

CALVERT CATHOLIC SCHOOLS

PHILOSOPHY

The Schools shall have as their primary purpose the full spiritual and intellectual development of students according to the teachings of Jesus Christ as these are known and lived in the Roman Catholic Church. As schools within the Diocese of Toledo, the Schools shall operate according to the teachings, doctrines and policies of the Roman Catholic Church as set forth by the Bishop of Toledo.

Calvert Catholic Schools shall be incorporated under the laws of the State of Ohio as a non-profit, tax-exempt institution operating for religious educational purposes.

MISSION STATEMENT

The mission of Calvert Catholic Schools is to come together to strengthen our entire community by providing excellent Christian education to achieve the Church's mission of teaching the Catholic faith to present and future generations. We invite all Catholic families and others who embrace our vision to join us.

August, 2009

Dear Parents, Guardians and Students:

Welcome to Calvert High School and the 2009-2010 school year! This handbook has been provided in an effort to inform you of the policies and procedures at Calvert. The faculty, staff and administration are committed to the spiritual, physical, social and intellectual growth of all of our students. We recognize the need for a partnership to exist so that there is cooperation between parents, students, and the school for the effectiveness of school programs. When good communication exists, successful results can be achieved. The establishment of fair and reasonable rules and regulations helps to insure such results.

Therefore, we strongly urge all students and parents to read this handbook carefully and become familiar with the information in it. Students should keep the handbook accessible so that it is available for reference when needed. Extra copies are available in the office.

Since its first graduating class in 1927, Calvert High School has continued its fine tradition of education and spirit. We are committed to continuing this tradition. The records and achievements of our students and over 7,000 graduates exhibit this solid foundation. Your support and cooperation are appreciated as we continually strive to provide a quality education in a Catholic and Christian environment.

Faculty, Staff and Administration
Calvert High School Campus
Calvert Catholic Schools

**CALVERT HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2009-2010**

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PHILOSOPHY

Calvert High School, a Diocesan School in the Roman Catholic Diocese of Toledo, fosters the belief in God and the Church, a respect for the value of the human person, and a commitment to a mission of service. The Calvert Community, supporting the parents as the primary educators, strives to create an atmosphere in which

students value God and develop their own talents in order to take their respective places in the global community as responsible Christians.

MISSION STATEMENT

The mission of Calvert High School is to provide an environment that enables the students to develop spiritually, academically, socially, emotionally, physically, and esthetically. Through courses of study, co-curricular activities, and opportunities to practice their religion, Calvert High School helps students prepare for a life of work, leisure, and worship. Calvert High School works with parents, community, other educational institutions, and churches in this process of education.

ADMISSION POLICY STATEMENT

Calvert High School seeks to serve parents who want a Catholic education for their children. Children of all faiths can be admitted with the understanding that they participate in the religion program and religious services. Calvert High School admits students of any race, color, nationality, ethnic origin or sex, and affords them all rights, privileges, programs and activities generally accorded or made available to students in the School.

Through the application process, children will be screened to ensure that:

Families applying to enroll their children understand the Catholic mission of Calvert Catholic Schools and agree to adhere to the Schools' philosophy of Catholic education and agree to abide by the Schools' policies.

Children transferring into the Schools are academically prepared for the curriculum.

The needs of the children can be served through the Schools' program.

Active participation in the liturgical and sacramental life of the parish is required of Catholics.

SCHOOL EMBLEM - Seneca Indian

SCHOOL COLORS - Royal Blue & White

CALVERT ALMA MATER

CALVERT FIGHT SONG

Hail to thee Alma Mater
Hail white and blue
Always to Calvert
Our hearts are true
Through the years
We'll remember
Dear Calvert High
Hail Alma Mater
of days gone by.

Cheer Calvert High
From loyal hearts ring our cry
Proudly we hail,
Our high school, dear old Calvert
We are singing, praising, ringing
Cheer Calvert High
Her glory we will proclaim
Our blue and white
Will bring us honor, victory and fame!

