



Policies & Regulations

At Archbishop Moeller High School, the common goal of the community of students, parents, and teachers is the formation of a young man's Christian responsibilities to society through the knowledge and skills offered. To assure this end, we provide principles based on respect that aid a student in striving for a mature Christian responsibility to his school and his fellow man.

Personnel

Carl Kremer.....**Dean of Students**
CKremer@Moeller.org (513) 791-1680, ext. 1012
Edith Vicario.....**Administrative Assistant**
EVicario@Moeller.org (513) 791-1680, ext. 1001

OFFICE OF THE DEAN OF STUDENTS

One of the major concerns of this office is disciplinary matters. The scope of the office, therefore, is the enforcement of school policies, student behavior that affects the well being of the student body, the general order, and the morale of the students. All activities of this office are done in close cooperation with the students, the teaching staff, fellow administrators, and parents. All are an integral part of this area of concern. Specific responsibilities include discipline, attendance, and dress code.

Goals & Philosophy

At Moeller High School, the common goal of the community of students, parents, and teachers is the formation of a young man's Christian responsibilities to society through the knowledge and skills offered at Moeller. To assure this end, the following principles are the basis for the various policies, rules, and regulations:

1. Respect for the common good – whether this be the rights of a particular group (a class, a division) or the entire school community;
2. Respect for the rights of the individual;
3. Respect for self;
4. Respect for the building, grounds, and facilities; and
5. Respect for the many organizations and individuals outside the school community, but associated with the school in some way.

These principles, if they are followed in the form of a given rule or regulation, should aid the student in his striving for a mature Christian responsibility to his school and his fellow man.

Procedures

The administration of Moeller High School encourages the faculty and staff to handle most infractions of school policies within the context of the classroom or immediate situation. Should this become impossible in a given student's case, either because of repeated misconduct or the nature of the infraction, the student's conduct becomes a matter of concern for the dean of students.

DETENTION NOTICES

Detention Notices are issued for parking violations, dress code violations, inappropriate hallway behavior, excessive tardies, inappropriate cafeteria behavior, or other causes determined by the faculty/staff member not to be a classroom issue. If a student receives 10 detention notices, a Report of Misconduct will be issued. Every five detentions received after the initial 10 will result in a Report of Misconduct. School-wide detentions are served Monday through Thursday at 7 AM or 2:55 PM. The detention must be served on the day of or the day following the date issued. If more than one day is assigned, the detentions must be served consecutively.

A REPORT OF MISCONDUCT

A Report of Misconduct will be issued by the faculty/staff member directly to the student. The student is required to report the event to the dean of students before the end of the school day.

The faculty/staff member involved is required to telephone the parents as soon as possible and inform them of the

circumstances of the event. The parents are required to sign the Report of Misconduct, and the student will return it to the dean of students the next day. It is at this point that disciplinary action will be taken.

A Report of Misconduct is not issued lightly and should not be taken lightly. After three such reports, the dean of students will consider the following options: 1) disciplinary probation, 2) suspension, or 3) possible expulsion from Moeller High School. A conference will be arranged immediately with the parents or guardians.

If an infraction of school policy is of significant magnitude, a student can receive any of the above-stated sanctions without the requirement of the three reports of misconduct. Again, there would be an immediate parental conference to discuss the matter.

Should the problem become unresolvable, the administration of Moeller High School must, and will, consider removing the student from the school.

The administration of Moeller High School reserves the right to take all steps necessary to insure the general morale and order of the student body along the lines stated in the philosophy and the policies and regulations of this guide.

Any conduct unbecoming of a Moeller student, on or off campus, may result in probation, suspension, and/or expulsion, as determined by the Moeller administration.

School Absences

ATTENDANCE LAW

State education law requires that all young people attend school until they are 18 years of age or are graduated. Exceptions to this rule are made when a student is employed full time, having reached the age of 16 and passes the seventh grade, provided that he/she has been given a legal working permit by the school. Parental permission is also required. A student 18 years of age or older and not residing with a parent or legal guardian must contact the principal and the dean of students regarding attendance policies and academic records.

The Ohio Revised Code (3321.03) clearly states that “except in cases where a pupil has been properly excused, his parents or guardian have the primary responsibility for requiring school attendance.” The law further states that

“the failure to send a child to school may result in a fine, or, if repeated, in a jail sentence for the offending parent.”

“Other guided learning experiences,” within the meaning of this standard, are those educationally related uses of pupil time designed to augment the pupil’s graded course of study that are planned cooperatively by the pupil, parent, or guardian, and certified school personnel and that are approved by the principal pursuant to district rules and regulations. Such experiences may be provided off the school campus.

A full-time pupil, within the meaning of the standard, is one who participates in scheduled classes and other guided-learning experiences for the duration of the official school day and is enrolled for a minimum of four units of credit or the equivalency thereof.

