parents of the student will be notified of a first positive test result from a reputable medical company and consequently be contacted by the Dean of Students. The student, parent, Dean of Students and the Assistant Principal will then set up a time to meet personally to discuss what intervention steps the student will need to fulfill as a requirement of continued enrollment. A first positive test result alone, which is not connected to other violations of the Drug and Alcohol Policy (such as possession of drugs or being under the influence of drugs at Alter High School during the normal course of a school day) or other school policies, will also result in consequences as outlined below. If the student tests positive a second time, the Discipline Board will meet with the student and parents, to discuss further disciplinary action and if dismissal is warranted. If a third positive test takes place, the Dean of Students will notify the parents and dismissal procedures will take place. If a parent believes that there was a false positive test, the parent can request an immediate second testing at their expense by the same means and through the same testing company used by Alter High School.

**If a student is unable to produce a sample during any given drug testing, a hair sample or an alternative test, place, or time may be required.**

All students will be tested the first few weeks of school with the following intervention strategies:

### INTERVENTION MATRIX

#### **First Positive Test or invalid sample as determined by a reputable medical company**

1. Notification of parents by a reputable medical company
2. Dean of Students will contact parents and offer support through counseling, school nurse, mentor, coach etc.

#### **Second Positive Test or invalid sample as determined by a reputable medical company**

1. Notification of parents by a reputable medical company
2. Dean of Students will contact parents and request a meeting with the Discipline Board within 2 school days or 48 hours of the notification. Failure to meet this request will result in the student not attending school until the meeting takes place.
3. 20 demerits
4. 2-week suspension from activity
5. Professional assessment by a licensed medical professional approved by Alter High School
6. Loss of Leadership
7. Recurring testing throughout students' time at Alter

The administration will determine if additional discipline such as removal from an extracurricular, suspension from school or if expulsion from Archbishop Alter High School is warranted. If dismissal is not recommended, then parents may withdraw their child from Alter High School at this time.

#### **Third Positive Test or invalid sample as determined by a reputable medical company**

1. Automatic expulsion

***Please note:***

- All expenses for drug and alcohol assessments and treatment programs are to be covered by the student and his/her parents or guardians.
- A violation by the student and the parents or guardians

of the professional recommendations as set forth in the assessment and the requirements set forth by Alter High School will jeopardize the student's enrollment at the school and could result in dismissal.

- We believe that there is a spiritual aspect to all drug and alcohol use and that the use of these substances is an attempt on some level to fill a void that was meant to be filled only by God. Thus, spiritual counseling by a priest, minister or a person of faith is highly recommended.

### SELF-DISCLOSURE POLICY

Drug or alcohol dependency self-disclosures, either by parents or the student, are encouraged at Alter High School. Alter recognizes that drug or alcohol dependency is a treatable disease and will extend to the student and his/her family all the support that is available. This support requires following the steps as if having a positive test: professional assessment, follow through on all recommendations of assessment, etc. Recovery for the student is the primary goal of the self-disclosure program. Thus, this allows the student and his/her parents or guardians to take the steps necessary to make sure that the student will test drug and/or alcohol free after going through the appropriate assessment and treatment. A positive test after self-disclosure will result in being viewed under the second positive test criteria.

In the event of a notification by civil authorities that a student has violated a law pertaining to the drug and alcohol policy, that will be treated under the same guidelines as the self-disclosure policy.

### REFUSAL TO TEST AND INVALID SAMPLES

Enrollment at Alter High School is a privilege and drug/alcohol testing is required by every student. Every student and parent must complete the "Informed Consent Agreement".

- If a student refuses to test when required to do so, the test will be treated as a positive result.
- If a student produces a sample that is determined by a reputable medical company to be invalid, the test will be considered a positive result. In addition, the student will receive 15 demerits for integrity violations and possibly go before the Discipline Board for additional consequences.
- **If a student is unable to produce a sample during any given drug testing, a hair sample or an alternative test, place, or time may be required.**



## GRADUATION PERTAINING TO DRUG AND ALCOHOL SCREENING

If a senior student is randomly selected for a drug and alcohol test and the test is a positive result within 90 days of graduation, the student will be subject to the same guidelines as described in the policy stated. **In addition, the student must produce a negative test result at the lab company utilized by Alter High School in order to participate in graduation activities and ceremonies.**

## CONFIDENTIALITY AND THE ALTER HEALTH AND WELLNESS INITIATIVE

All information received by Alter High School through the Alter Health and Wellness Initiative is confidential and will be maintained by the Dean of Students. Access to this information is limited to the Dean of Students, who will retain the records in a secure file. No records will be made available to colleges or universities, or anyone. All records will be shredded and erased upon graduation, unless a dismissal has resulted.

### Use of Breathalyzers

Staff members at Archbishop Alter High School have been trained to use breathalyzers. Students of Archbishop Alter High School may be administered a breathalyzer test by a person who is qualified to do so, on a random basis or whenever there is reasonable suspicion to suspect the use of alcohol. This applies during the school day and at any Archbishop Alter High School function beyond the normal school day. Any student attending a dance sponsored by Archbishop Alter High School will be administered a breathalyzer test by a trained school representative prior to being admitted to the dance.

If the test is positive, the student will be subject to the consequences in this policy. Failure to submit to the test will result in disciplinary action up to and including expulsion.

### Assessment Procedures

The Dean of Students, in conference with the student and/or parent(s)/guardian(s) may require that the student seek professional assessment with a certified alcohol and /or substance abuse counselor.

### Agencies

Dayton Children's Behavioral Health  
One Children's Place  
Dayton, Ohio 45404  
(937) 641-3600

Contact with the counselor/agency must be made within 2 school days of the school's discipline hearing. The student or parents will inform the Dean of Students when the appointment for assessment will occur. A Release of Information Form must be signed by the parents and student at the initial appointment. Should any cost be incurred for assessment and assistance programs, such cost will be borne by the student and/or the student's parent(s)/guardian(s). A report of findings and recommendations from the evaluator must be given to the Dean of Students immediately following assessment. All recommendations must be followed by the student and/or the student's parent(s)/ guardian(s).

Based upon communication from the chemical dependency counselor/agency that the family is following a recommended recovery program, the student will be permitted to remain at Alter High School. In the event the student/parent(s) fail to comply with the chemical dependency agency's recommended program, the student will be considered for expulsion as outlined in this handbook.