CLOCK SCHEDULE

SCHEDULE 1

SCHEDULE 2

Period Time Minutes

Period Time Minutes

1	8:00 - 8:50	50	
	8:53 - 9:03	10	Convocation
2	9:06 - 9:56	50	
3	9:59 - 10:49	50	
4	10:52 - 11:42	50	
5	11:45 - 12:10	25	Lunch Class Class
6	12:12 - 12:37	25	Class Lunch Class
7	12:39 - 1:04	25	Class Class Lunch
8	1:07 - 1:57	50	
9	2:00 - 2:50	50	

1	8:00 - 8:44	44	
	8:47 - 9:33	46	Assembly
2	9:36 - 10:20	44	
3	10:23 - 11:07	44	
4	11:10 - 11:54	44	
5	11:57 - 12:22	25	Lunch Class Class
6	12:24 - 12:49	25	Class Lunch Class
7	12:51 - 1:16	25	Class Class Lunch
8	1:19 - 2:03	44	
9	2:06 - 2:50	44	

SCHEDULE 3

Period	Time	Minutes	
1	8:00 - 8:45	45	
2	8:48 - 9:33	45	
3	9:36 - 10:21	45	
4	10:24 - 11:09	45	
5	11:12 - 11:37	25	Lunch Class Class
6	11:39 - 12:04	25	Class Lunch Class
7	12:06 - 12:31	25	Class Class Lunch
8	12:34 - 1:19	45	
9	1:22 - 2:07	45	
	2:10 - 2:50	40	Assembly

SCHEDULE 4

Period	Time	Minutes	
1	8:00 - 8:47	47	
2	8:50 - 9:37	47	
3	9:40 - 10:27	47	
4	10:30 - 11:17	47	
5	11:20 - 11:45	25	Lunch Class Class
6	11:47 - 12:12	25	Class Lunch Class
7	12:14 - 12:39	25	Class Class Lunch
8	12:42 - 1:29	47	
9	1:32 - 2:19	47	
	2:25 - 2:50	25	Pep Rally

TWO-HOUR DELAY

Period	Time	Minutes
1	10:00 - 10:30	30
2	10:33 - 11:03	30
3	11:06 - 11:36	30
5	11:39 - 12:09	30
6	12:09 - 12:39	30
7	12:39 - 1:09	30
4	1:12 - 1:42	30
8	1:45 - 2:15	30
9	2:18 - 2:50	32

CALVERT CATHOLIC SCHOOLS

Calvert High School

2009-2010 Calendar

AUGUST

Wednesday	5	Parent OHSAA/Team Meetings	6:00
Saturday	15	Assumption	

Tuesday	18	10-11-12 Orientation	10:00
Wednesday	19	Freshmen Orientation	11:00 - 2:00
Thursday	20	Parents Meeting Night	7:00
Monday	24	Faculty/Staff In-Service	
Tuesday	25	First Day of School	

SEPTEMBER

Monday	7	Labor Day - No School	
Wednesday	9	School Picture Day	
Friday	18	Homecoming Football Game	
Saturday	19	Homecoming Dance	

OCTOBER

Friday	2	First Friday Breakfast	
Thursday	8	Quiz Bowl Match (Home)	
Friday	9	C.C.S. In-Service - No School	
Sat/Sun	10,11	Alumni Weekend	
Wednesday	14	Testing Day	
Thursday	15	Sophomore Retreat	
Friday	16	Junior Retreat	
Friday	23	1st Quarter Ends - 43 Days	
Monday	19	Picture Re-Takes	
Mon-Fri	26-30	Fall Ohio Graduation Tests	
Saturday	31	Autumn Auction	

NOVEMBER

Sunday	1	All Saints' Day	
Tuesday	3	Election Day	
Friday	6	First Friday Breakfast	
Thursday	12	Quiz Bowl match (Home)	
Sunday	15	Parent/Daughter Breakfast	
Wed/Fri	25-27	Thanksgiving Break	

DECEMBER

Friday	4	First Friday Breakfast	
Tuesday	8	Immaculate Conception	
Fri/Mon/Tue	18/21/22	Exams	
Sunday	20	Christmas Concert	
Tuesday	22	2nd Quarter Ends - 39 Days	
Wednesday	23	Christmas Break Begins	
Friday	25	Christmas Day	

JANUARY

Friday	1	New Year's Day	
Tuesday	5	Back to School	
Sun/Wed	17-20	Kairos Senior Retreat	
Monday	18	Martin Luther King Day - No School	
Thursday	28	Quiz Bowl Match (Home)	
Sunday	31	Start of Catholic Schools Week	

FEBRUARY

Mon/Fri	1/5	Catholic Schools Week	
Friday	5	First Friday Breakfast	
Monday	15	Presidents' Day - No School	

Wednesday	17	Ash Wednesday
Thursday	18	Quiz Bowl Match (Away)

