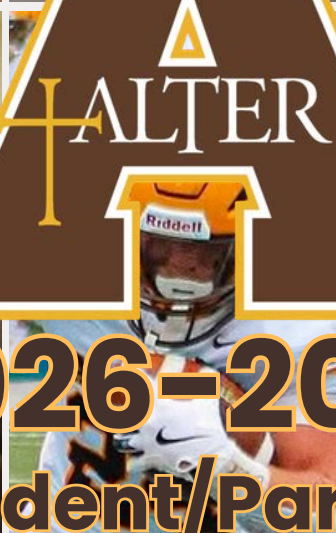
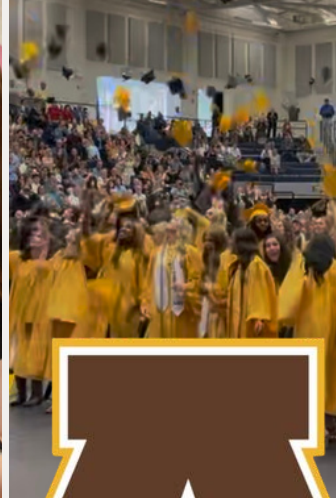




2026-2027
Student/Parent



Handbook

This planner belongs to:

IF YOU NEED EMOTIONAL SUPPORT,
REACH OUT TO THE
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Alter High School is a proud partner with:



ARCHBISHOP ALTER HIGH SCHOOL

2026-2027

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

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(937) 434-4434

ADVANCEMENT OFFICE

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ATHLETIC OFFICE

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ATTENDANCE LINE

(937) 741-5237

WWW.ALTERHS.ORG

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

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YP. ALTER



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.*

*Here 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 WRITTEN 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 WRITTEN 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 the knight;
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

13-14: New Faculty and Staff Orientation

17-18: Faculty and Staff Inservice Days

19: Class of 2030 First Day

20: First Day- All Students

20: All-School Mass

20: Fairmont Game

22: Freshman Social- Backyard Party

26: Meet the Teacher Night at 6:30pm

SEPTEMBER

3: Underclassmen Picture Day

4-6: AlterFest

7: Labor Day- No School

9: All-School Mass

10: Shadow Day

13-14: Junior Retreat

15-18: Kairos

17: Shadow Day

23-27: Fall Theatre Production

24: Shadow Day

25: Scholarship Breakfast

28: Tentative AlterFest Day Off- No School



OCTOBER

- 7:** Admissions Event- Art/Athletics
- 7:** PSAT- No School for Freshman/Seniors
- 8:** Shadow Day
- 9:** End of First Quarter
- 10:** Turnabout for Sophomores/Juniors/Seniors
- 10:** Freshman Bowling with Friends
- 12:** First Day of Second Quarter
- 13:** ELearning Day
- 15:** Shadow Day
- 15:** Hall of Fame Banquet
- 16:** Hall of Fame Assembly
- 16:** Homecoming Game
- 17:** Homecoming Dance
- 21:** All-School Mass
- 22:** Parent/Teacher Conferences-
No School
- 23:** No School
- 29:** Shadow Day

NOVEMBER

- 1-6:** Week of Giving
- 1-2:** Junior Retreat
- 5:** Shadow Day
- 5:** Admissions Event- Academics
- 6:** Mental Health Day- Half Day
- 9-12:** Kairos
- 13:** Application, Scholarship and Financial Aid
Deadline
- 13-15:** Band Grand Nationals
- 16:** Turkey Drive Begins
- 21:** High School Placement Test
- 23:** Giving Tree Ceremony
- 24:** Grandparents Day
- 25-27:** Thanksgiving Break

DECEMBER

3-5: Winter Theatre Production

8: All-School Mass

9: Band Concert

14: Half Day for Exams 1 and 2

15: Half Day for Exams 3 and 4

16: Half Day for Exams 5 and 6

17: Half Day for Exams 7 and 8

18: Makeup Day for Exams

21-Jan.4: Christmas Break

JANUARY

4: Faculty and Staff Inservice Day

5: First Day of Second Semester

5: All-School Mass

15: Class of 2031 Admission Day

18: Dr. Martin Luther King Jr Day- No School

19-22: Kairos

23: Freshman Social- Dodgeball

24-25: Junior Retreat

FEBRUARY

1-5: Catholic Schools Week

2: All-School Mass

10: Ash Wednesday Mass

12: No School

15: Presidents Day- No School

17: Iowa Testing- Freshman

17: ACT

18: Knight of Celebration- Class of 2031

20: Mother/Son Shindig

23: Sophomore Retreat

26: Fish Fry

MARCH

- 2:** Freshman Scheduling Night
- 5:** Last Day of Third Quarter
- 8:** First Day of Fourth Quarter
- 12-14:** Spring Theatre Production
- 16-19:** Kairos
- 18-21:** Spring Theatre Production
- 24:** All-School Mass
- 26:** Good Friday- No School
- 29-Apr.2:** Easter Break

APRIL

- 7:** All-School Mass
- 10-14:** Senior Trip
- 20:** Freshman Orientation
- 22:** Freshman Retreat
- 23:** Mental Health Day- Half Day
- 26:** No School
- 28:** Academic Awards- Delayed Start
- 29:** Pep Rally
- 29:** Freshman Orientation
- 30:** Sophomore Surprise

MAY

- 1:** Prom/Freshman Semiformal
- 5:** All-School Mass (Tentative)
- 5:** Band Concert
- 17:** Half Day for Exams 8 and 7
- 18:** Half Day for Exams 6 and 5
- 19:** Half Day for Exams 4 and 3
- 20:** Half Day for Exams 2 and 1
- 21:** Senior Awards for Class of 2027
- 21:** Baccalaureate Mass for Class of 2027
- 22:** Class of 2027 Commencement Ceremony

SCHOOL POLICY

NOTICE OF NONDISCRIMINATORY POLICY

The Archdiocese of Cincinnati and Archbishop Alter High School located at 940 East David Road in Kettering Ohio 45429 has adopted the following racial nondiscriminatory policies. Archbishop Alter High School admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. Archbishop Alter High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified 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 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 education 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-collegebound student.