ABSENCE POLICY

Consistent attendance and punctuality are necessary for a student to benefit from the entire school program. Therefore regular attendance is required of every student. Parents are expected to be cooperative and honest in dealing with situations that interfere with regular school attendance. Students are encouraged to plan and manage their activities to minimize excessive absences from class.

A student who is absent for 10 partial/full days per semester may be required to meet with both the dean of students and the dean of academics. Stipulations regarding attendance and academic requirements for the student to remain at Moeller may be decided at this meeting.

It is not the policy of Moeller to permit absences for vacations, doctor appointments, job interviews, and other personal business. These absences are strongly discouraged and will be counted toward the 10 absences per semester.

It’s the student’s responsibility to make up assignments and tests when absent. See the make-up policy under “Academic Programs,” page 3.

Teachers are required to provide make-up work only to those students who will miss class due to illness or extreme family circumstances.

If a student is absent on a school day, he may not participate in any activities after school, including athletic events, clubs, or school dances/prom.

ABSENCE REPORTING

When a student is absent (partial or full day) or tardy, his parent or guardian should call the absence line before 8:30 AM. Upon returning to school, the student must present a written, dated and signed excuse, which names the days absent and states the reason for the absence to the Main Office before homeroom.

A student who is absent five days in a row must present a doctor's statement attesting to his illness on the day he returns to school. This note must be submitted to the Main Office. If a student fails to bring in an absence note after two days, a detention will be given.

ABSENCE LINE: 791-1680, option #3

UNEXCUSED ABSENCE

An unexcused absence will be dealt with by the dean of students and will result in the student serving detention and/or a Report of Misconduct.

EARLY DISMISSAL

Students are asked not to make appointments during school hours. Those appointments that have to be made may be verified by a phone call. If circumstances make it urgent for a student to leave school, he must bring a note from his parent or guardian to the Main Office before first block and request an Early Dismissal Form. If a note is forgotten or an emergency appointment is necessary, the school office must be notified and the student signed out in the Main Office when he is picked up. If a student is driving himself, a signed note must be brought to the office the next day. The student bears the responsibility for making up work missed. If two class periods are missed, the student will be marked $\frac{1}{2}$ day absent.

ILLNESS AT SCHOOL

If a student becomes ill at school, he must report to the school nurse. If the student becomes too ill to remain at school, the school nurse will call the student's parent or guardian, and arrangements will be made for him to go home. Students may not make arrangements for their own dismissal, nor should students call their parent or guardian themselves.

ABSENCE FOR COLLEGE VISITS

Seniors are given two official college visit days. The parent or guardian must report the student's absence on the absence line: 791-1680, option #3, before 8:30 AM. Upon

the student's return, he must present a signed note from the university or college he attended to the Main Office before first block begins. When the correct procedures are followed, the college visit is an excused absence and it is the student's responsibility to secure from his teachers missed assignments, notes, etc. and to make arrangements for any missed tests or quizzes.

ABSENCE FOR FIELD TRIPS

The teacher who is sponsoring the field trip distributes the field trip form. The student must have his parent or guardian and each of his teachers sign the form before the event. If any teacher is not willing to have the student miss class, permission to go on the field trip is withdrawn. Reasons why a teacher might refuse permission include frequent absence, incomplete assignments, or failing grades. This form must be returned to the Main Office after it is signed.

TARDINESS

Students are expected to be prompt at the beginning of the school day and for all of their classes. School begins at 7:50 AM. Those students arriving late are required to obtain admission from the Main Office. Although a written, dated, signed note is required for all absences, as well as late arrivals and early dismissals, such a note does not excuse a student's tardiness. Oversleeping, car trouble, etc., are not considered excuses for tardiness.

A student will receive one hour of detention for each tardy over three per quarter.

Any arrival after 8:30 AM without a valid parent or doctor's note will be considered an unexcused absence. One hour detention will be issued for each class period missed or partially missed.

CO-CURRICULAR ABSENCE

Moeller recognizes the importance of co-curricular activities that may cause a student to miss regular class time.

However, it is also important that these absences be kept to a minimum. It is the student's responsibility to contact the teacher for make-up work, to be done at the teacher's discretion.

Members of the Moeller community are always happy when one of our athletic teams makes it to the state playoffs. In most cases, getting tickets for these events is impossible. Though proud of student athletes and coaches, we cannot give permission for students not participating in the athletic

contest to be absent from school on the day(s) of the contest. A student attending a state athletic contest during the school day would be considered to have an unexcused absence from school. We appreciate your cooperation.

Dress Code

GENERAL DRESS CODE

Dress and grooming help create an atmosphere in any institution. Moeller High School is an academic institution and as such requires its students to dress neatly and be well groomed. Dress and grooming are primarily parental and student responsibilities. However, Moeller High School reserves the right to decide if a student is in violation of the above principles, especially if the health, safety, or educational performance of the student, or other students, is jeopardized. Students out of dress code will be subject to disciplinary action. A student may not be permitted to attend class until he is in compliance with the dress code. The decision of the administration is final.