MARCH

Friday	5	First Friday Breakfast
Friday	12	3rd Quarter Ends - 47 Days
Sunday	14	Parent/Son Breakfast
Mon-Fri	15-19	Ohio Graduation Tests
Thursday	25	Spring School Picture Day
Fri/Sat/Sun	26/27/28	Spring Musical

APRIL

Thursday	1	Easter Break Begins
Friday	2	Good Friday
Sunday	4	Easter Sunday
Wednesday	7	Back to School
Saturday	17	Spring Fling
Tuesday	27	N.H.S. Induction

MAY

Saturday	1	Prom	
Tuesday	11	Awards Night	8:00 p.m.
Sunday	16	Spring Concert	
Wednesday	19	Baccalaureate Mass @St. Mary	7:30 p.m.
Wed/Thu/Fri	26/27/28	Underclass Exams	
Friday	28	4th Quarter Ends - 51 Days	
Sunday	30	Graduation	2:00 p.m.
Monday	31	Memorial Day	

JUNE

Tuesday	1	Teacher In-Service
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Updated 5/15/09

GENERAL SCHOOL INFORMATION

Throughout the school year students, parents, or guardians may need to contact the school. The following information may help:

MAIN OFFICE: Phone: 419-447-3844 Fax: 419-447-2922 Hours: 7:30 a.m. - 3:30 p.m.

WEBSITE: www.calverths.org

Principal:	Anthony J. Mass	ext 12	<i>amass@calverths.org</i>
Dean of Students:	Bob Stover	ext 31	<i>bstover@calverths.org</i>
Business Manager:	Terri Frankart	ext 13	<i>tfrankart@calverths.org</i>
Secretary:	Tami Weber	ext 10	<i>tweber@calverths.org</i>

CHAPLAIN:	Fr. Eric Culler	ext. 19	<i>frculler@calverths.org</i>
ALUMNI and DEVELOPMENT:	Nancy Warnement	ext. 24	<i>nwarnement@calverths.org</i>
ATHLETICS:	Pat Herron	ext. 16	<i>pherron@calverths.org</i>
GUIDANCE:	Kathy Hamilton	ext. 25	<i>khamilton@calverths.org</i>
	Direct Phone: 419-448-0883		

CALVERT CATHOLIC SCHOOLS – Phone: 419-443-0263

Superintendent:	Theodore Rombach	
Business Manager:	Terri Frankart	
Administrative Asst.	Ellen Lucius	
Director of Development:	Michael Baltzell	Direct Phone: 419-447-0358

PARENT/TEACHER COMMUNICATION

It is the philosophy of Calvert Catholic Schools that in order for our students to receive the best education possible, their parents, teachers, administrators, and the Board of Trustees need to work together.

Parents must feel that they can communicate with the CCS staff in a non-threatening atmosphere. Through this communication, common problems (in various degrees of seriousness) can be solved. Parents and staff members must make the effort to understand what occurs in a system and have reasonable expectations of those involved in the educational process. When problems/concerns do arise, there is a responsibility to include only those with primary involvement in the issue, instead of discussing particulars with friends, etc. who are not directly involved with the problem. Teachers, staff members, and all administration team members will make every effort to communicate with parents in a timely manner. Keeping in mind that providing the best possible environment for learning is the ultimate goal, they are open to discussing any and all difficulties and will try to deal with concerns in a positive manner.

The following procedures have been developed:

A. Preferred Contact Option:

1. As an initial step, the Parent or Guardian should immediately contact and meet with the teacher or staff member to discuss the situation. This responsibility to communicate directly with the person involved must be taken seriously. This indicates to the student/students involved that the parent/parents and the staff are working together, and illustrates by example, the use of communication to solve differences.
2. If the matter is satisfactorily dealt with, the matter is concluded.
3. After the initial meeting, if the concern is not rectified, both the parent and staff member must complete a documentation form.
4. The form should include the names of those involved and a summarization of the incident. The forms will be turned over to the building principal and superintendent, if necessary. A summary of the initial meeting and any resolutions of the problem need to be noted, and all participants must sign the document. Any further actions, including additional investigations, follow up meetings, or reports must be noted and must indicate whether or not the recommendations meet with the approval of all concerned.

5. If, for some exceptional reason, the parent chooses not to talk to the teacher or any other staff member, the parent can use part B listed below.