# DRESS CODE

Alter High School has established a dress code and uniform requirements in order to keep students focused on the serious pursuit of knowledge, wisdom, and faith, rather than fashion, popularity, or the latest fad. Alter students are required to follow the dress code from the beginning of the school day until dismissal. Students not in compliance with the dress code will be subject to demerits and **immediately** required to make whatever changes are necessary to comply with the dress code, **including but not limited to changing, or having a parent bring appropriate clothing. Students participating in school activities after school hours are to be dressed in an appropriate manner.**

## Uniform

**Shirts:** White or brown block A short-sleeved or white long-sleeved Alter polo shirts must be worn. All polo shirts must be purchased from the Alter Spirit Shop. **A POLO SHIRT MUST BE WORN AT ALL TIMES. Only a white t-shirt is permitted under the polo.**

**Over Shirt Options:** The approved Alter uniform sweatshirt, brown outdoor option or Alter uniform fleece may be worn over the uniform shirt. **The Alter Polo is required under all over shirt options.** T-Shirts under these items are no longer permitted. Over the shirt uniform items must be purchased in the Alter Spirit Shop. **Alter club, sport, or activity sweatshirts may be worn during school on Spirit Days ONLY.**

## **Boys Uniform Bottoms:**

### ***Pants: Beige or Tan***

Pants are to be worn properly around the waist and hemmed properly. No cargo, joggers (elastic hemmed), or excessive pockets will be allowed.

### ***Shorts: Beige or Tan***

Shorts are to be worn properly around the waist and must be **no shorter than 3 inches above the knee nor be tight-fitting.**

## **Girls Uniform Bottoms:**

### ***Pants: Beige or Tan***

Pants are to be worn around the waist and must be hemmed properly. No frayed hems, excessive stitching/ pockets, cargo, jeans, jeggings, or tight-fitting pants will be allowed.

**Shorts: Beige or Tan**

Shorts are to be worn around the waist and the waist and cuffs may not be rolled. Shorts may **not be shorter than 3 inches above the knee or be tight fitting.**

**Skorts: Beige or Tan**

Skorts must be worn around the waist and may not be rolled. **They may not be shorter than 3 inches above the knee.**

**Shoes:** Dress shoes, gym shoes, running shoes, or sandals may be worn year round. NO slippers

**Socks:** Socks are required year round with all shoes or sandals. Socks must cover the entire foot.

**Knicht Card:** Must be worn at all times around the neck with a lanyard

**Other Guidelines**

Outside apparel (coats, jackets, and non-uniform sweatshirts, sweaters, fleeces, etc.) **may not be worn or carried during school hours. They must be placed in lockers upon entering the building.**

**Any headgear, including hats, may not be worn on regular uniform days or on dress up or dress down days.**

Students are expected to take pride in their appearance. Hair is to be neatly groomed. Men are to be clean-shaven every day.

**Bare midriffs, rompers, and pajamas are prohibited at all times and at all Alter events.**

The administration reserves the right to determine if any hairstyle, hair color, tattoo, jewelry, accessory, or other item affecting appearance is inappropriate for the school atmosphere.

Items not part of the regular uniform may be confiscated and placed in the main office until the end of the school day.



## Guidelines for Other Dress Days

Occasionally special dress codes will be used for specific events. Students who choose not to participate in the special dress days are required to be in regular uniform. The administration reserves the right to determine if any apparel is inappropriate for a Catholic school atmosphere. Students not deemed to be in compliance with this standard will be required to obtain a change in clothing.

***Dress Down Days:* Students may wear jeans, shorts (following the uniform length guidelines) or sweatpants with sleeved shirts, sweaters, or sweatshirts and shoes with socks. Jeans may not be torn or frayed. Tennis skirts are not permitted.**

Headgear, including hats, are not permitted on Dress Down Days.

***Dress Up Days:* Women may wear modest length (following the uniform length guidelines) dresses with sleeves, suits, skirts, skorts, or dress pants with blouses with sleeves or sweaters. Men may wear dress pants with a dress shirt and a tie or a dress sweater. Dress socks must be worn with dress shoes. Hats, jeans and shorts are not permitted on dress up days.**

***Spirit Days:* Students may wear Alter shirts or Alter sweatshirts in white, brown, gold or gray with uniform pants. Only Alter hats may be worn. Other clothing may not be worn over the Alter Spirit wear. All t-shirts and sweatshirts must be approved. Yoga pants and leggings of any variety are not permitted.**



# DRESS CODE, STUDENT CHEERING, AND BEHAVIOR AT ATHLETIC EVENTS

As a Catholic institution, Alter High School is committed to upholding Christian values. These values are rooted in the Gospel because it is the Gospel of Christ that gives the school its inspiration. The dignity of the person, personal integrity, responsibility and community are key concepts, which are in keeping with the Gospel message.

It is with these words in mind that Alter High School has implemented a policy governing student dress, behavior, and cheering at all athletic events. It is the intention of this administration that restrictions be placed on acceptable types of cheers, dress, and language in our student cheering section.

## Cheering Guidelines

The following cheers, references, and language will not be tolerated. If you lack the self-control to abide by these regulations, please reconsider attendance at athletic events.

1. No cheers that include personal attacks.
2. No socio-economic cheers.
3. No racial cheers or any kind of insinuation.
4. No sexual orientation cheers.
5. No cheers that may be considered offensive.
6. The use of foul language is prohibited at all events, including the word "suck."



## Dress Code

Student dress at athletic events must be generally acceptable for wear at school on a Spirit Day, or Out of Uniform Day.

Students may wear Alter shirts, sweatshirts, or jackets with jeans, shorts, or sweatpants. Non-Alter clothing is permitted as long as it does not contain any inappropriate logos, messages, or profanity.

Bare midriiffs are not permitted at any Alter events.

Shorts must be of modest length (mid-thigh).

No bare shoulders, spaghetti straps, or cut-off shirts will be permitted.

## Consequences

- Failure to comply with the Dress Code will result in the student being asked to leave the event. A student may return if they are properly dressed.
- If a school administrator, teacher, appointed supervisor, etc., tells the student to stop a cheer, he/she will do so immediately.
- If any of the cheering restrictions are broken, the student will be told to leave the event.
- Any second violation of the dress code, or cheering restrictions will again result in the student being told to leave the event, and the student will be suspended from attendance at future athletic events. The length of suspension will be determined by the Dean of Students and the athletic director.
- A third violation will result in the loss of privileges to attend athletic events for the remainder of the school year, and 10 demerits for insubordination.



# FINANCES

## FUNDRAISING AND CHARITABLE GIVING EVENTS

A fundraiser is defined as the solicitation of anyone in the Alter community for money or products to benefit a specific group within the school or to support an outside agency. Fundraising for all groups in the school must be pre-approved by the Administrative Team two weeks prior to the soliciting of any funds, products or ordering any items for sale in the Alter community. The Fundraising request Form must be completed and submitted to the Director of Advancement. It is important to note that the Administrative Team meets weekly and all requests will be considered at that time. Following the fundraiser, if any money was collected, it must be turned in to the Business Office on the same or next business day.

## RECEIPTS

Receipts will be issued for cash payments only.

## APPLICATION FEE

A one-time, non-refundable application fee is charged to all incoming students.

## TUITION

Tuition rates for the **2023-2024** school year are as follows: For families belonging to a local, Catholic parish the rate is **\$11,075** per student. The non-parish rate is **\$12,000** per student. The non-parish tuition rate will be billed to families whose parish affiliation cannot be verified.