SHIRTS: Only dress or casual dress shirts are permitted. All shirts must have a collar and should be of a type and length that can meet the requirement of being tucked in at all times. Only discreet and appropriate labels, designs and names are permitted. A formal fold-over turtleneck is considered to be a collared shirt (mock turtlenecks are not acceptable).

SWEATSHIRTS: Only Moeller sweatshirts are permitted. College sweatshirts or other sweatshirts with writing on them are not permitted. Hooded garments of any kind (including Moeller sweatshirts) are not permitted.

SWEATERS/PULLOVERS: Dress/casual sweaters or pullovers may be worn as long as a collared shirt is showing underneath. These garments should not have writing on them except for a discreetly printed brand label or "Moeller." Fleece pullovers are permitted if they do not zip all the way down.

***PLEASE NOTE: All shirts must be tucked in except for sweaters, Moeller sweatshirts, and other pullovers gathered at the waist.

JACKETS: Jackets may not be worn inside the school during the school day. A jacket is defined as any garment that zips all the way down.

TROUSERS: Dress or casual slacks must be worn. Jeans of any color, pegged pants, or other fashion fads are not permitted. Pants with outside pockets (cargo pants) are also not permitted. Sweatpants or any other athletic attire may not be worn outside the physical education areas.

SHOES: Shoes and socks are required at all times. Athletic shoes of any kind are not permitted. Boots and hightop (above the ankle) shoes are not permitted. Requests for permission to wear gym shoes or other hightop shoes due to injury will be considered on an individual basis by the dean of students. Such requests are to be made before the beginning of the school day and must be accompanied by a signed parental note. For any long-term exception to this policy the school will require a written request from a physician.

HAIR and SHAVE: Hair is to be neat and clean and of appropriate length (approximately collar length and out of the eyes). Fad hair styles, cuts, and colors are not acceptable. In all questions of appropriateness of style or cut, the dean of students is the decision maker. A student is to be clean shaven at all times.

MISCELLANEOUS: Chains draping from the belt loop to the pocket are not permitted. Key chains are not to be worn on the belt loop. A limit of two necklaces are permitted as long as they are deemed appropriate by the dean of students. "Dog collars" and "choker chains" are not appropriate. Earrings of any kind are not permitted.

ALTERNATE DRESS CODE

T-SHIRTS: T-shirts are not permitted during the regular dress code. Moeller t-shirts obtained through the bookstore or any official Moeller organization may be worn during the alternate dress code. T-shirts must be tucked in as part of the dress code.

SHORTS: Shorts must be of tennis length or longer. No athletic shorts or shorts with side pockets are permitted in this dress code.

SHOES: Gym shoes and socks must be of at least ankle length. Alternate dress code will be implemented at the discretion of the administration.

Alcohol, Tobacco & Other Drugs

MESSAGE TO PARENTS

Substance abuse by teenagers is a nationwide problem, and the problem also exists at Moeller High School.

Our students have told us that they are using alcohol and tobacco, and, in some cases, other illegal drugs. To validate this information, you need only to talk with your son.

Several years ago, the Moeller administration chose to take a proactive role in the approach to preventing substance use/abuse by our students. The goal was to establish a written policy outlining our concerns and objectives, along with a positive plan of action.

This action plan is primarily aimed at prevention and education. Professional counseling and assistance are at the heart of the plan.

You chose to send your son to Moeller because we have established and maintained standards of excellence in all aspects of our school. We work hard to help each student develop his full potential. Research shows that he will not reach his potential by using alcohol, tobacco, and other drugs.

This pamphlet is a summary of the philosophy and policies of Moeller High School concerning alcohol, tobacco, and other drugs. These policies are explained in complete detail in the *Drug Commitment Handbook* that is given to all parents during/prior to their son's freshman year. A copy of the *Drug Commitment Handbook* can be obtained from Gail Dorsey, the student assistance counselor.

PHILOSOPHY

Moeller High School recognizes that to meet the educational and spiritual needs of its students, the school must maintain a holistic health environment for its students, faculty, and staff.

Our policies concerning alcohol, tobacco, and other drugs couple positive motivations for self improvement with disciplinary action. Since prevention is preferable to treatment, Moeller High School utilizes both policy and programming to prevent the use of addictive substances before they become problematic.

We are committed to providing information and assistance that will encourage and empower students, staff, and parents to make positive, informed choices regarding the use of alcohol, tobacco, and other drugs.

Our intent is to prevent drug use and to provide a structure for students and their families to receive assistance, when needed.

NOTE: All references to "drugs" or "chemicals" in this pamphlet are inclusive of alcohol, tobacco, and other drugs that students might use illegally.