ADVANCED PLACEMENT COURSES

Advanced Placement courses offer students the opportunity to participate in college-level studies in grades ten through twelve. **If the AP class is offered at Alter, students must be enrolled in the class to take the test.** Upon completion of the AP course, students are required to take the nationally administered examination in May at the prevailing fee. **Failure to take the exam may result in but is not limited to: removal of the AP weight or a drop in letter grade.** 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. The Scholars Program is designed to help students develop their academic, ethical, and cultural understanding of what it means to be a true scholar. Acceptance into the program is based on teacher recommendations and submitted essays. 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 **for students in the graduating class of 2027.**
- Maintain a minimum GPA of 3.7 **for students in the graduating class of 2028 and beyond.**

- 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.

ACADEMIC REQUIREMENTS

Each year students focus on the areas of faith, service, cultural and community events. Students are required to complete a variety of activities and reflect on what they have gained from participating in them.

FRESHMAN YEAR

Focus is on activities to explore what Alter has to offer and to discover the student's own learning styles.

SOPHOMORE YEAR

Emphasis is on completing a variety of activities to begin career and college exploration.

JUNIOR YEAR

Students will have opportunities to job shadow and make connections between their academic world and outside world.

SENIOR YEAR

Alter Scholars will concentrate on a particular field of study and work on their final Scholar's Capstone Project presented to a panel of faculty during their second semester.

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.

PROGRAM REQUIREMENTS

Students must have:

- 3.75 cumulative grade point average (GPA) beginning with the class of 2030 through the most recent grading period.
- Students in the class of 2028 and 2029 must have a 3.7 GPA through the most recent grading period.
- Students in the class of 2027 must have a 3.6 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 **GPA for their class**, complete the service hour requirements, and maintain good character. Any violation of these principles may cause dismissal from NHS.



ALTER CONSERVATORY FOR THE ARTS

The Alter High School Conservatory for the Arts and the Conservatory Certificate is dedicated to the finest teaching of performance, pedagogy, and academic core standards in music, dance, theatre, and visual arts.

PROGRAM REQUIREMENTS

- Enrollment meeting with Mr. Hall.
- Take 3.5 credits of Fine Arts (Music, Art, Theatre, Dance) classes for the culminating (all 4 years combined) Conservatory Certificate (If this is an issue, please talk to Mr. Hall)
- Involvement in at least one of Alter's Fine Art Organizations/ensembles/productions, and submit a short paragraph reflection on your experience

FRESHMAN YEAR

Attend one production of an Alter Fine Arts Production (Castle Players/Theatre, Art Show, Marching Band, Improv Show). This must be a production that the student is not involved in. Write a performance critique over this production.

SOPHOMORE YEAR

Attend one production outside of Alter High School (Muse Machine, High School Show, Touring Company, Dance Concert, Band Competition, Etc.) and submit a performance critique on this production OR attend a museum or art event and write a critique (compare) on two pieces.

JUNIOR YEAR

Apprentice/Shadow Project in your field of Visual or Performing Art. Conduct a professional interview including assessment of current work, list of goals and professional goals.

SENIOR YEAR

Video Presentation of Production in "Ted Talk" style. "Ted Talk" must discuss your progress, goals, and journey to get to where you are currently in your artistry. Write a reflection paper on the process of completing your "Ted Talk."

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 and Senior Awards Assembly are held each year to give recognition to students for **academic honor roll**.

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	94-97	4.000	4.500	5.000
A-	91-93	3.667	4.167	4.667
B+	88-90	3.333	3.833	4.333
B	84-87	3.000	3.500	4.000
B-	81-83	2.667	3.167	3.667
C+	78-80	2.333	2.833	3.333
C	74-77	2.000	2.500	3.000
C-	71-73	1.667	2.167	2.667
D	66-70	1.000	1.500	2.000
F	0-65	0.000	0.000	0.000

Advanced Placement Courses- AP 2D Art and Design, AP 3D Art and Design, AP Biology, AP Calculus AB, AP Calculus BC, AP Chemistry, AP English Language, AP English Literature, AP Precalculus, AP Psychology, AP United States Government, AP United States History, Advanced Honors Physics.

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

Regular Courses are not weighted.

Courses and prerequisites are described in the Program of Studies. 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 5.
- 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.
- **Any CCP Class required for Alter graduation must be completed by the summer before senior year.**
- **Failure of or the decision to drop a CCP class will result in placement in a college prep class at Alter.**

DIPLOMA WITH HONORS

To earn an Ohio Diploma with Honors, a student must meet the required graduation course requirements and complete seven of the eight requirements as outlined below.

1. Fourth unit of Mathematics must be above Algebra II.
2. Earn one additional unit of Advanced Science.
3. Earn one additional unit of Social Studies.
4. Earn three sequential units of one World Language or no less than two sequential units of two World Languages.
5. Maintain an overall unweighted grade point average of at least 3.5 on a 4.0 scale.
6. Obtain at least a composite superscore of 27 on the ACT or at least a combined score of 1280 on the SAT.
7. Earn two additional diploma seals (four in total), not including Honors Diploma Seal.
8. Achieve the Experiential Learning option by earning the OhioMeansJobs Readiness Seal.

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. 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 makeup 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 and mandatory retreat program, state required courses, competency demonstration, readiness demonstration, 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 (including faith based service, retreats, and Magnified Giving)

Fine Arts - 1 credit

Speech - .5 credit

Health - .5 credit

Technology Skills and Ethics - 1 credit

Physical Education - .5 credit *

Financial Literacy - .5 credit

COMPETENCY DEMONSTRATION

Students must earn a competent score on the IOWA Test of at least 255 in Algebra and 249 in English II. Students who do not meet competency on these tests will be offered additional support and must retake the test. If unable to demonstrate competency on the test, the following options could replace this requirement: earn a "remediation free" score on the Mathematics/English, or enlist in the military.

READINESS DEMONSTRATION

Students are required to earn at least two State of Ohio Graduation Seals with one being defined as a state seal.

1. Citizenship Seal (State)- earn a score of proficient or higher on the IOWA for US History (246) and Government (271) or a "B" or higher in US History and Government courses.
2. College-Ready Seal (State)- earn a remediation free score on the ACT (English 18/Reading 22/Math 22) or SAT (EBRW 480/Math 530).
3. Community Service Seal (Local)- complete Alter's Magnified Giving requirements.
4. Honors Diploma Seal (State)- see Ohio's Academic Honors Diploma requirements above.
5. Military Enlistment Seal (State)
6. Science Seal (State)- earn a score of proficient or higher on the IOWA for Biology (263) or a "B" or higher in an Advanced Science course.
7. Seal of Biliteracy (State)- meet the requirements and criteria, including proficiency requirements on assessments in a World Language and English II.
8. Student Engagement Seal (Local)- participate in four activities (athletics, theatre, or clubs) over your four years in high school with meaningful participation.
9. Technology Seal (State)- complete the Technology Skills and ethics course.
10. Fine and Performing Arts Seal (Local)- demonstrate skill requirements in fine or performing arts as defined by Alter High School.