## TUITION DEPOSIT

An initial payment is to be paid at the time of registration. This deposit is non-refundable unless the family moves out of the district, town, or state.

## RETURNED CHECKS

If checks payable to Alter High School are returned by the bank, parent(s)/guardian(s) will be invoiced a service charge via FACTS.



## TUITION ASSISTANCE

Alter High School offers a tuition assistance program. Financial need evaluations are conducted through FACTS Grant & Aid Assessment. The program is offered to all families, and all are encouraged to apply. Because the amount of tuition assistance is limited, grants awarded are based on need. The assessment is available online via: [alterhs.org](http://alterhs.org)>Admissions>Affordability>FACTS. Alter High School reserves the right to revoke tuition assistance awarded to any student who subsequently commits one or more serious disciplinary infractions as determined by the administration.

Tuition payments for each year must be current in order to qualify for financial assistance the following year.

**Please check online at [alterhs.org/scholarships](http://alterhs.org/scholarships) for available scholarship opportunities for returning sophomores, juniors, and seniors.**

## TUITION / FEE PAYMENT DATE

All tuition, fees, and fines must be paid according to the payment schedule. Students whose payments are in arrears may not receive schedules, begin classes, receive report cards, have access to RenWeb or participate in **practices, rehearsals, meetings or events for any co-curricular activities**. Seniors who have an outstanding balance will not receive their caps and gowns nor take part in graduation. Transcripts, diplomas, or report cards will not be released until full payment has been made. Any student with a tuition balance will not be permitted to return the following year.

## TUITION PAYMENT SCHEDULE

FACTS Management is used for collecting all tuition payments. The following options are available:

- Tuition may be paid in full via FACTS by June 20. Any outstanding balance as of July 1 will be assessed a late fee as set by the school.
- A partial payment may be paid via FACTS by June 20 and the balance as of July 1 will be subject to a fee set by the school and collected by FACTS Management Co. in ten monthly electronic payments (July-April). Any portion of the partial payment remaining as of July 1 will also be subject to the fee.
- Tuition may be paid through the FACTS Management Co. in ten monthly electronic payments (July-April) including a fee set by the school.

Payments are processed on the 1<sup>st</sup>, 5<sup>th</sup>, 15<sup>th</sup> or 20<sup>th</sup> of each month. The electronic monthly payments are made automatically from checking, savings or charged monthly to Visa, MasterCard, Discover Card or American Express. FACTS charges a one-time payment of \$48 for installment plans. The \$48 fee is electronically processed from the account you have chosen at the time your FACTS account is set up.

If there are unforeseen circumstances that prevent making tuition payments on the due dates, please contact the business office at least **3 business days** before payment is due to avoid bank and late charges. The Director of Finance/designee must approve special arrangements.

### TUITION REFUND

If a student is in attendance for any part of a quarter, tuition will be paid for the entire quarter. If a student withdraws from Alter, tuition already paid for the quarter(s) in which the student will not attend will be refunded. Fees are not refundable for students withdrawing from Alter.

# GENERAL GUIDELINES

## BOOKS

Students are issued books provided by Auxiliary Service Funds for all courses except Theology courses. Students are responsible for the condition of their books and may be required to pay for any damaged or lost books. All books will be collected in class at the end of the course. Report card/transcripts/diplomas will be issued after books or their monetary values have been returned.

## CAFETERIA

All students are to report to the cafeteria for their scheduled lunch period and remain until dismissed. Eating food outside the cafeteria is prohibited. **Leaving the school premises for lunch is not permitted nor is outside delivery of food during the school day from any service or person.** Students must cooperate in cleaning their lunch tables and in keeping the cafeteria neat.

## PORTABLE ELECTRONIC DEVICES

Students may have portable electronic devices, but they must be turned off from 8:00 a.m. - 3:05 p.m. Emergency calls are to be made from the main office only. If a portable electronic device is used while class is in session, it will be confiscated and placed in the main office until picked up by the student's parents/guardian. Five demerits will also be given for a violation. **THIS INCLUDES ANY TYPE OF HEADPHONE AS WELL AS ANY DEVICES BROUGHT IN FOR GAMING PURPOSES DURING SCHOOL HOURS.**

## COPYRIGHT POLICY

Law restricts the reproduction of copyrighted material (print, non-print, computer software) without the expressed permission of the author or copyright holder.

## DANCES

Dances provide social and educational activity for the students at Alter High School. Therefore, there should be no publicity to the general public. Calendar dates for dances are to be approved by the moderator(s) of the activity and administration.

There will be chaperones and other personnel at every dance. Their duties are to be clearly defined by the moderator(s).

Students from other schools may attend Alter dances if invited by a current Alter student. Invited guests must be high school sophomores or older **but no more than 1 year removed from high school**. A Dance Guest Form must be filled out and returned by the due date announced. Guest Forms are available in the Main Office.

Students and their dates ***must arrive NO LATER than one half hour after the scheduled start of the dance and must stay until fifteen minutes prior to the scheduled end of the dance.***

Freshmen may only attend special dances arranged for freshmen by the freshmen dance committee.

### DRIVING/PARKING REGULATIONS

Space for student parking is provided in designated areas for seniors and juniors on a space available basis for an annual fee. Students are required to hold a valid driver's license and must show it when purchasing a parking permit. **The permit must be displayed on the car.** The permit applies to school hours only.

- Alter High School is not responsible for loss through fire, theft, collision or otherwise to the car or contents of any vehicle.
- Students with permits may park in unmarked parking spaces. Spaces marked reserved, visitor or spaces with signage are not available for student parking.
- Students with painted or marked spots must park only in those spaces reserved for them. Cars in the marked band spaces must be moved by 3:15 every day during the first semester.
- During Festival setup, any available parking spaces are first come, first served for those who have purchased a parking permit.

- Parking violations are subject to the following consequences:

<b>Parking Violation: Parking in band area / parking without permit or unauthorized spots</b>	1 <sup>st</sup> offense: warning 2 <sup>nd</sup> offense: 5 demerits 3 <sup>rd</sup> offense: 10 demerits 4 <sup>th</sup> offense: loss of parking privilege for the remainder of the school year
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- On snow days, park as close to a space as possible. If all spaces are covered by snow, use legally available city street spaces.

Parking on school property is a privilege; students with permits agree to abide by parking lot regulations including search of the car if requested by school personnel. Students who park in faculty spaces, fail to drive cautiously, or drive through the St. Charles parking lot will be subject to disciplinary actions including but not limited to demerits, suspension of or revocation of parking privileges, and towing. Falsifying parking passes will result in disciplinary action.

Students who do not have a parking permit must use legally available city street spaces with consideration for resident's property, needs, and rights.

### EMERGENCY CANCELLATION OF SCHOOL

Notification of cancellation or delay of school will be broadcast on local radio and television stations **and via ParentAlert.**

### FACULTY AREAS

Designated areas for faculty use only include the conference room, workroom, lounge and the staff dining room. Students are not permitted to be in these areas at any time unless accompanied by school personnel.