RESPONSIBILITIES

It is crucial that coaches, faculty, parents, and students recognize the importance of honesty and forth-rightness in providing information pertinent to issues and situations related to both voluntary referrals and violations of the school's policies.

STUDENT — Each student is responsible for reading, understanding, and following this policy. In addition, he has a responsibility:

1. To support prevention activities;
2. To serve as a positive role model, especially to peers and younger children in the Moeller community;
3. To use the information to make positive choices about alcohol and other drug use; and
4. To be aware of counseling services available.

A student should recognize his responsibility for seeking assistance and counseling for drug and alcohol problems and for referring peers for assistance. The student may seek assistance from a counselor, the student assistance counselor, a coach, moderator, or any trusted faculty member.

In addition, students are advised to be familiar with state laws that relate to underage persons and alcohol or other drugs.

PARENT – Moeller High School recognizes that parents are primarily responsible for their children. The effectiveness of this program will be enhanced by the cooperative effort of the family, school, staff, and school community. Some specific responsibilities of parents while their sons are students at Moeller High School include the following:

1. Reinforcing the school's policy and prevention efforts;
2. Providing leadership for the Moeller community in prevention activities;
3. Serving as positive role models regarding the use of alcohol and other drugs;
4. Knowing and following the laws that relate to drugs and underage persons;

NOTE: Parents are responsible under the law and may be subject to civil lawsuits as well; and

5. Participating in parent educational programs.

Parents may refer students about whom they are concerned for assistance under the provisions of either VOLUNTARY or NON-VOLUNTARY REFERRALS. This can be done by contacting the dean of students, the student assistance counselor, or the coach/moderator of the student's activity.

FACULTY – Faculty, administration, and staff members of Moeller High School are responsible for the following:

1. Educating and counseling our students;
2. Participating in scheduled prevention training;
3. Providing leadership in parent, staff, and student prevention programs and alternative activities;
4. Referring or reporting all cases of suspected substance use or abuse to the dean of students;
5. Referring to the student assistance counselor any student who is experiencing difficulty, or behavioral symptoms that might indicate substance use or abuse; and
6. Reporting to the dean of students any suspected violation of this Policy so that the student may get the needed assistance and support to address the problem.

NOTE: Since ignoring any suspicion of a violation implies consent, reporting any suspected violation of this policy is critical.

Students at Moeller are committed to following established alcohol and other drug policies in two categories: general school policy and co-curricular policy.

GENERAL SCHOOL POLICY

APPLIES TO ALL STUDENTS: Each student at Moeller High School is subject to the following expectations and consequences regarding drug use during the course of any school year, including summer-school sessions and school-sponsored activities.

The actions set forth below are the routine disciplinary measures to be imposed for the violations described. Extreme violations may warrant stronger measures at the discretion of the dean of students. Likewise, the dean of students may pursue an alternative course of action if warranted by an evaluation of circumstances surrounding a particular incident.

All violations of this policy are cumulative over the student's entire high-school career.

EXPECTATION: Students of Moeller High School shall not possess, use, sell, give, or otherwise transfer, or be under the influence of any drug or counterfeit controlled substance, which is prohibited by law. Under school policy, this specifically includes the following:

1. At any school-sponsored or sanctioned activity or event;
2. On the student's person, including, but not limited to, book bags, cars, desks, lockers and wallets;
3. On or in close proximity to any property owned, leased, or under the control of Moeller High School, including vehicles used for the transportation of students; and
4. On any public or private property during normal school hours.

This includes alcohol, tobacco, other intoxicants, illegal drugs, illegal prescriptive medicines, controlled substances, intoxicating inhalants, and/or paraphernalia for using drugs.

CONSEQUENCES: All consequences are effective immediately from the time they are determined.

ALCOHOL & TOBACCO VIOLATIONS:

Selling, distributing, using, being under the influence, or possessing alcohol or tobacco in any form.

CONSEQUENCES — FIRST VIOLATION:

1. The student may be removed from the school/event and the parent(s) will be notified.
2. The police may be notified of the incident and may conduct an investigation at their discretion.
3. Consultation with parent(s) and student will emphasize available counseling and community resources.
4. Either A or B will be required.
 - A. The student will attend 10 in-school student sessions or an equivalent out-of-school program of assistance that is approved in advance by the dean of students or student assistance counselor.
 - B. The student will undergo assessment by a certified drug/alcohol counselor, licensed physician trained in chemical dependency, or a person recommended by the student assistance counselor.
 - C. A written report of findings and recommendations from the evaluator must be sent to the dean of students immediately following assessment. All recommendations must be followed by the student and/or his parents.
5. The student will be placed on disciplinary probation for one calendar year.
6. The student assistance counselor will be notified.