B. Ombudsman Committee:

Parents, students or staff members (referred to as “petitioners”) can approach the Ombudsman Committee if condition #5 in Part A exists or if a breakdown in communication has occurred. As a general rule, issues handled by the Ombudsman Committee are restricted to those occurring within the current school year.

1. The petitioner should complete the Ombudsman Petition (available online, in the appendix of this handbook, or in the parish offices.) When completed, the form can be mailed to the parish offices, placed in the collection plate, or delivered to the committee chairman.
2. The chairman will contact the superintendent to determine which administrator or department should be contacted. The issue will then be assigned to an ombudsman for investigation.
3. The ombudsman will conduct an initial interview with the petitioner to clarify the issue and explain the process.
4. The issue will be addressed to completion and a written report will be completed to describe how the matter in question was resolved. The ombudsman and a school administrator will sign the report, then a copy of the original petition and the report will be given to the petitioner.

GENERAL POLICIES

1. School Visitors and Visitations:

All visitors must use the Tiffin St. entrance between 8:15 -3:15 and report to the main office to sign in.

2. Spiritual/Religious Activities

Calvert High School’s unique approach to the education of youth is to incorporate the dimension of faith formation into the whole of the school environment. In order to accomplish this task, the following activities require student participation:

- a) Weekly school Masses.
- b) Annual class retreats (attendance mandatory) during the school year. Provisions for Mass and the Sacrament of Reconciliation are included in the day.
- c) The Sacrament of Reconciliation during Advent and Lent.
- d) All students must attend religion classes and complete the required course work.
- e) Students are required to complete the prescribed number of community service hours each semester.

Additional and optional opportunities for spiritual growth are the following:

- a) The chapel is open throughout the day and students are encouraged to stop in and visit our Eucharistic Lord.
- b) Students can make arrangements with priests for individual confession at any time.
- c) Eucharistic Adoration and Benediction is offered every First Friday of the month.
- d) Students can assume leadership positions and/or be active members in the Student Spiritual Commission.
- e) Vocations to the religious life and priesthood are encouraged and explored by discussion with priest(s) or sister(s) on staff and other resources.

3. Tuition/Fees/Report Cards/Refunds

a) Calvert High School uses a “prepaid” tuition collection plan. Details of this plan can be obtained from the Business Office. If students or parents foresee that special arrangements will have to be made to pay tuition, they must contact the Business Office. Every effort will be made to work out a mutually

agreeable arrangement. The school does offer reduced cost lunches and a work-study program for qualified students.

b) It is the policy of Calvert High School that grades and other records will not be released at the end of the school year unless all financial matters are settled. This includes tuition, library fines, book damage fees, Sentinel fees and money owed to the cafeteria. All debts must be paid in full or written arrangements for payment made and agreed to by the Business Office prior to the end of the year.

c) Refund Policy - If a student leaves Calvert High School, by their choice or by the administration's choice, a refund will be given for any remaining full quarters. By attending any part of a quarter, a student is charged for the entire quarter.

4. Parking

a) Parking lots are available for faculty, staff and students' use during the school day.

b) Numbered spaces are reserved exclusively for faculty and staff.

c) Students driving to Calvert must register in the office. Free parking tags will be issued. Students using the lots without a tag may incur a \$5.00 fine.

d) Cars in the lot during the school day that are not registered are subject to being ticketed and/or towed.

e) Cars may not be parked in the middle of the lot or in such a way that others are blocked.

f) Reckless driving or speeding will not be tolerated.

5. Bus Transportation

Bus transportation on a daily basis to and from school is available through local public school districts if students qualify. Details can be obtained in the office.

6. Use of Telephones

a) Students will be allowed to use the phone in the office to call home in some situations, i.e. sickness.

b) In an **emergency**, a coach may allow student-athletes to use the phone in the coaches' office. In such a case, the coach will remain in the office while the call is made.

c) Students are not permitted to use, nor have power on, pagers, cell phones, or similar devices during school hours.

7. Food Service

a) Cafeteria lunches are planned to meet federal lunch program requirements.

b) Arrangements for free or reduced-cost lunches can be made for qualified students through the cafeteria manager.

c) Due to regulations governing the federal hot lunch programs, foods may not be purchased from outside vendors and brought into the cafeteria for consumption.

d) All food and beverages consumed before school, at lunch, or after school must be confined to the cafeteria.

8. Address and Phone Numbers

a) Parents are asked to keep the school informed of any change of address and telephone numbers.

b) The school needs to have an alternate telephone number to call in case of emergency if no one is at home.