### HALL PASSES

Students are required to have a pass to be in the halls except during change of class. Students are not to cut through the gym except on their way to gym class.

### HOMEROOM PROCEDURE

Students are to remain in homeroom and be attentive to announcements.

## LOCKERS

Lockers are provided for student use. Appropriate material may be displayed on the inside of the lockers. Lockers are to be kept clean, secured and be used only by the student assigned. Tape may not be used on lockers for any reason. Magnets should be used in lieu of tape.

Lockers are the property of the school and may be entered into by authorized school personnel for health/safety/sanitary reasons.

## LOST AND FOUND

Lost articles may be claimed in the main office.

## PERSONAL PROPERTY, MONEY AND BOOKS

Each student is responsible for his/her books and personal property. When not in use, personal belongings and books should be kept in lockers. Lockers should be kept locked.

All loaned textbooks and workbooks must have the student's name in them and be covered.

Students are strongly discouraged from bringing large sums of money to school. In rare instances, if it is necessary to bring money to school, it may be brought to the main office to be put in the safe during the school day.

Card playing, Frisbees, water guns, etc., are not permitted in the school building during school hours.

## POSTERS, SIGNS, ETC.

Signs may be placed in or on school property with the permission of the Dean of Students. Tape should never be used on lockers. Magnets are recommended. Masking tape or painters tape only should be used on walls when hanging signs, posters, etc.

## STUDENT FORMS

Work permits, driver education applications and release forms are available in the guidance office. Many insurance companies offer auto insurance premium good student reductions to students with a 3.0 or higher grade point average. Forms should be submitted to the guidance secretary.

## STUDENT PUBLICITY RELEASES

Alter students may, at any time, be photographed and/or videotaped for publicity, promotional and publication purposes.

This may result from the student winning an award, participating in a school-sponsored/sanctioned event, or simply being present where promotional photos/videos are being taken.

Photos may appear in school sponsored/sanctioned publications or public print and electronic media. Any parent/guardian who wishes his/her student's likeness not to appear in such school or public media must send a written note to: Director of Advancement, c/o Archbishop Alter High School. All correspondence will be confirmed and kept on file.

### STUDY HALL

Students are to report to their study hall prepared to study. In order to maintain a study atmosphere, silence will be observed. After attendance is taken, library, etc., privileges may be given. The student needs **an email from the requesting teacher** to leave study hall. This procedure also applies to all classes sent to study hall because of teacher absence.

### RECORDING IN THE CLASSROOM

Recording of classes may be done with the permission of the teacher.

### TELEPHONES

Students may use the telephones in the school offices in cases of emergency only. **A student will be called from class only in an absolute emergency. Messages will be given to students only during homeroom or the end of the school day. It is the responsibility of the student to get the message from the office.**

Transportation arrangements, doctor's appointments, and other non-emergency type arrangements should be made before the student comes to school. Non-essential messages are unnecessary interruptions for school office personnel.

### TRANSCRIPT OF CREDITS

The transcript fee is \$5 for each copy of a student's transcript. The final transcript sent after graduation to the college of choice is sent without charge. Before a transcript is issued, a parent/guardian must sign a release form and tuition must be paid in full to the date of the transcript.

## USE OF THE BUILDING

All students will have access to the school buildings from 6:30 a.m. to 4:00 p.m. Monday through Friday with their Knight Card. Any students involved in any activity in the building after school hours must be with a moderator or coach. Students may be above the ground floor after 4 p.m. only if accompanied by a staff member, **and may not be in the gym or theater.**

## VISITORS

Approved **admission** student guests are welcome to visit Alter during the school day. The admissions director must be contacted at least one day in advance to make arrangements for the visitor. Each guest will be assigned an Alter student who will escort him/her during the visit. ***In general, only elementary age students or high school students seriously considering transferring to Alter will be given permission to visit.***

All unscheduled visitors and guests are required to report at the main office upon entering the school building during regular office hours to register and receive a visitor's badge. **Visitors must remain in the office until a teacher / staff member escorts them to their approved location.**





# HEALTH AND SAFETY

## CHILD PROTECTION

Alter High School will follow Archdiocesan Policy and Ohio State Law regarding the reporting of child abuse and neglect for all students. All suspected instances of abuse or neglect shall be reported by the principal or his/her designee to the proper authority according to the provisions of the Decree on Child Protection for the Archdiocese of Cincinnati and Ohio Law.

## ACCIDENTS AND INSURANCE

Parents/guardians are responsible for payment of any medical or hospital bill incurred as a result of accident or injury to the student at school.

## AIDS / HIV – OTHER INFECTIOUS DISEASES

Any instance of AIDS/HIV or other infectious diseases involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning infected persons will be divulged strictly on a need-to-know basis in accordance with state and federal law.

## ELEVATOR

Students with medical problems and/or injuries may obtain permission from the main office to use the school elevator. The students Knight Card will be activated so that they can access the elevator during school hours.

## EMERGENCY DRILLS

In compliance with Ohio Revised Code, Alter High School will conduct fire, tornado, and emergency drills. These are an important safety precaution. It is essential that when the first signal is given everyone follow directions promptly and quietly. Directions will be given in each room at the beginning of the year and at the beginning of the second semester and posted in a visible place. All adults who are in the building at the time of an emergency must follow the emergency procedures.

## EMERGENCY FORMS & RECORDS

**DUE: FRIDAY, AUGUST 11**

**ONLINE SNAP CLINIC:**

**WWW.STUDENTEHR.COM**

### EMERGENCY MEDICAL FORM

Emergency medical forms are maintained in the student's electronic health record, the SNAP Health Portal. This record contains emergency contact information, immunization history, student medical conditions, medication information, and is a communication portal between parents and the school nurse. During the summer, you will receive an invitation with a password from [noreply@studentehr.com](mailto:noreply@studentehr.com), and an email from the nurse with detailed instructions.

**Online link to SNAP portal: [WWW.STUDENTEHR.COM](http://WWW.STUDENTEHR.COM)**

**This information must be complete the Friday before school begins, or the student will receive a demerit and not be permitted to attend school until the situation is rectified.**

### IMMUNIZATION RECORDS

The school nurse will maintain a current school health record for each student in accordance with the directions of the local public health agency. Any student who is not in compliance with the immunizations, which are required by law, will not be admitted to school after day 14 of the new school year. Documentation must be provided and can be in the form of a copy of the student's immunization records or a letter from the health care provider.

Up to date immunization records, if not sent from the previous school, can be attached to the portal, emailed to the nurse, or mailed to the school. Exemption forms can be found in the SNAP Portal.