CONSEQUENCES — SECOND VIOLATION:

The above consequences will apply. In addition, the following will occur:

1. If the student is on disciplinary probation at the time of the second violation, he will be expelled. If his probationary period has expired, it will be at the discretion of the dean of students to put the student back on disciplinary probation or expel him.
2. If the student is re-assigned to disciplinary probation and has not undergone assessment, it will now be required.

OTHER DRUG VIOLATIONS:

Selling, distributing, using, being under the influence, or possessing illicit drugs, controlled substances, intoxicating inhalants, counterfeit illegal prescriptive medicines, controlled substances, and/or paraphernalia for using drugs.

CONSEQUENCES:

1. The student will be removed from the school/event for the remainder of the day/event, and the parent(s) will be notified.
2. The police may be notified of the incident, and, at their discretion, they may conduct an investigation.
3. Consultation with parent(s) and student will emphasize available counseling and community resources.
4. The student will be expelled.

CO-CURRICULAR POLICY

Applies to each student who represents Moeller by participating in any club, organization, or athletic activity.

“Co-curricular” is a term that includes all groups that are sanctioned by the Moeller administration as official representatives of the school. Being privileged to represent Moeller High School in leadership, performance, or competition roles, these students are held to additional accountability.

The co-curricular policy also applies to all students from other schools who represent Moeller High School in any activity.

PARTICIPATION:

Participation in co-curricular activities involves a **year-round commitment**. It is to be noted that a student's responsibility to himself and to his fellow participants does not end with the season or performance/participation schedule. Therefore, the co-curricular policy will be in effect as follows:

1. 12 months of the calendar year,
2. 24 hours a day,
3. On or off school property, and
4. Cumulative over the student's participation career at Moeller High School.

LEADERSHIP: Club/activity officers, team captains, and other elected or appointed student leaders of co-curricular activities are expected to be exemplary role models for other students.

Therefore, should a student leader be found in violation of the co-curricular policy, his leadership privileges will be suspended for the time that his consequences are in effect.

Consequences for a violation must be served in an activity in which the student has previously participated.

TOBACCO VIOLATIONS

Selling, distributing, using, or possessing tobacco in any form.

CONSEQUENCES:

The co-curricular policy for tobacco products will be enforced only under conditions as stated in the general school policy and will have the same consequences as alcohol under the co-curricular policy.

ALCOHOL VIOLATIONS

Selling, distributing, using, being under the influence or possessing alcohol in any form.

CONSEQUENCES:

1. First Violation – Student is suspended for 12 weeks from all co-curricular participation and leadership roles, and/or 30% of co-curricular competitions (four weeks and/or 10% WITH ASSISTANCE).
2. Second Violation – Student is suspended for one calendar year from all co-curricular participation and leadership roles and/or co-curricular competitions 12 weeks and/or 30%, WITH ASSISTANCE).
3. Third Violation – Student is suspended from all co-curricular participation and leadership roles and competitions for the remainder of his high school career (one calendar year, WITH ASSISTANCE).

OTHER DRUG VIOLATIONS

Selling, distributing, using, being under the influence or possessing illegal drugs, controlled substances, drug paraphernalia, illegal prescriptions, intoxicating inhalants, or counterfeit controlled substances – excluding alcohol and tobacco.

CONSEQUENCES

1. First Violation – Student is suspended from all co-curricular participation, leadership roles and competition for one calendar year (20 weeks and/or 50%, WITH ASSISTANCE).

2. Second Violation – Student is suspended from all co-curricular participation, leadership roles, and competition for the remainder of his high school career (one calendar year, WITH ASSISTANCE).
3. Third Violation – Student is suspended from all co-curricular participation, leadership roles, and competition for the remainder of his high school career.

ASSISTANCE

REFERRALS FOR ASSISTANCE

As part of the Moeller community, we are responsible for the welfare of our members.

1. Students, staff members, parents, and other responsible persons are expected to refer for assistance those about whom they are concerned. This provides an opportunity for the school to intervene before a behavior becomes so problematic that solutions are extremely difficult or impossible.
2. Referrals may be made to a coach, moderator, the counselor, the student assistance counselor, the dean of students, the school nurse, a school psychologist, or teacher of Moeller High School.

REFERRALS FOR ASSISTANCE TAKE TWO BASIC FORMS:

VOLUNTARY REFERRALS – Apply only when no violation has been detected by school officials. Such referrals result in no negative consequences, provided the student complies with the referral/treatment recommendations. This referral may be made by the student himself or any concerned person.

NON-VOLUNTARY REFERRALS – A concerned person reports to a school representative a possible violation of the school's drug policies. This information is forwarded to the dean of students.