9. Messages - ONLY EMERGENCY messages will be delivered to students during the school day.

10. Monies and Property

a) No collections of any kind are to be taken up without express permission from the Administration.

b) Classes wishing to use class money for a project are to apply for permission after consulting with their class advisor. All class money is to be deposited immediately in the office after any fund-raising venture. It is never to be kept by a member of the class or deposited in a bank etc. by a class member.

c) Policy for Mass stipends

1. In the event a student or a member of a student's immediate family dies it will be the policy for the class to collect money for Mass stipends.
2. Any club or organization wishing to contribute may do so at the discretion of the advisor or coach.
3. In the event a faculty member or a member of his/her immediate family dies, contributions from the entire student body will be offered through the Student Council and its class representatives.

d) Property: Students are required to obtain the permission of the teacher and/or administration before taking school property home with them.

11. Dispensing Medications

The responsibility of giving medication at school is a serious one, and it is preferred that medication be given at home whenever possible. If it must be given during school hours, Ohio school law requires:

- 1) Assurance that the medication container is the one dispensed by the physician or pharmacist and labeled with:
 - a. The student's name
 - b. The name of the medication
 - c. The amount of the dosage and the route of administration
 - d. The time of administration
- 2) Assurance that a written request, including instructions as to name of medication, dosage, time and possible side effects, signed by parent/guardian and also by the physician be on file before any medication is given.
- 3) Students who carry asthma inhalers for use in school must have a specific authorization form, signed by their physician and parent/guardian.
- 4) Only medication prescribed by a doctor will be given during school hours.
- 5) A new request form must be submitted each year and as necessary if there is a change in the medication order. If the doctor changes the dose size, strength, time or route of administration, a new form must be submitted. Under no circumstances will medication be dispensed without written permission or without a container identifying the student's name, name of medication and the dosage.

Verbal permission, for any medication, will not be acceptable at any time. If there are any questions, contact the school nurse or administration.

12. Pursuant to the Ohio Revised Code:

It is illegal to carry a firearm, deadly weapon or dangerous ordnance anywhere on Calvert High School property. Unless authorized by law, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordnance onto the premises of Calvert High School.

13. School Closing/Delay

Calvert Catholic Schools is on the Honeywell Instant Alert System, which makes the phone calls to parents for notification of closing or delays. Information will continue to be posted on the Toledo TV stations and WTTF Radio.

ACADEMICS

Credit for courses are granted on a semester basis. If a student passes one (1) semester of a full year course and fails the other semester, he/she will receive credit for the semester he/she passes, but in cases where the class is a prerequisite for another, must complete the failed semester with a passing grade before going to the next level course.

1. **Grading System:** Letter grades are used to determine grade averages.

Quality

Quality

<u>Percent</u>		<u>Point Value</u>	<u>Percent</u>		<u>Point Value</u>
99 - 100	A+	4	83 - 84	C+	2
95 - 98	A	4	79 - 82	C	2
93 - 94	A-	4	77 - 78	C-	2
91 - 92	B+	3	75 - 76	D+	1
87 - 90	B	3	72 - 74	D	1
85 - 86	B-	3	70 - 71	D-	1
			0 - 69	F	0

S - Satisfactory. Below grade level, but working to capacity; credit given.

I - Incomplete. Work must be made up within 10 school days of the end of the grading period or a grade of "F" will be assigned.

P - Pass. Independent study courses are graded "Pass/Fail".

WP/WF grades are given for dropped courses. These are counted in computing the GPA.

Using the above scale, teachers will compute and enter all grades in percents into their own records, but will convert the students' final quarter and semester percent averages into their equivalent letter grades before submitting them to the office. All quarter and semester grades are to be submitted to the office as letter grades. High school credits earned in 8th grade will be entered on transcripts at the end of 1st semester.

2. **Report Cards** are distributed to students during the 1st, 2nd and 3rd quarter and are mailed to parents at the end of the fourth quarter.

3. **Semester Exams** will be given in class on days with special exam schedules which will allow at least 1 hour for each semester exam. Semester tests will be counted as 1/5 of the total semester grade.