### MEDICATIONS IN SCHOOL

Most medications can and should be taken at home. However, under certain circumstances students are permitted to carry and properly administer their own medications such as inhalers and Epi-pens, as required by Ohio law. In other situations, medications that need to be taken during the school day need to be stored and taken in the clinic. In both cases, a medication administration form needs to be properly completed by the parent and physician. A more detailed description of the

medication policy can be found with the form and on the website. In the nurse's absence, the attendance secretary will dispense the medication.

When the nurse is present and the proper form is completed, certain over-the-counter medications will be dispensed once daily as needed.

Alter assumes no responsibility for any consequences of self-administration or non-administration of any medication. The transfer or dispensing of medication from one student to another is strictly prohibited.

### **PREGNANCY**

Alter High School recognizes the importance of promoting Christian values regarding sexuality and the sacredness of marriage and, in light of Catholic Church teaching, that sexual expression is appropriate only within the context of marriage. The school community further recognizes the sanctity of each human life. The following policy is based on these values.

For the physical safety of the student, if a student is known to be pregnant, she will be encouraged to continue her total education and involvement at Alter High School under the following conditions:

- The student and her parent(s) or guardian will meet with the principal, the school nurse and her counselor to discuss how Alter will be supportive during the pregnancy and afterward.
- The student must also submit a doctor's statement verifying that she is receiving pre-natal care.
- No student who is pregnant will be permitted to participate in any school sponsored athletic activity or physical education.

### **STUDENT MARRIAGE / PREGNANCY**

Generally a student who has become pregnant or entered into a valid marriage may remain in school with the permission of the principal. In each case, the decision must take into account the welfare of the students involved and the common good and welfare of all the students. Each instance will be dealt with in an individual manner.

## SCHOOL NURSE

If a student becomes too ill to remain in school, he/she is to obtain permission to visit the nurse, evidenced by a notation in the student's agenda. In the nurse's absence, the student may visit the attendance secretary. A student will not be dismissed until one of his/her parents/guardians or designated contacts (on student's Emergency Medical Authorization Form) have given **verbal** permission. In general, a student may spend only one period in the clinic. A student may not return to school for classes or extracurricular activities on the day they leave from the clinic.

Students with a fever over 100° F and/or vomiting, should not be sent to school until they have been symptom-free for 24 hours. When a student is absent, the parent/guardian needs to call and leave a message for the attendance secretary indicating why the student is out. All information given is helpful, such as specific symptoms and if they have been seen and/or diagnosed by a doctor. To the extent possible, consistent with the need for medical care, a student's confidentiality will be respected.

If your student has not been feeling well, has sustained an injury, experienced an allergic reaction, or has been exposed to a communicable disease and has been sent to school, please communicate this with the school nurse by written note or email. A student's confidentiality will be respected.

If a student has experienced an injury, had surgery, or is for any reason in need of special care or on restrictions, a doctor's note is necessary.



# STUDENT SERVICES

## CAMPUS MINISTRY

Alter High School is committed to each student's spiritual development and formation in faith. To this end, students are required to participate in a number of programs and activities designed to help them grow in their relationship with Jesus Christ.

## MASS AND SACRAMENTS

Mass is offered on the first Friday of the month at 7:30 a.m. in the Chapel. All students, parents, faculty and staff are welcome to attend.

There are all-school Masses about once a month. Unless otherwise noted, these Masses are at 10:10 a.m. at St. Charles Church. Parents are always welcome to join us for these Masses.

All students participate in a school-wide reconciliation service during Advent and Lent.

The Director of Campus Ministry is always available by appointment to assist students with any pastoral needs.

## PRAYER

Each school day at Alter is filled with prayer. School begins and ends with prayer, as well as each class period. Students participate in prayer with their theology classes throughout the year. Students may offer prayer intentions in the prayer box in front of the Altar in the chapel. These intentions are remembered at all school masses.

## RETREATS

Alter requires that all students make a retreat each year they are at Alter. A retreat is a time away from the everyday schedule in order to allow students time to reflect on their relationships with God, other and themselves. Freshmen and Sophomores each make a one-day retreat with their class. Juniors attend an overnight retreat off-campus. The same retreat is offered four different times throughout the year so that students may choose the time that works best for them. Students register for Junior Retreats in May of their Sophomore Year. Seniors are offered two retreat options. Alter offers the peer-led Kairos Retreat, a four-day experience of Christian Community which includes prayer, witness talks, reflection, discussion and Reconciliation

and Eucharist. This retreat is cited by many students as one of the highlights of their time at Alter. It is offered four times during the year. Students register for their Kairos Retreat in May of their Junior Year. Students choosing not to participate in the Kairos retreat may attend a retreat on their own with their parish or church. These retreats must be approved by the Director of Campus Ministry prior to the student's attendance.

### **COMMUNITY SERVICE**

As Christians, we are called to bring Christ's healing and loving presence to the world around us. For this reason, Alter requires all students to complete various community service projects each year. There is no set number of hours required for all students, however, clubs such as Key Club, National Honor Society and others do require a certain number of hours for membership. Each academic department at Alter has incorporated at least one service learning project in to the curriculum. So each year, students can expect to complete 2-3 projects as part of their regular course work. Total numbers of hours required for these projects will vary but can be expected to be about 5-10 hours per project. In addition to this required service, there are number of clubs students may join to offer even more service to the community.

### **GUIDANCE AND COUNSELING**

The Guidance Department of Archbishop Alter High School provides a comprehensive, developmental program that promotes the academic, career and personal/social development of all students. Our counseling program is committed to working in collaboration with educators, parents and community members to ensure all students have access to and are prepared with the knowledge and skills to become productive, responsible members of society and lifelong learners.

The guidance counselors strive to advise all students throughout the school year, via classroom guidance and individual formal conferences. In addition, a student may request an appointment with the counselors at any time by visiting the main guidance office.

In addition to our Guidance, Counseling, and Taylor Resource Center, there are other ways we help to prepare you for your future college path. (See College Preparation & Guidance Process.)

## **TAYLOR RESOURCE CENTER**

The Taylor College Resource Center provides valuable information to students concerning career and college choices. Requirements from colleges, as well as scholarship and financial information are accessible in a variety of formats. In addition, standardized testing preparation, resume building, career interest inventory, college essay writing, and assistance with the common application process are included in the framework of the Resource Center.

## **SCHOOL PSYCHOLOGIST**

School psychologist services for educational testing are available from Kettering School District, in association with the guidance department at Alter.

## **STUDENT ASSISTANCE PROGRAM**

The purpose of the Student Assistance team is to empower the students to be their best selves. To this end, the team (with the input from faculty and staff) will identify if a student is struggling emotionally, behaviorally and/or academically and employ strategies that will enable the student to overcome their difficulties so that they can continue to grow as a person and a student.

There will be two teams to assist students, dependent on the nature of the help needed. These will include academic, social, behavioral, and mental health concerns.

## **THREAT ASSESSMENT TEAM**

Threat assessment is a problem solving approach to violence prevention that involves both assessment and intervention with individuals who have threatened violence towards others. Threatening statements and behaviors are treated as indicators of frustration by an individual facing an interpersonal problem. The threat assessment and intervention process is designed to prevent violence by helping the individual to resolve the problem, thereby removing the impetus for violence. Safety precautions and legal actions are taken as part of this process when judged to be necessary to prevent imminent violent acts.