PHYSICAL EDUCATION EXEMPTION

*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 2nd season of a recognized school sport PE activity by fall of their senior year.
- 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.
- **A roster signed by the coach and athletic director will be submitted to guidance upon completion of the season.**
- Only interscholastic sports sponsored by Archbishop Alter High School may be counted.

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

Honors with Distinction- Seniors may earn Honors with Distinction by earning all A's all four quarters for all four years.

First Honors- Awarded each quarter to students who earn all A's.

Second Honors- Awarded each quarter to students who earn all A's and no more than one B.

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 **after evaluation by the teacher/Assistant Principal.**
- 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 assessed through the student's FACTS account. The Guidance Counselor will not process the schedule change without parent permission in writing.

All schedule changes for first semester must be requested by August 31st, 2026 at 3:00pm. All schedule changes for second semester must be requested by December 1st, 2026 at 3:00pm. After that, the course will appear as withdrawn on the student's transcript. If the student is passing at the time of withdrawal, 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. Seniors may not be exempt from year long class exams during first semester.**

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.

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 salutatorian 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 salutatorian.

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, salutatorian 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.

You can reach the Attendance Line at (937)-741-5237.

ARRIVAL AT SCHOOL

All students are required to be on time (8:10 a.m.). Once students arrive at school they are to remain on school property throughout the entire school day (8:10 a.m. - 3:15 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 8:10 a.m. If a student arrives after 8:10 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 10:10 a.m., he/she will be considered tardy.
- Each student will be granted three “free” unexcused tardies each semester for emergencies, as determined by the Dean of Students.
- 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 3:20–4:00 p.m. Failure to attend the tardy detention will result in the issuance of 5 demerits. Tardy detentions may not be rescheduled and 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 if the activity occurs during the school day.

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. Students will receive ½ credit for any work turned in for 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 (937-741-5237) 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 8:10 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 to which they have been admitted. 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 st of Sophomore year
Football/Women's basketball	Anytime
Lacrosse/Softball/Baseball	September 1 st of Junior year
Men's Basketball	August 1 st of Sophomore year
All other sports	August 1 st of Junior year

OFFICIAL VISITS

SPORTS	DATES
Hockey	August 1 st of Junior year
Football	April 1 st of Junior year
Lacrosse/Softball/Baseball	September 1 st of Junior year
Men's Basketball	August 1 st of Junior year
Women's Basketball	The Thursday following the National Championship game of prospect's Junior year
All other sports	August 1 st 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 two days after the break
- Easter: the four days before and two days after the break
- Anytime 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's 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 students absence total. (See *Consequences for Excessive Absences* below.) Non school related activities may be considered excused 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 students 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
Business Club	Rao
Cure Club	Kahn
Dare to Care	Riegel
Dart Club	Balent, S.
French Club	Fidishun
German Club	Morris, K.
Hope Squad	Lewis, Hall, Hoffman, Sears
Horizons in Medicine	Helt
Investment Club	Rao
Key Club	Rich
Men's Fellowship	Rich
Mock Trial	Clough
Peer Ministry	Dunn
Pottery Club	Hall
Science Olympiad	Thuente, Hoffman, K.
Sewing Club	Lewis
Spanish Club	McLaughlin

Spanish Club	McLaughlin
Spirit Squad	Roesch/Conner
Student Ambassadors	Pettit
Student Council	Schuster
Upper Room	Rich/Suttman
Women's Fellowship	Dunn/Suttman

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
Cheerleading
Clubs
Lancerettes
Theatre



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 may be dropped a letter grade.**

ACADEMIC INELIGIBILITY

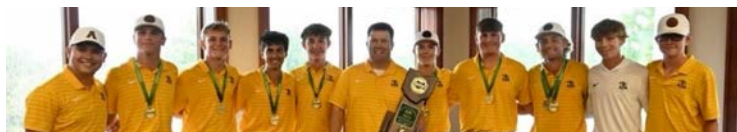
WEEKLY INELIGIBILITY

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 meet their teacher two times per week before or after school. The tutoring will be arranged through Student Assistance.

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.



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.



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. **If you have any questions please contact the main office at 937-434-4434.**

Interested individuals should register for training at:
<https://www.aocsafeenvironment.org/>

VOLUNTEER

Throughout the school year we need parents to help in ways that allow us to achieve more and provide 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
- Special Event Support like the Scholarship Breakfast, Knight of Gratitude, Grandparents' Thanksgiving Mass, and many more.
- Annual Alter fundraising events: AlterFest and **Fish Fry**

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 at <https://alterhs.org/alter-parent-volunteers/>

TEAM AND CLUB FUNDRAISING

Many of Alter's teams and clubs participate in fundraising efforts to help support their operational budgets. **Teams and clubs may participate in up to 2 fundraisers per year.** These efforts require Administrative approval via submission and approval of an Alter Fundraising Form due three 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 or (937) 428-2059.

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 that may be worn includes 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 the administrative team.**

SHARE NEWS AND EVENTS

We rely on a broad network of students, parents, coaches, staff, and alumni to share news, photos, accomplishments, awards, community service projects, and upcoming events that may be featured on Alter's website, social media accounts, and newsletters. The Alter website and official social media accounts are maintained to reflect the mission, beliefs, and character of Alter High School and are updated regularly with current information for our community.

External websites or social media accounts using Alter likeness are prohibited. To share information or for questions and concerns, please contact Alter Advancement at: advancement@alterhs.org. Submit news, pictures, or updates at: alterhs.org/submit-a-photo/ or alterhs.org/share-the-news-2/

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 the Director of Communications, at (937) 428-2059 or advancement@alterhs.org.

INVESTMENT AND SPONSORSHIP OPPORTUNITIES

Tuition is only one source of funding for Alter High School. We rely on the generosity of parents, alumni, foundations, corporations, and community supporters to help meet the full cost of educating our students and sustaining the unparalleled Alter experience. Gifts to the Alter Fund directly support priority needs, student opportunities, and special campus projects. In addition to annual giving, Alter offers sponsorship opportunities for individuals and businesses interested in promoting their organization through athletics, multimedia, and special events. For specific information about sponsorships contact the Advancement Office at advancement@alterhs.org or (937) 434-2059.