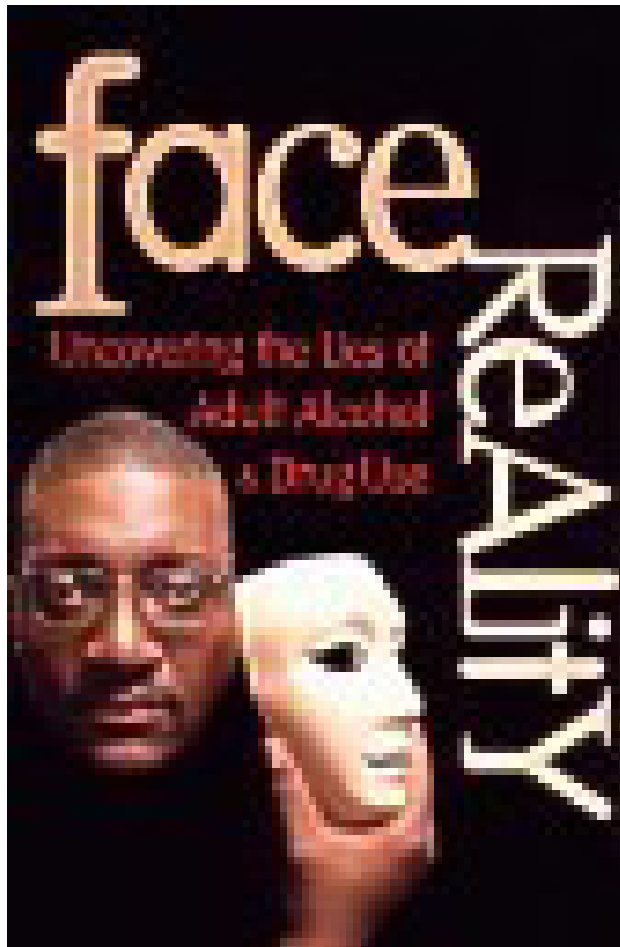
All such reports will be carefully investigated by the appropriate school official to establish validity prior to action being taken.

ASSISTANCE PROGRAMS

Assistance programs available to students who choose the CONSEQUENCES WITH ASSISTANCE option for a violation include the following:

1. In-school group counseling/education sessions related to the violation;
2. Individual counseling using school resources;
3. Individual and/or family counseling using outside agencies;
4. Referral to the student assistance counselor;
5. Chemical-use assessment by a certified drug/alcohol counselor, licensed physician trained in chemical dependency, or other professional recommended by the school;
6. Treatment by outside agency; or
7. In-school recovery support – individual or group – following treatment.

If any costs are incurred in the assistance programs, these costs will be the responsibility of the student and/or the student's parents.



Renowned expert on substance abuse, Milton Creagh, has been a frequent guest speaker at Moeller.

Laptop Policies

STUDENT LAPTOP USER AGREEMENT

INTRODUCTION:

Archbishop Moeller High School has actively pursued making advanced technology and increased access to learning opportunities available to our students. As a result of this pursuit, we are making laptops available to students of Archbishop Moeller High School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.

SOFTWARE:

The following software or equivalent will be installed on each student laptop computer:

- Adobe Acrobat Reader
- Windows Media Player
- The Deluxe Bible
- Zip Central
- Exam View Player
- Eyeguard
- Flash Player
- Microsoft Internet Explorer
- Microsoft Office
- Microtype
- Quicktime
- IBM Backup & Restore
- Shockwave Player
- Windows Media Player
- Microsoft Windows Operating System
- Sophos Anti-Virus
- Webroot Spysweeper

Individual courses may require additional software as specified in the course. **Games and/or unlicensed software are not permitted to be installed on the computer. Any software installed by the user must be approved by a Moeller information systems administrator.**

WALLPAPER/BACKGROUNDS: Only wallpaper and backgrounds provided in the display properties of Windows and backgrounds from Moeller's webpage are permitted.

SCREEN-SAVERS: Only screen savers provided in the display properties of Windows are permitted.

GAMES: Only games provided with the pre-installed software of Windows are permitted on the laptop.

E-MAIL: E-mail will be provided to each student. E-mail should be used for school-related communication only. E-mail is the property of Moeller High School. The Moeller Technology Department staff can read any e-mail sent by a student.

LAPTOP CASING: No stickers, writing, or other paraphernalia may be placed/attached on the laptop casing.

LAPTOP BAG: The laptop must always be carried in the supplied (always on) laptop bag.

LOST AND FOUND: If you misplace your laptop, you should first check the Laptop Help Center. A \$5 finder's fee will be charged for housing the student's misplaced laptop. The student will also be given a detention and will not receive the laptop until the end of the day.