The Threat assessment team will consist of the Principal, Vice Principal, Dean of Students, School Resource Officer, Counselor and other staff as deemed necessary.

## STUDENT RESILIENCY COORDINATOR

The Student Resiliency Program was designed by Dayton Childrens Hospital to provide resiliency development and care coordination for students and families impacted by trauma. The program focuses on building strengths to help students grow and become successful in 7 areas: competence, confidence, connection, character, contribution, coping and control. The goal is to provide skills and tools to students, families, and staff to support a strength-based focus for managing challenges.

Students referred are offered a screening and the results will be compiled to provide an overall risk of medical toxic stress index and a resiliency/protective and supportive factor needs development plan. Interventions for the medical toxic stress index will include education on the effects of trauma, the need for regular medical checkups, and compliance with physician recommendations.

### ***The SRC helps the student and family to...***

- Cope with stressors of all kinds (home, school, community)
- Apply learned/new coping skills in the school setting
- Improve skills in managing feelings, social interactions, problem solving, self-confidence, self-esteem, etc.
- Manage traumatic experiences such as grief/loss, major life changes, injury.
- Manage/cope with anxieties, fears, nervousness, sadness
- Coordinate and follow through with needed referrals for health care, behavioral health care and other needs

### ***How will the SRC do this?***

- Referrals can be made by the school to the identified school gatekeeper and the resiliency coordinator.
- The gatekeeper and the Dayton Children's manager will collaborate on the appropriateness of the referral.
- The program is consent based from the parent/legal guardian.



# RESPONSIBLE USE OF TECHNOLOGY

## INTRODUCTION

Alter High School's policy for the responsible use of technology incorporates the policy issued by the Catholic School Office of the Archdiocese of Cincinnati. Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth. ([www.valuesforalifetime.com](http://www.valuesforalifetime.com))

Technology resources are provided in archdiocesan schools, as directed by individual schools' technology plans, for the purpose of achieving the schools' educational objectives. (*2014-2017 Technology Plan of the Catholic School Office, Archdiocese of Cincinnati.*)

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

## AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents/guardians, annually sign the Student/Parent Signature Page for the Student/Parent Handbook agreeing to abide by the terms and conditions stated in this Responsible Use of Technology policy. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's

technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Alter is also governed by the policies of the Metropolitan Dayton Educational Cooperative Association, the local Data Acquisition Site and Internet service provider. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers.

The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

Computers and use of the school network are to support learning and to enhance instruction. All computers are to be used in a responsible, efficient, ethical, and legal manner. General school rules for behavior and communications apply.

Users are expected to use appropriate language and may not transmit material that is offensive, abusive, obscene, harassing, bullying, racially offensive, threatening, insulting or use other language that may be offensive to others.

Use of the computer and/or network will not be for any financial gain or for any commercial activity. Violating copyright laws, using another's password, and copying software are also prohibited. Use of the system to encourage the use of drugs, alcohol or tobacco, or to promote unethical practices is prohibited.

Altering system files, recording inappropriate material, creating or using computer viruses, attempting to harm or destroy equipment, materials, or data, or any other actions that disrupt the use of the network by others is prohibited. Network storage areas may be treated like school lockers. Network supervisors may review files and communications to maintain system integrity and insure that users are using the system responsibly. All files stored on school networks are subject to review by network administrators.

The school may take disciplinary action against students and school personnel who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include issuing demerits, revocation of access to technological resources, restitution for damages, suspension, expulsion, and/or possible legal action. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken.

## 1:1 POLICIES AND PROCEDURES

The policies and procedures detailed below apply to all students enrolled at Archbishop Alter High School and their parents. Parents and students, alike, must agree to support and abide by this policy in order to enroll/remain at Archbishop Alter High School.

### Ownership

- The laptop is the property of Archbishop Alter High School, but each student is responsible for its use and basic care.

**No Personal Laptops may be used at school during school hours.**

### Re-Imaging

- Archbishop Alter High School reserves the right to return the laptop to its original software image state whenever it is determined to be necessary or appropriate.
- If the addition of personal software or files impedes the performance of the laptop Archbishop Alter High School reserves the right to return the laptop to its original software image state. Any student whose laptop must be reimaged more than once during the school year will be charge \$5.00 for the second reimaging and \$10.00 for every reimaging thereafter.

### Data Management and Protection

- Students are responsible for backing up all academic files to One Drive for Business in the Alter cloud. Personal files such as pictures or music should not be backed up on the Archbishop Alter High School network, but should be backed up using an alternative method such as USB flash drive or SD card. SD cards are available for purchase in the library. Please note, if a student's hard drive crashes or the student's laptop is reimaged the only way to recover academic and personal files is from backups the student is responsible for making.

### Personalization

- Archbishop Alter High School is not responsible for any alterations electronic or otherwise that are made to the laptop.
- Archbishop Alter High School is not responsible for maintaining or providing technical assistance for any applications not part of the standard Archbishop Alter High School image or any hardware other than the laptop itself.
- Students may not "personalize" laptops with markings, stickers, etc.
- Archbishop Alter High School identification, asset tags or stickers may not be removed from the laptop and/or the case.
- Only screensavers provided in the display properties of Windows are permitted.
- No inappropriate backgrounds may be displayed on the laptop.

### Privacy

- There is no expectation of privacy , implied or otherwise, for student data on Archbishop Alter High School computers, any school servers, Moodle, RenWeb, One Drive for Business, **Office 365 Suite, etc.**

- Students must secure and maintain private passwords for network and e-mail use as well as laptop access. Passwords should **never** be shared with others.
- Students may not give out any personal information regarding themselves or others utilizing this laptop.
- Student files and **Office 365 files** stored on Archbishop Alter High School's computers, servers, etc. may be searched at any time by an administrator, the Director of Technology and an individual appointed by the Director of Technology for inappropriate content. It is the responsibility of the parent/guardian to conduct regular searches of the school-issued laptop for inappropriate material.

### Power/Charging

- It is the responsibility of the student to bring the laptop to school fully charged each day.
- Loaner batteries **will not** be available for uncharged laptops.
- Students are responsible for bringing their power cords to school each day.

### Carrying and Storage

- The laptop must always be carried in the case supplied by Archbishop Alter High School.

### Loaner Equipment

- Loaner laptops will only be available for laptops needing repair.
- Loaner laptops **will not** be available for students who forget to bring their laptop to school. Students are responsible for all class work missed and may receive a zero for all work not completed as a result of a forgotten laptop.
- Loaner batteries **will not be** available for uncharged laptops.
- Loaner power cords **will not** be available to students who forgot to bring theirs to school.