Donors may also support Alter through planned giving opportunities including gifts of cash, appreciated securities, donor advised funds, memorial and tribute gifts, IRA distributions, estate gifts, and other charitable giving options. Additional information about ways to give can be found at alterhs.myplannedgift.org or by contacting the Advancement Office at or (937) 434-2059.

ADMISSIONS, TRANSFERS, **AND WITHDRAWALS**

ADMISSIONS AND TRANSFERS

Students grades freshman-senior may apply for admission to Alter High School. **Official copies of academic records and health records from the school most recently attended must accompany the application.** Students entering the 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 withdrawals must be completed in person by visiting the guidance department.

WITHDRAWALS AND READMITTANCE

If a student is expelled or withdraws for reasons other than family relocation, enrolls in and attends another area high school, readmittance to Alter may be granted. **Students seeking readmittance should follow the regular admissions process.**

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 extracurricular 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 faculty/staff 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 FACTS 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 and parents 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 any activities for the remainder of the semester.

DISCIPLINE SYSTEM BENCHMARKS

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 may 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.** 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, Smart Watches, Etc. Violation	<u>1st Offense:</u> Item taken and held in the main office, 5 demerits issued, and email sent to parents. <u>2nd Offense:</u> Item taken and held in the main office, 5 demerits issued, and only returned to a parent or guardian.
Chemical Abuse Policy	See Health and Wellness Initiative
Cutting Class/Study Hall/Assemblies	5 Demerits
Dismissal from Class	5 Demerits- Students report to 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.

Disrespect towards another person. (This includes but is not limited to derogatory remarks, racial slurs, inappropriate actions directed towards 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 explosive devices	Expulsion
Failure to attend a scheduled tardy and/or teacher conference/detention	5 Demerits
Honor Code Violation	A maximum of 10 Demerits- Possible suspension or expulsion. A conference may be held if requested by the student, teacher, or Dean of Students.
Fighting	<u>1st Offense:</u> The student is sent home immediately and issued a 3-day suspension. <u>2nd Offense:</u> The student is sent home immediately, issued a 10-day suspension, and possible expulsion. <u>3rd Offense:</u> Immediate expulsion.
Misuse of fire equipment, fire-hazardous materials, or setting false alarms.	A maximum of 20 Demerits and possible suspension. Restitution must also be made.
Insubordination- Defiance of Authority. Including but not limited to: insults, ridicule, sarcasm, disrespect, throwing food in the cafeteria, ordering food from an outside source, repeated violation of infractions.	A maximum of 10 Demerits and possible suspension or expulsion. A conference may be held if requested by the student, teacher, or Dean of Students.

Cheating	A maximum of 10 Demerits, and/or a 0 on the assignment.
Forging	A maximum of 10 Demerits, and/or a 0 on the assignment.
Plagiarism	A maximum of 10 Demerits, and/or a 0 on the assignment.
Lying	A maximum of 10 Demerits.
Physical Assault on any person	Minimum 3-day suspension with mandatory discipline board hearing which may result in further disciplinary action, including expulsion.
Threats against the school, personnel, or students.	Student will immediately be sent home with an automatic 3-day suspension pending a discipline board hearing, and possible expulsion.
Stealing or Vandalism	A maximum of 15 Demerits- Possible Suspension, and loss of Leadership Positions.
Violation of Responsible Use of Technology Policy	A maximum of 15 Demerits- Possible Suspension, and loss of Leadership Positions. Possible suspension of access to the network, and restitution owed for any damages.
Truancy- Being absent from school without permission	10 Demerits- Saturday School and Parent Conference with the Dean of Students and School Resource Officer.
Unsafe Operation of a Vehicle, or unsafe behavior on school property.	Maximum of 15 Demerits- Possible Suspension.
Violation of the Archdiocese Policy of Harassment, Intimidation, and Bullying	Minimum of 10 Demerits- Possible Suspension and/or Expulsion.

Possession/ <u>use</u> of a weapon, drugs, drug paraphernalia, alcohol, tobacco, e-cigarettes, inhalants, vapes, or selling drugs.	Minimum of 10 Demerits- Possible suspension or expulsion.
Parking Violation- Parking in band area, parking without a permit, or in unauthorized spots.	<u>1st Offense</u> - Warning <u>2nd Offense</u> - 5 Demerits <u>3rd Offense</u> - 10 Demerits <u>4th Offense</u> - Loss of Parking Privilege for the Remainder of the School Year

CATEGORY II VIOLATIONS

(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)

Failure to return school forms	1 Demerit
Failure to attend a tardy detention	5 Demerits
Food/Drink outside the cafeteria; including hallways and classrooms	3 Demerits
Foul language	3 Demerits
Littering in building and/or on school grounds	3 Demerits
Out of bounds; misuse of hall passes	3 Demerits
Talking or disruptive behavior	3 Demerits
Uniform/dress code violation	2 Demerits

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/ASSESSMENTS

- 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.

AI ADDITIONS

Students may not use AI in ways that undermine the intended learning goals of an assignment. AI may not be used to complete a student's school work. This includes but is not limited to:

- If the purpose of an assignment is to develop a specific skill (e.g. writing, critical thinking, problem solving), using AI to bypass that skill development is prohibited.
- Limited to having AI create written work such as essay, report, poem, story, research paper, and submitting the generate text as if the student wrote it.
- Limited to having AI write the rough draft of a student's work, and then the student edits the work.
- Limited to having AI re-write the work a student has done, such as taking a rough draft and rewriting the work to improve it.
- Limited to having AI answer questions or solve problems for the student, such as on a worksheet, math assignment, quiz, test, or other assignment.
- Limited to having AI generate other content (slideshows, videos, code, etc.) that is required for an assignment.

If you use AI to assist with any assignment, you should provide credit or citation explaining how the AI was used. This can be done with MLA or APA citation format.

In addition to the demerits issued, students will have a conference with the teacher and credit on the test, quiz, or assignment may be affected. Parents will be notified.

SATURDAY SCHOOL

Saturday School will be held when necessary and the student will be charged a **\$50** 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 but only in emergency situations. Saturday School will be in session from 8:10 a.m. until 12:00pm. 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 extracurricular 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 Discipline Board. 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.



EXPLUSION PROCESS

EXPULSION APPEAL

An appeal to an expulsion may be made to the President within 2 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 President will schedule a review meeting within 2 school days after receipt of a notice of appeal.