LOSS AND NEGLIGENCE: Moeller will provide insurance against theft, loss, and damage for the four-year period of use by the student. *The student is responsible for any deductibles associated with the repair or replacement of the laptop.* The student takes responsibility for the reasonable care of any laptop issued to him by Moeller. The following is a list of repair items that may be charged to the student's account:

Stolen or lost computer	\$500
LCD screen replacement	\$250
LCD front casing	\$35
LCD rear casing	\$80
Palmrest casing	\$80
Bottom casing	\$75
AC power adapter	\$50
Battery	\$100
CD-ROM drive	\$100
Keyboard replacement	\$50
Always-on case (bag) replacement	\$50

UNAUTHORIZED USE OF SCHOOL COMPUTER SYSTEMS

Unauthorized access to any computer system or network component of Moeller High School is strictly forbidden under any circumstances. Such unauthorized access can result in expulsion and/or prosecution.

Miscellaneous

CELL PHONES & PAGERS

Students are permitted to have cell phones and pagers, but such devices may not be visible and /or used once the student arrives at school until the end of the school day (2:45 PM).

STUDENT FUND-RAISING

Students are expected to take part in the Fall Raffle fund-raising activity to contribute to the spirit and funding of the school. A \$50 minimum is required. If the minimum is not met, the remaining amount will be added to the student's fees for the year. We understand that some students and/or parents are not comfortable with certain fund-raising activities, thus the amount may be added to regular fees and the student would not be required to participate in the fund-raising activity.

EMERGENCIES

Should a student be injured during the school day, the supervising teacher and school nurse will attend to the student's needs immediately. If further diagnosis is necessary and urgent care is required, the school nurse will notify the parent or guardian immediately.

If parents cannot be located by phone, the school will refer to the emergency medical authorization form completed by the parent at the beginning of the school year. If specific doctor or hospital information is not provided, our procedure will be to transport the student by ambulance to Bethesda North Hospital for emergency treatment. The school will continue to attempt to locate the student's parents.

For emergencies that occur during a student's participation in athletic contests, the Moeller coaches will follow the procedure outlined by the athletic director. In all cases, the parents are notified as soon as possible for any emergency treatment necessary for their son.

SCHOOL CLOSING MAKE-UP DAYS

In the event that some type of severe weather or any other unforeseen emergency causes the closing of the school, whether by order of the superintendent or civil authority, the calendar will be adjusted accordingly, wherever possible, to make up days lost by emergency closings.

Certain holidays, in-service days, or the Easter vacation may become class days. As a last resort, the school year may be extended several days if it becomes necessary.

NOTICE OF NON-DISCRIMINATORY POLICY

Moeller High School admits young men of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the high school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school-administered programs and in its hiring practices.

PUBLIC SAFETY POLICIES

FIRE DRILL: At the sound of the alarm, all are to move in silence and as quickly as possible to the assigned exit (as designated by the notice posted in the classroom). The first students out hold the doors open until the building has been evacuated. Speed is essential. All students should report to their room positions on the school grounds. When the drill is over, students return to their classrooms in silence.

TORNADO DRILL: When the announcement over the P.A. is stated, all proceed quickly and in silence to their assigned stations (as designated by the notice posted in the classroom). All are to remain silent and stationary until the drill is over. Students are to return to their classrooms in silence.

SCHOOL SECURITY

SCHOOL PROTECTION: A student or students, who bring onto school property or into the school building any material or objects of a threatening nature to the safety or well being of the faculty, staff, and student body, will be liable to suspension and possible expulsion from Moeller, with the possibility of legal prosecution.

ELECTRONIC DEVICES: Walkman, iPods, CD players, laser pointers etc. are not permitted during school. If a teacher makes an exception to this rule for his/her own class that exception only applies to that specific class. Prior permission of the dean of students is required.

SCHOOL ISSUES

DISRUPTION OF SCHOOL: A student shall not, by use of violence, force, noise, threat, intimidation or coercion, cause the disruption of any school function.

Disruptions include, but are not necessarily limited to, false fire alarms, bomb threats, walkouts, strikes, sit-ins, inciting to disrupt, throwing objects, shouting, obstruction of entrances and hallways, etc.

DAMAGE OR DESTRUCTION OF PROPERTY: A student shall not damage or destroy, or attempt to damage or destroy, school or private property.

DANGEROUS WEAPONS OR EXPLOSIVES: A student shall not possess, handle, transmit, or conceal any weapon or object capable of causing injury to another person, including, but not limited to, guns, knives, ice picks, brass knuckles, fire crackers, smoke bombs, or chemicals.

THEFT: A student shall not remove or take property belonging either to the school or to another individual.

FORGERY: A student shall not write the name of another person or alter the date, time, grade, or other data on any school form or on correspondence directed to the school.

DISRESPECT (PROFANITY AND OBSCENE GESTURES): A student shall not use profane or obscene language, motions, signs, or writing.

INITIATION: No hazing or initiation ceremony is permitted.

LEAVING SCHOOL: No student may leave the premises during the school day, including the lunch period, without written authorization from the office. Parents are informed

before students who are ill leave school. **The school day begins when the student arrives on school grounds.**

PARKING LOT: No student is permitted to go to the parking areas during the school day. Any student needing to do so must ask permission of the dean of students.