### Internet and Network Usage

Members of the Archbishop Alter High School granted a network username and password are responsible for all activities which occur under their account. The Administration firmly believes that the valuable information and interaction available on the worldwide network far outweigh the possibility of users procuring material that is inconsistent with the mission and educational goals of the school. If any user violates any of the provisions of this handbook, his/her account or access privileges may be

terminated, appropriate disciplinary action taken and all future access could be denied.

**Acceptable Use** – The purpose of Archbishop Alter High School’s provision of access to the Internet is to support research and education in and among schools and academic institutions by providing access to unique resources and the opportunity for collaborative work.

- The use of the student’s account must be in support of education and research and consistent with the educational objectives and mission of Archbishop Alter High School.
- Use of other organizations’ networks or computing resources must comply with rules appropriate for that network.
- Transmission of materials in violation of any U.S. or State organization is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material or materials protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Unethical or illegal activities are prohibited

**Prohibitions** – The following Internet uses are strictly prohibited on any Archbishop Alter High School equipment or network:

- Gambling of any kind;
- Accessing or viewing pornography;
- Attempting to hack other computers, networks or devices;
- Attempting to bypass the Archbishop Alter High School network Internet filter;
- Using “proxy” servers or sites to conceal identity or visit illicit sites;
- **Installing a password on BIOS;**
- **Attempting to bypass the Archbishop Alter High School network Internet filter;**
- **Using “proxy” or VPN servers or sites to conceal identity or visit illicit sites;**
- Posting unauthorized media, i.e. pictures, audio and video to the Internet and/or social networking sites;

- Posting inappropriate or self-endangering information to the Internet and/or social networking sites;
- Downloading viruses or other potentially harmful files or applications;
- **Using AI for assignment purposes without instructor permission;**
- Employing translation services for language classes without the expressed consent of the foreign language instructor;
- Using bandwidth for non-educational purposes during school hours. The school day is defined as 8:00 a.m. – 3:05 p.m.;
- Harassing, antagonizing or hazing individuals;
- All file sharing software, such as Bit Torrent, is prohibited;
- Representing Archbishop Alter High School in a way that could be conceived as deleterious to Archbishop Alter High School's reputation in the community.

### **Cheating**

Use of the resources of the Internet or those found on the Archbishop Alter High School network to plagiarize sources or otherwise violate academic integrity will be dealt with to the fullest extent of the discipline policy of the school.

### **Security**

Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the Archbishop Alter High School network you must notify a system administrator either in person or via the network.

- Students are responsible for their laptops at all times.
- Laptops must be in a student's possession or in a locked space at all times.
- Laptops may not be left unattended. Laptops found unattended will be turned into an administrator.
- Students may not loan or borrow another student's laptop or battery.
- Students may not trespass in another person's folders, work or files by using their password and login.
- Parents / Guardians are responsible for monitoring laptop use after school hours.

### **Connectivity**

Students are not permitted to use the network in such a way that would disrupt the use of the network by others.

### **Games/Movies/Instant Messaging/Internet Shopping**

Students are not permitted to play games, watch movies or television shows, instant message or shop on the Internet, streaming any event including sporting events, during school hours with the exception of educational games assigned by a classroom teacher.

### **Network Access**

Network access is intended for Archbishop Alter High School owned devices. Students may not attempt to attach outside devices including, but not limited to: phones, MP3 players, e-readers, laptop computers, netbooks, iPads, etc. to the Archbishop Alter High School secure network. A guest network is available for these services.

### **Care of Equipment**

All laptop equipment should be used in a proper manner. If the laptop cannot function as intended and impedes a student's ability to perform in the classroom, the student should notify the tech help desk immediately. Repairs that do not affect a student's ability to perform in the classroom should be taken care of before or after school.

### **Use of School Hardware**

**Printers** – A printer is available in the Library/Media Center and on the 2nd floor for student use. However, students are encouraged to avoid printing whenever possible, instead making use of the numerous digital options available for submitting or sharing documents. Students are limited to printing 50 black and white or 10 color pages per quarter. If a student requires more pages, they can be purchased in the Library/Media Center in \$1.00 increments at a cost of \$0.10 per black and white page. Students are not to attempt to load paper in the printer, clear paper jams or make copies without the permission of the Library/Media Center personnel.

**Video and Still Cameras** – Video and still cameras are available for check-out. Students who check out these devices are responsible for returning the equipment in the same condition it was received and in a timely manner. Parents/Guardians of students who break or fail to return equipment are responsible for the full replacement cost of the equipment.



## DISCIPLINARY CONSEQUENCES

- Maximum of 15 demerits, possible suspension, loss of leadership position, possible suspension of access to the network, restitution for any damages. Situations will be handled individually by the Administration.
- Severe infractions of this agreement could lead to suspension and/or expulsion from Archbishop Alter High School.

## REVISION OF RULES AND POLICIES

The Administration of Archbishop Alter High School reserves the right to amend, revise and update policies and procedures at any time. The Archbishop Alter High School 1:1 Policies and Procedures is a dynamic document and is subject to change as circumstances require. Please review the policies and procedures quarterly. The most updated version of the policies and procedures can be found on Archbishop Alter High School's website. When significant changes are made to these policies and procedures, students and parents will be notified through the RenWeb Parent Alert system.

## LIBRARY MEDIA CENTER INFORMATION

In addition to a large collection of both print and eBook resources, Alter's Library Media Center provides students with access to a substantial selection of subscription online databases. To access these from home, please visit the Library Media Center tab of Alter's website and enter the following usernames and passwords:

### **INFOhio Databases**

*Username:* learn

*Password:* infohio

### **Gale Databases**

*Password:* knights

### **Facts on File Databases**

*Username:* alter

*Password:* knights

### **Virtual Reference Library (Non-fiction eBook Collection)**

*Password:* knights

To access the Library's collection of popular fiction titles, please visit our catalog at <http://library.alterhs.org> for full instructions and details. Also, feel free to the Librarian if you have any questions.

# SCHEDULES

## Daily Schedule (44 min)

8:00 - 8:47.... 1st with Prayer and Pledge

8:52 - 9:36.... 2nd

9:41 - 10:25.... 3rd

10:30 - 10:55.... Lunch 1                      11:00 - 11:44 .... 4B Period                      11:49 -12:33 ....5B Period

10:30 - 11:14.... 4A Period                      11:19 - 11:44 .... Lunch 2                      11:49 -12:33 ....5B Period

10:30 - 11:14.... 4A Period                      11:19 - 12:03 .... 5A Period                      12:08 -12:33 ....Lunch 3

12:38 - 1:22.... 6th

1:27 - 2:11.... 7th

2:16 - 3:05.... 8th and Announcements

## Homeroom Schedule (42 Min)

8:00 - 8:45.... 1st with Prayer and Pledge

8:50 - 9:32.... 2nd

9:37 - 9:47.... Homeroom and Locker

9:52 - 10:34.... 3rd

10:39 - 11:04.... Lunch 1                      11:09 - 11:51 .... 4B Period                      11:56 -12:38 ....5B Period