EXPULSION AND READMISSION

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 administration 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.

GENERAL

- 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.
- 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.
- 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.

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.

TYPES OF CONDUCT

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:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- 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 “cyberbullying”).

Examples of cyber- bullying include, but are not limited to, the following:

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

COMPLAINTS

FORMAL COMPLAINTS

Students and/or their parents/guardians may file 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.

INFORMAL COMPLAINTS

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.

ANONYMOUS COMPLAINTS

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.

SCHOOL PERSONNEL RESPONSIBILITIES

TEACHERS AND OTHER SCHOOL STAFF

- 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.
- 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.

ADMINISTRATOR RESPONSIBILITIES

INVESTIGATION

- 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.

- 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.

RESPONSE

- 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.
- 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.
- 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.

- 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.

REPORTING

REPORT TO THE PARENT OR GUARDIAN OF THE OFFENDER

- 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.

REPORT TO THE PARENT OR GUARDIAN OF THE VICTIM

- 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.

POLICE AND CHILD PROTECTIVE SERVICES

- 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.

MISCELLANEOUS

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. Parental permission does not supersede Alter High School Policy.

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 presumptive positive test, the parent may request an immediate second testing at their expense by the same means through the same testing company on the same day 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

- 2-week suspension from activities
- Discipline Board Meeting
- 20 Demerits
- Professional assessment/intervention program by a licensed medical professional approved by Alter High School
- Loss of Leadership
- 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

- Automatic suspension from school until a discipline board meeting is held
- Discipline Board Meeting
- 20 Demerits
- Continued professional assessment/intervention program by a licensed medical professional approved by Alter High School
- Loss of Leadership
- Recurring testing throughout student's time at Alter

The Discipline Board will determine if additional discipline such as removal of extracurriculars or expulsion from Alter High School is warranted. If dismissal is not recommended, then parents may withdraw their child from Alter High School at this time.

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, such as the school resource officer, 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.

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

At Alter High School, our dress code reflects our Catholic mission and supports an atmosphere where students can concentrate on their growth in knowledge, wisdom, and faith. By maintaining a consistent and modest uniform standard, we seek to promote a sense of community, respect, and school pride while minimizing distractions related to fashion trends. Students are expected to be in dress code from the beginning of the school day until dismissal. Students who are not in compliance will be subject to school disciplinary procedures, including demerits, and will be required to make the necessary adjustments to meet dress code expectations. This may include changing into appropriate attire or having a parent or guardian bring suitable clothing to school. Students participating in after-school activities should also be dressed in a manner that reflects the values and standards of our school community.

UNIFORM SHIRTS

White or brown block A short sleeved or white long sleeved Alter polo **MUST** be worn. All polo shirts must be purchased from the Alter Spirit Shop. 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. 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**, and they must comply with the approved Alter branded colors of brown, gold, white, and gray.

UNIFORM SHORTS (YOUNG MEN AND WOMEN)- BEIGE/TAN

- Shorts must be worn properly at the waist.
- Shorts must be Bermuda-style and **no shorter than three inches** above the knee.
- Cuffs may not be rolled.
- Jogger-style shorts, shorts with frayed hems, and other tight-fitting styles are not permitted.

UNIFORM PANTS (YOUNG MEN AND WOMEN)- BEIGE/TAN

- Pants must be worn properly at the waist and hemmed appropriately.
- Jogger-style pants, pants with frayed hems, jeggings, and other tight-fitting styles are not permitted.

SHOES/SOCKS

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

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

KNIGHT 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 midriiffs, bare shoulders, 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. **Tattoos must be covered while in school uniform.**

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



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.

No cheers that include personal attacks, socio-economic status, racial cheers or any kind of insinuation, sexual orientation, cheers that may be considered offensive. The use of foul language is prohibited at all events. The site managers and or administration has the right to shut down any cheer deemed insulting.



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 midribs 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 .
- 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.

APPLICATION FEE

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

TUITION

The tuition rate for the 2026-2027 school year is \$13,750.

ENROLLMENT FEE

The **enrollment fee** is to be paid at the time of enrollment/**re-enrollment**. This fee is non-refundable unless the family moves out of 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>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 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 FACTS or participate in practices, rehearsals, meetings or events for any cocurricular 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/fee 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 1st, 5th, 15th or 20th 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 onetime payment of **\$53** for installment plans. The **\$53** 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.

CELL PHONES/PORTABLE ELECTRONIC DEVICES

Ohio law requires each school district, community school, and STEM school to adopt a policy prohibiting cell phone use by students during the instructional day. An instructional day is any period of time in which a student is expected to be in attendance and includes not only formal instruction time but also supervised activities, such as transitioning between classes, recess, meal periods, and field trips. Students may have cell phones/portable electronic devices, but they must be turned off and stored in their backpacks from **8:10 a.m. – 3:15 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, nonprint, 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 guests **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 events arranged for them by the social 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 **3:30 p.m.** 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:

Parking Violation: Parking in band area/parking without permit or unauthorized spots	1 st Offense: Warning 2 nd Offense: 5 Demerits 3 rd Offense: 10 Demerits 4 th 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 and on Alter's website.

CALAMITY PLAN

Ohio districts and schools are on hour-based schedules. The result is there are no longer calamity (snow) days in Ohio schools. If an excessive number of school closure days impacts the state's minimum instructional time requirements for the school year, Alter High School may implement e-learning days. Information regarding e-learning procedures, along with a practice e-learning day, will be communicated to students and families at the beginning of the school year to ensure everyone is prepared.

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.

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

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. Masking tape or painters tape only should be used on **all surfaces**.

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 is prohibited.

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/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

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, and an email from the nurse with detailed instructions.

Online link to SNAP portal: WWW.STUDENTEHR.COM

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. **ODH Immunization Summary is on the Alter website for all required immunizations.**

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

The decision to admit or retain a married student in the school will be made by the pastor/president and/or principal. All situations that may arise will be judged according to Archdiocesan standards and the individual circumstance of the particular case involved.

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. **Students may stay in clinic for approximately 20 min then decision making to return to class or go home.** 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, should not attend school until they are fever and symptom free for 24 hours, and have completed at least one day of antibiotic treatment, if required. 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.

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 10:15 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. Clubs such as Key Club, National Honor Society and others do require a certain number of hours for membership.



STUDENT SERVICES

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 school 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.)