OTHER SCHOOLS: Moeller students are not permitted to visit other schools when classes are not in session at Moeller, without the expressed permission of the other school's administration.

DISCIPLINARY PROBATION: A student may be placed on disciplinary probation at the discretion of the dean of students. This probation lasts for one calendar year and serves as a formal warning that the student's conduct has not met the standards of Moeller High School and must immediately change. While on probation, the student is subject to immediate expulsion for further disciplinary infractions.

MARRIED STUDENTS: Rules regarding married students are based upon the "Handbook for Schools of the Archdiocese of Cincinnati." Basically, married students are not permitted to attend Moeller High School. All situations that may arise will be judged according to the Archdiocesan standards and the individual circumstances of the particular case involved.

BUSES: Gentlemanly conduct is expected while riding to and from school on school buses and public transportation. Student actions at this time reflect on the good name of their families and Moeller High School. Misconduct will be treated as though it occurred at school. Students from other schools using Moeller High School as a transfer point will be subject to the same rules and regulations which apply to Moeller students when on the school grounds or in the school building.

SCHOOL EQUIPMENT: Students require direct permission of the teacher for handling school equipment of any kind. Any student who defaces school property will be given a Report of Misconduct and be made to pay the full cost of the damage and repair. A student is expected to pay for a damaged or lost library book. Office telephones may only be used by students with the permission of the Main Office staff.

SCHOOL-SPONSORED EVENTS: Frequently during the course of the school year, various activities occur that are directly related to Moeller High School. Some of these activities occur on Moeller property, while others occur on the property of other schools or public places being used by Moeller or another school.

No matter where the school sponsored event occurs, Moeller students are expected to conduct themselves as responsible young men, abiding by the acceptable code of conduct of Moeller High School. Misconduct which occurs at these events, particularly where alcohol and drugs are concerned, will be treated as though it occurred during the course of a regular school day. School-sponsored events, where the use of Moeller facilities are involved, must be approved by the principal. For some events, such as dances, a specific list of rules and time constraints will be issued.

PROMS: It is a matter of record that no student is obligated to wear a tuxedo to the prom. While social pressure may indicate otherwise, the school will do all it can to protect the student's rights with respect to this expense.

It is most important that parents cooperate fully in the prom activity. The school does not condone nor encourage any activity following the conclusion of the dance. Any entertainment beyond the dance may not receive support from the school administration. The parent should be cognizant of this fact. The so-called "prom weekend" is not condoned. The school must refuse to bear responsibility for these extra-prom activities. Responsibility must be borne by the student and his parents. A decision is made each year as to the start and end times for prom. Disciplinary matters and decisions are the responsibility of the dean of students. Any appeal of his decisions will be made directly to Moeller's principal.

GENERAL INFORMATION REGARDING SCHOOL PROCEDURES

PRE-SCHOOL STUDY HALL: Every morning from 7:00 AM the main doors of school are open and the cafeteria is available to students for study or work.

STUDENT MESSAGES: Parents are requested not to call their sons from class during school hours. Any urgent messages may be left with a member of the office staff who will see that all such messages are given to the student after class. Emergency messages will receive prompt and immediate attention.

EMERGENCY CLOSING: Information regarding emergency closings due to hazardous weather conditions can be found on all local television stations and most radio stations. Closing information is available at any time on the main page of Moeller's website at www.Moeller.org.

PARKING: Parking on campus is a privilege. Students who violate parking regulations or who fail to drive cautiously will be subject to fines, disciplinary action, towing, or revoking of parking privileges. Parking is NOT permitted in the All Saints lot except by those assigned to spaces there and marked "M."

Students may not go to their cars or into the parking lots during the school day. Spaces in the school lot are assigned to students, renting at \$100 per school year. Because demand for spaces exceeds spaces available, carpooling is encouraged. Preference is given to seniors and juniors who transport other upper classmen to and from school. Drivers are to register their car (make, model, year, color and license plate number).

A student's parking permit is the property of Moeller High School and **nontransferable**. If a student transfers or withdraws from Moeller, his permit should be returned to the Main Office. If a student's permit is lost or stolen, he should notify the Main Office immediately.

Any day a student, with a valid parking pass, is temporarily using an unregistered car, he must report this information to the Main Office before the start of school. The driver of any car without a **visible** parking permit will be issued a **detention**.

CAFETERIA

Each student is to use a lunch tray while going through the food service line and while eating his food. When a student has finished eating, he is responsible for bringing his tray and refuse to the counter; he should then return to his table. A student may use the first floor restroom during the lunch period, but permission to go beyond this limit must be obtained from the lunch supervisor. All eating and drinking must be confined to the cafeteria area. Book bags, books, etc. may not be brought to the cafeteria during lunch period.