10:39 - 11:21.... 4A Period                      11:26 - 11:51 .... Lunch 2                      11:56 -12:38 ....5B Period

10:39 - 11:21.... 4A Period                      11:26 - 12:08 .... 5A Period                      12:13 -12:38 ....Lunch 3

12:43 - 1:25.... 6th

1:30 - 2:12.... 7th

2:17 - 3:05.... 8th and Announcements

**2 Hour Delay Schedule (29 Min)**

10:00 - 10:32.... 1st with Prayer and Pledge

10:37 - 11:06.... 2nd

11:11 - 11:36.... Lunch 1            11:41 - 12:10 .... 4B Period            12:15 -12:44 .... 5B Period

11:11 - 11:40.... 4A Period            11:45 - 12:10 .... Lunch 2            12:15 -12:44 .... 5B Period

11:11 - 11:40.... 4A Period            11:45 - 12:14 .... 5A Period            12:19 -12:44 ....Lunch 3

12:49 - 1:18.... 3rd

1:23 - 1:52.... 6th

1:57 - 2:26.... 7th

2:31 - 3:05.... 8th and Announcements

**AM Assembly Schedule (35 Min)**

8:00 - 8:38.... 1st with Prayer and Pledge

8:43 - 9:18.... 2nd

9:23 - 9:58.... 3rd

10:03 - 11:11.... Assembly (68 min)

11:16 - 11:41.... Lunch 1            11:46 - 12:21 .... 4B Period            12:26 - 1:01 .... 5B Period

11:16 - 11:51.... 4A Period            11:56 - 12:21 .... Lunch 2            12:26 - 1:01 .... 5B Period

11:16 - 11:51.... 4A Period            11:56 - 12:31 .... 5A Period            12:36 - 1:01 ....Lunch 3

1:06 - 1:41.... 6th

1:46 - 2:21.... 7th

2:26 - 3:05.... 8th and Announcements

**PM Assembly Schedule (36 Min)**

8:00 - 8:39.... 1st with Prayer and Pledge  
 8:44 - 9:20.... 2nd  
 9:25 - 10:01.... 3rd  
 10:06 - 10:42.... 6th  
 10:47 - 11:12.... Lunch 1      11:17 - 11:53 .... 4B Period      11:58 -12:34 ....5B Period  
 10:47 - 11:23.... 4A Period      11:28 - 11:53 .... Lunch 2      11:58 -12:34 ....5B Period  
 10:47 - 11:23.... 4A Period      11:28 - 12:04 .... 5A Period      12:09 -12:34 ....Lunch 3  
 12:39 - 1:15.... 7th  
 1:20 - 2:00.... 8th and Announcements  
 2:05 - 3:05.... Assembly

**Extended Homeroom / Pep Rally Schedule (40 Min)**

8:00 - 8:43.... 1st with Prayer and Pledge  
 8:48 - 9:28.... 2nd  
 9:33 - 10:13.... 3rd  
 10:18 - 10:58.... 6th  
 11:03 - 11:28.... Lunch 1      11:33 - 12:13 .... 4B Period      12:18 -12:58 ....5B Period  
 11:03 - 11:43.... 4A Period      11:48 - 12:13 .... Lunch 2      12:18 -12:58 ....5B Period  
 11:03 - 11:43.... 4A Period      11:48 - 12:28 .... 5A Period      12:33 -12:58 ....Lunch 3  
 1:03 - 1:43.... 7th  
 1:48 - 2:30.... 8th and Announcements  
 2:30 - 3:05.... Assembly

**Liturgy Schedule (35 Min)**

8:00 - 8:35.... 1st with Prayer and Pledge

8:40 - 9:15 ...2nd

9:20 - 9:55.... 3rd

10:00 - 11:20.... Report to Homeroom/God Squads and Dismissal to Church (84 min)

11:25 - 11:50 ... Lunch 1      11:55 - 12:30 .... 4B Period      12:35 - 1:10 .... 5B Period

11:25 - 12:00.... 4A Period      12:05 - 12:30 .... Lunch 2      12:35 - 1:10 .... 5B Period

11:25 - 12:00.... 4A Period

12:05 - 12:40.... 5A Period

12:45 - 1:10.... Lunch 3

1:15 - 1:50 ...6th

1:55 - 2:30.... 7th

2:35 - 3:05 ...8th



# CONTACTS

The following is a list of common concerns and the faculty member to contact in each case. **You may call directly at (937) 428-(extension listed) or e-mail.**

- Academics . . . . . Mrs. Jennifer Schlangen (5308)
- Advancement . . . . . Mrs. Robin Blank (5330)
- Attendance Secretary . . . . . Mrs. Erin Bockrath (5301)
- Admissions . . . . . Mrs. Jessica Pettit (5394)
- Athletics . . . . . Ms. Christina Hart (5311)
- Building – Scheduling . . . . . Mrs. Julie Vestal (5307)
- Bus Transportation . . . . . Mr. Scott Balent (5309)
- Campus Ministry . . . . . Mrs. Heather Dunn (5336)
- College/Career Information . . . Student’s Counselor
- Communications . . . . . Mr. Conor Ryan (5312)
- Demerits/Saturday School . . . Mrs. Barb Groene (5376)
- Difficulties in Class . . . . . Course Teacher, Department  
Chairperson, Student’s Counselor
- Dress Code . . . . . Mrs. Barb Groene (5376)
- Engagement, Events . . . . . Mrs. Heidi Van Antwerp (5331)
- Extended Absence . . . . . Mrs. Erin Bockrath (5301)

Finances . . . . .	Mrs. Nancy Kaczala (5337)
Fundraising . . . . .	Mrs. Robin Blank (5330)
Gifts & Sponsorships. . . . .	Mrs. Robin Blank (5330)
Guidance Office Students A-L . . . . .	Mrs. Shannon Brown (5333)
Guidance Office Students M-Z. . . . .	Ms. Kristen Hammaker (5332)
Guidance Office. . . . .	Secretary (5316)
Health Concerns . . . . .	Mrs. Jeanne Kernan (5321)
Library/Media Center . . . . .	Mrs. Theresa Metter (5315)
Peer Tutoring. . . . .	Ms. CarrieAnn Sanders (5377)
Report Cards . . . . .	Sr. Dennis Tisler (5318)
School Calendar . . . . .	Mrs. Julie Vestal (5307)
Spirit Shop. . . . .	Mrs. Nancy Kaczala (5337)
Standardized Test Results. . .	Student's Counselor
Student Assistance . . . . .	Mrs. Barb Groene (5376)
Technology . . . . .	Mrs. Debbie Portman (5473)
Transcripts. . . . .	Guidance Secretary (5316)
Tuition Payments/Fees . . . . .	Mrs. Nancy Kaczala (5337)
Website . . . . .	Mr. Conor Ryan (5317)
Withdrawal. . . . .	Mrs. Lourdes Lambert (5304)