CLASS 101

Class 101 is Alter's in-house resource for supporting our students in taking key steps toward a future that they design. Our guidance counselors advise students in areas of curriculum and course selection to achieve graduation and academic readiness for college. Class 101 works in conjunction with our counselors to provide the following resources in small groups and workshops:

- College list research and understanding college programs
- College application and essay support
- College resume development and writing
- College scholarship and financial aid workshops
- Career exploration and supporting technical and vocational programming.

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, Assistant 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.

University of Dayton ECHO Program

Empowering Children with Hope and Opportunity (ECHO) is a partnership between the University of Dayton Center for Catholic Education and local Catholic schools. ECHO aids teachers and administrators in helping remove non-academic barriers to learning, such as poverty, exposure to addiction, violence, discrimination, separation or abuse. A licensed ECHO mental health therapist is on site at Archbishop Alter High School full time, and meets with students and families on a case by case basis.



GENERAL INFORMATION FOR USERS OF TECHNOLOGICAL RESOURCES

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as “Technological Resources”) to enhance student learning and to provide a quality educational experience for all students. Use of a school’s Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school’s Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school’s Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION FORM

In order to ensure the proper use of the school’s Technological Resources, it is necessary that each student user, his/her parent/ guardian, and each adult user annually sign the attached User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy.

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school’s Technological Resources. All Technological Resources are strictly limited to educational purposes.

Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling.

The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listserves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the Principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

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/remains 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.

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. 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 personalize laptops with stickers that are appropriate in a school setting.
- Archbishop Alter High School identification, asset tags or stickers may not be removed from the laptop and/or the case.

- Screensavers must be school appropriate.
- Only school appropriate 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, FACTS, 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.
- Students are responsible for bringing their **issued** power cords to school each day.

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 chargers will not be available for uncharged laptops.

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.
- 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;

- Using “proxy”, VPN servers/sites, or hotspots to conceal identity or visit illicit sites;
- Installing a password on BIOS;
- Attempting to bypass the Archbishop Alter High School network Internet filter;
- 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; including the use of AI glasses.
- 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 8:10 a.m. – 3:15 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.
- 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. Examples are included but not limited to; games, movies, shopping, streaming, etc.

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. 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.

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 FACTS 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 (45 MIN)

8:10-8:58	1 ST with prayer and pledge				
9:02-9:47	2nd				
9:51-10:36	3rd				
10:40-11:05	Lunch 1	11:09-11:54	4B Period	11:58-12:43	5B Period
10:40-11:25	4A Period	11:29-11:54	Lunch 2	11:58-12:43	5B Period
10:40-11:25	4A Period	11:29-12:14	5A Period	12:18-12:43	Lunch 3
12:47-1:32	6th				
1:36-2:21	7th				
2:25-3:15	8 th and announcements				

HOMEROOM/GOD SQUAD SCHEDULE (43 MIN)

8:10-8:56	1 ST with prayer and pledge				
9:00-9:43	2nd				
9:47-10:00	Homeroom/God Squad				
10:04-10:47	3rd				
10:51-11:16	Lunch 1	11:20-12:03	4B Period	12:07-12:50	5B Period
10:51-11:34	4A Period	11:38-12:03	Lunch 2	12:07-12:50	5B Period
10:51-11:34	4A Period	11:38-12:21	5A Period	12:25-12:50	Lunch 3
12:54-1:37	6th				
1:41-2:24	7th				
2:28-3:15	8 th and announcements				

LITURGY SCHEDULE (35 MIN)

8:10-8:49 1ST with prayer and pledge

8:53-9:28 2nd

9:32-10:07 3rd

10:11-11:28 Report to Homeroom- Dismissal to Church (77 min)

11:32-11:57 Lunch 1 12:01-12:36 4B Period 12:40-1:15 5B Period

11:32-12:07 4A Period 12:11-12:36 Lunch 2 12:40-1:15 5B Period

11:32-12:07 4A Period 12:11-12:46 5A Period 12:50-1:15 Lunch 3

1:19-1:54 6th

1:58-2:33 7th

2:37-3:15 8th and announcements

TWO HOUR DELAY SCHEDULE (30 MIN)

10:10-10:43 1ST with prayer and pledge

10:47-11:17 2nd

11:21-11:46 Lunch 1 11:50-12:20 4B Period 12:24-12:54 5B Period

11:21-11:51 4A Period 11:55-12:20 Lunch 2 12:24-12:54 5B Period

11:21-11:51 4A Period 11:55-12:25 5A Period 12:29-12:54 Lunch 3

12:58-1:28 3rd

1:32-2:02 6th

2:06-2:36 7th

2:40-3:15 8th and announcements

P.M ASSEMBLY/PEP RALLY SCHEDULE (38 MIN)8:10-8:51 1ST with prayer and pledge

8:55-9:33 2nd

9:37-10:15 3rd

10:19-10:57 6th

11:01-11:26 Lunch 1 11:30-12:08 4B Period 12:12-12:50 5B Period

11:01-11:39 4A Period 11:43-12:08 Lunch 2 12:12-12:50 5B Period

11:01-11:39 4A Period 11:43-12:21 5A Period 12:25-12:50 Lunch 3

12:54-1:32 7th

1:36-2:14 8th and announcements

2:18-3:15 Homeroom/Assembly/Announcements

GOD SQUAD 45 MINUTE SCHEDULE (39 MIN)8:10-8:55 1ST with prayer and pledge

8:59-9:38 2nd

9:42-10:21 3rd

10:25-11:10 God Squads

11:14-11:39 Lunch 1 11:43-12:22 4B Period 12:26-1:05 5B Period

11:14-11:53 4A Period 11:57-12:22 Lunch 2 12:26-1:05 5B Period

11:14-11:53 4A Period 11:57-12:36 5A Period 12:40-1:05 Lunch 3

1:09-1:48 6th

1:52-2:31 7th

2:35-3:15 8th and announcements

CONTACTS

The following is a list of common concerns and the faculty member to contact in each case.

Academics	Mrs. Jennifer Schlangen	(937)428-5308
Advancement	Mrs. Cari Wallace	(937)428-5330
Attendance Secretary	Mrs. Erin Bockrath	(937)428-5301
Admissions	Mrs. Jessica Pettit	(937)428-5394
Athletics	Ms. Erin Mullins	(937)428-5311
Building- Scheduling	Mrs. Julie Vestal	(937)428-5307
Bus Transportation	Mr. Scott Balent	(937)428-5309
Campus Ministry	Mrs. Heather Dunn	(937)428-5336
College/Career Information	Mrs. Lauren McAbee	(937)428-5316
Communications	Mr. Conor Ryan	(937)428-5317
Demerits/ Saturday School	Mrs. Barb Groene	(937)428-5376
Dress Code	Mrs. Barb Groene	(937)428-5376
Engagement/ Events	Mrs. Renee Miller	(937)428-5335
Extended Absence	Mrs. Erin Bockrath	(937)428-5301
Finances	Mr. Tim Henry	(937)428-5337
Fundraising	Mrs. Cari Wallace	(937)428-5330

Gifts & Sponsorships	Mrs. Cari Wallace	(937)428-5330
Guidance Office Students A-L	Mrs. Shannon Brown	(937)428-5333
Guidance Office Students M-Z	Mrs. Ava Linder	(937)428-5332
Guidance Office	Mrs. Lauren McAbee	(937)428-5316
Health Concerns	Mrs. Sherry Kahn	(937)428-5321
Library/Media Center	Mrs. Theresa Metter	(937)428-5315
Peer Tutoring	Ms. CarrieAnn Sanders	(937)428-5474
Report Cards	Sr. Dennis Tisler	(937)428-5318
School Calendar	Mrs. Julie Vestal	(937)428-5307
Spirit Shop	Mr. Tim Henry	(937)428-5337
Standardized Test Results	Student's Counselor	
Student Assistance	Mrs. Barb Groene	(937)428-5376
Technology	Mrs. Debbie Portman	(937)428-5473
Transcripts	Mrs. Lauren McAbee	(937)428-5316
Tuition/Payment Fees	Mr. Tim Henry	(937)428-5337
Website	Mrs. Renee Miller	(937)428-5317
Withdrawal	Mrs. Lourdes Lambert	(937)660-4962

AUGUST 2026

9 SUNDAY

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY

New Faculty and Staff Orientation

14 FRIDAY

New Faculty and Staff Orientation

15 SATURDAY

AUGUST 2026

16 SUNDAY

17 MONDAY

Faculty and Staff Inservice Days

18 TUESDAY

Faculty and Staff Inservice Days

19 WEDNESDAY

Class of 2030 First Day

20 THURSDAY

First Day- All Students; All-School Mass;
Fairmont Game

21 FRIDAY

22 SATURDAY

Freshman Social- Backyard Party

AUGUST 2026

23 SUNDAY

24 MONDAY

25 TUESDAY

26 WEDNESDAY

Meet the Teacher Night

27 THURSDAY

28 FRIDAY

29 SATURDAY

AUG/SEPT 2026

30 SUNDAY

31 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

Underclassmen Picture Day

4 FRIDAY

Alter Fest

5 SATURDAY

Alter Fest

SEPTEMBER 2026

6 SUNDAY

Alter Fest

7 MONDAY

Labor Day- No School

8 TUESDAY

9 WEDNESDAY

All-School Mass

10 THURSDAY

Shadow Day

11 FRIDAY

12 SATURDAY

SEPTEMBER 2026

13 SUNDAY

Junior Retreat

14 MONDAY

Junior Retreat

15 TUESDAY

Kairos

16 WEDNESDAY

Kairos

17 THURSDAY

Kairos; Shadow Day

18 FRIDAY

Kairos

19 SATURDAY

SEPTEMBER 2026

20 SUNDAY

21 MONDAY

22 TUESDAY

23 WEDNESDAY

Fall Theatre Production

24 THURSDAY

Fall Theatre Production; Shadow Day

25 FRIDAY

Fall Theatre Production; Scholarship Breakfast

26 SATURDAY

Fall Theatre Production

SEPT/OCT 2026

27 SUNDAY

Fall Theatre Production

28 MONDAY

Tentative Alter Fest Day Off- No School

29 TUESDAY

30 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

OCTOBER 2026

4 SUNDAY

5 MONDAY

6 TUESDAY

7 WEDNESDAY

**Admissions Event- Art/Athletics; PSAT- No
School for Freshman/Seniors**

8 THURSDAY

Shadow Day

9 FRIDAY

End of First Quarter

10 SATURDAY

Homecoming Dance

Freshman Social Bowling with Friends

OCTOBER 2026

11 SUNDAY

12 MONDAY

First Day of Second Quarter

13 TUESDAY

Elearning Day

14 WEDNESDAY

15 THURSDAY

Shadow Day; Hall of Fame Banquet

16 FRIDAY

Hall of Fame Assembly; Homecoming Game

17 SATURDAY

Homecoming Dance

OCTOBER 2026

18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

All-School Mass

22 THURSDAY

Parent Teacher Conferences- No School

23 FRIDAY

No School

24 SATURDAY

OCTOBER 2026

25 SUNDAY

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

Shadow Day

30 FRIDAY

31 SATURDAY

NOVEMBER 2026

1 SUNDAY

Week of Giving; Junior Retreat

2 MONDAY

Week of Giving; Junior Retreat

3 TUESDAY

Week of Giving

4 WEDNESDAY

Week of Giving

5 THURSDAY

Week of Giving; Shadow Day; Admissions
Event- Academics

6 FRIDAY

Week of Giving; Mental Health Day- Half Day

7 SATURDAY

NOVEMBER 2026

8 SUNDAY

9 MONDAY

Kairos

10 TUESDAY

Kairos

11 WEDNESDAY

Kairos

12 THURSDAY

Kairos

13 FRIDAY

Application Deadline for Class of 2031; Named
Scholarship Application/Financial Aid Due

14 SATURDAY

Band Grand Nationals

NOVEMBER 2026

15 SUNDAY

Band Grand Nationals

16 MONDAY

Turkey Drive Begins

17 TUESDAY

18 WEDNESDAY

19 THURSDAY

20 FRIDAY

21 SATURDAY

High School Placement Test

NOVEMBER 2026

22 SUNDAY

23 MONDAY

Giving Tree Ceremony

24 TUESDAY

Grandparents Day

25 WEDNESDAY

Thanksgiving Break

26 THURSDAY

Thanksgiving Break

27 FRIDAY

Thanksgiving Break

28 SATURDAY

NOV/DEC 2026

29 SUNDAY

30 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

Winter Theatre Production

4 FRIDAY

Winter Theatre Production

5 SATURDAY

Winter Theatre Production

DECEMBER 2026

6 SUNDAY

7 MONDAY

8 TUESDAY

All-School Mass

9 WEDNESDAY

Band Concert

10 THURSDAY

11 FRIDAY

12 SATURDAY

DECEMBER 2026

13 SUNDAY

14 MONDAY

Half Day for Exams 1 and 2

15 TUESDAY

Half Day for Exams 3 and 4

16 WEDNESDAY

Half Day for Exams 5 and 6

17 THURSDAY

Half Day for Exams 7 and 8

18 FRIDAY

Makeup Day for Exams

19 SATURDAY

DECEMBER 2026

20 SUNDAY

21 MONDAY

Christmas Break- No School

22 TUESDAY

Christmas Break- No School

23 WEDNESDAY

Christmas Break- No School

24 THURSDAY

Christmas Break- No School

25 FRIDAY

Christmas Break- No School

26 SATURDAY

DEC/JAN 2027

27 SUNDAY

28 MONDAY

Christmas Break- No School

29 TUESDAY

Christmas Break- No School

30 WEDNESDAY

Christmas Break- No School

31 THURSDAY

Christmas Break- No School

1 FRIDAY

Christmas Break- No School

2 SATURDAY

JANUARY 2027

3 SUNDAY

4 MONDAY

Faculty and Staff Inservice Day

5 TUESDAY

First Day of Second Semester; All-School Mass

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

9 SATURDAY

JANUARY 2027

10 SUNDAY

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

15 FRIDAY

Class of 2031 Admission Day

16 SATURDAY

JANUARY 2027

17 SUNDAY

18 MONDAY

Dr. Martin Luther King Jr Day- No School

19 TUESDAY

Kairos

20 WEDNESDAY

Kairos

21 THURSDAY

Kairos

22 FRIDAY

Kairos

23 SATURDAY

Freshman Social- Dodgeball

JANUARY 2027

24 SUNDAY

Junior Retreat

25 MONDAY

Junior Retreat

26 TUESDAY

27 WEDNESDAY

28 THURSDAY

29 FRIDAY

30 SATURDAY

JAN/FEB 2027

31 SUNDAY

1 MONDAY

Catholic Schools Week

2 TUESDAY

Catholic Schools Week; All=School Mass

3 WEDNESDAY

Catholic Schools Week

4 THURSDAY

Catholic Schools Week

5 FRIDAY

Catholic Schools Week

6 SATURDAY

FEBRUARY 2027

7 SUNDAY

8 MONDAY

9 TUESDAY

10 WEDNESDAY

Ash Wednesday Mass

11 THURSDAY

12 FRIDAY

No School

13 SATURDAY

FEBRUARY 2027

7 SUNDAY

8 MONDAY

Presidents Day- No School

9 TUESDAY

10 WEDNESDAY

IOWA Testing/ACT

11 THURSDAY

Knight of Celebration- Class of 2031

12 FRIDAY

13 SATURDAY

Mother Son Shindig

FEBRUARY 2027

21 SUNDAY

22 MONDAY

23 TUESDAY

Sophomore Retreat

24 WEDNESDAY

25 THURSDAY

26 FRIDAY

Fish Fry

27 SATURDAY

FEB/MAR 2027

28 SUNDAY

1 MONDAY

2 TUESDAY

Freshman Scheduling Night

3 WEDNESDAY

4 THURSDAY

5 FRIDAY

Last Day of Third Quarter

6 SATURDAY

MARCH 2027

7 SUNDAY

8 MONDAY

First Day of 4th Quarter

9 TUESDAY

10 WEDNESDAY

11 THURSDAY

12 FRIDAY

Spring Theatre Production

13 SATURDAY

Spring Theatre Production

MARCH 2027

14 SUNDAY

Spring Theatre Production

15 MONDAY

16 TUESDAY

Kairos

17 WEDNESDAY

Kairos

18 THURSDAY

Kairos; Spring Theatre Production

19 FRIDAY

Kairos; Spring Theatre Production

20 SATURDAY

Spring Theatre Production

MARCH 2027

21 SUNDAY

Spring Theatre Production

22 MONDAY

23 TUESDAY

24 WEDNESDAY

All-School Mass

25 THURSDAY

26 FRIDAY

Good Friday- No School

27 SATURDAY

MAR/APR 2027

28 SUNDAY

29 MONDAY

Easter Break- No School

30 TUESDAY

Easter Break- No School

31 WEDNESDAY

Easter Break- No School

1 THURSDAY

Easter Break- No School

2 FRIDAY

Easter Break- No School

3 SATURDAY

APRIL 2027

4

SUNDAY

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

Senior Trip

APRIL 2027

11 SUNDAY

Senior Trip

12 MONDAY

Senior Trip

13 TUESDAY

Senior Trip

14 WEDNESDAY

Senior Trip

15 THURSDAY

16 FRIDAY

17 SATURDAY

APRIL 2027

18 SUNDAY

19 MONDAY

20 TUESDAY

Freshman Orientation- Class of 2031

21 WEDNESDAY

22 THURSDAY

Freshman Retreat

23 FRIDAY

Mental Health Day- Half Day

24 SATURDAY

APRIL/MAY 2027

25 SUNDAY

26 MONDAY

No School

27 TUESDAY

28 WEDNESDAY

Academic Awards- Delayed Start; Band Concert

29 THURSDAY

Pep Rally; Freshman Orientation- Class of 2031

30 FRIDAY

Sophomore Surprise

1 SATURDAY

Prom; Freshman Semi Formal

MAY 2027

2

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

AllSchool Mass (Tentative); Band Concert

6

THURSDAY

7

FRIDAY

8

SATURDAY

MAY 2027

9

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

MAY 2027

16 SUNDAY

17 MONDAY

Half Day for Exams 7 and 8

18 TUESDAY

Half Day for Exams 5 and 6

19 WEDNESDAY

Half Day for Exams 4 and 3

20 THURSDAY

Half Day for Exams 2 and 1

21 FRIDAY

Senior Awards for Class of 2027;
Baccalaureate Mass for Class of 2027

22 SATURDAY

Class of 2027 Commencement Ceremony

MAY 2027

23 SUNDAY

24 MONDAY

25 TUESDAY

26 WEDNESDAY

27 THURSDAY

28 FRIDAY

29 SATURDAY

MAY/JUNE 2027

30 SUNDAY

31 MONDAY

1 TUESDAY

2 WEDNESDAY

3 THURSDAY

4 FRIDAY

5 SATURDAY

2026 - 2027 Calendar

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