4. **Schedule Change Policy**- All schedule changes must be accomplished between the orientation in August and the end of the first ten days of school. Requests to drop or add courses due to incorrect schedules, failure make ups, classroom imbalance, or irreconcilable conflicts will be processed immediately by the guidance department in the order the request is received. After the ten-day period, the following procedure will be in effect:

- a) A conference must be held with the guidance counselor to discuss the schedule change.
- b) A form detailing the change will be compiled and must be signed by the classroom teachers involved in the change.
- c) The paper must then be signed by a parent.
- d) The paper must then be submitted to the principal for approval.
- e) The form must then be signed by all affected teachers.
- f) The form, with all necessary signatures, is then returned to the guidance department which finalizes the change.

No student may attend a new class or leave an old one until the above process is completed.

There will be an additional five-day grace period to begin the second semester, although second semester changes can be brought to the guidance department's attention any time during the first semester.

5. Teachers are not required to show grade books to students; however, students who request to know their grade can be given this information privately.

6. With the use of ProgressBook, parents and students have access to their grades throughout the school year. Paper interim reports will be issued only to those who request them because they do not have access to the internet.

7. **The Academic Honor Roll** The Honor Roll is published at the end of each quarter. All grades recorded on the report card count toward the Honor Roll.

- a) **First Honors: 4.0 G.P.A.**
- b) **Second Honors: 3.5 - 3.999, plus no grade lower than B.**
- c) **Third Honors: 3.000 - 3.999, plus no grade lower than C.**

8. Grade Point Average (GPA)

The GPA of all students is figured at the end of each semester. **The official Grade Point Average** will be computed equally for all students and is based on the standard 4.0 system. i. e., A = 4, B = 3, C = 2, D = 1, F = 0. The GPA will include the average of all courses attempted. S=2.0 U= 0.0

9. Academic Letters

This is an annual award sponsored by the National Honor Society, based on the following criteria within an academic year:

--Three (3) consecutive quarters on the Honor Roll

-Five (5) credits minimum (including courses taken at other schools), for example: Sentinel Career Center, Heidelberg College, Tiffin University

10. National Honor Society

Students are considered for membership in the Msgr. A.J. Gallagher Chapter of the N.H.S. based on the following qualifications:

a. Achievement of the chapter's minimum scholastic average at the end of the first semester of the current academic year, based on a 4.0 scale and the student's class status at that time: 3.7-Freshman; 3.5-Sophomore; 3.5-Junior

b. Completion of an essay which includes the student's desire to be a member and a resume of the student's activities which he/she feels are assets for membership in this service based organization.

c. A rating by faculty members and coach (when possible) in the basis of leadership, character and service.

All potentially qualified candidates must be given just consideration, and only those students who deserve the high honor and will meet the responsibilities of the N.H.S. will be selected.

Student nomination of, voting on, or other participation in membership selection in any manner is not permitted. The faculty council then draws up a list of finalists (eligible students whose scores average 3.3 and above) and all evaluation forms are destroyed. The finalists are then approved for selection or denied membership by the faculty council. New members are notified of selection by letter and/or a public tapping ceremony. If selected, the student becomes a member at the induction ceremony, but participation in the organization officially begins with the beginning of the following academic year.

11. Permanent Records and Transcripts

The student's permanent record, and any part thereof, is confidential material, exclusively the property of the school, and is accessible to authorized school personnel only. **Official transcripts of records may not be issued directly to students.** The transcript must be mailed directly from the school to the requested destination by authorized personnel. Transcripts of records and parts thereof will be mailed to schools or outside agencies under the following conditions:

a) The student has granted the school official permission to release the transcripts or parts thereof.

b) The appropriate fee for processing and mailing has been paid to the school in advance. A fee of **\$5.00** will be charged for each transcript sent to colleges or other agencies. **Note: The first three transcripts are free.**

c) Request forms for transcripts are only available in the Guidance Department.

12. Graduation Policies

a) Graduation with Honors: Recognition will be given to honor graduates as follows:

3.80 and above: Summa Cum Laude

3.60 - 3.79: Magna Cum Laude

3.40 - 3.59: Cum Laude.

b) Valedictorian and Salutatorian: The Valedictorian (1st in the class) and Salutatorian (2nd in the class) are determined each year at the end of the first semester. (The 2 seniors with the highest

cumulative GPA through 7 semesters will be named the Valedictorian and the Salutatorian of their class.) In case of a tie, two or more seniors may be named for the honor.

Although selection of the Valedictorian and Salutatorian is done at the end of the 7th semester, an additional review may be done during the 8th semester, if a student selected for one of the above positions declines dramatically in either class work or conduct, that student may be subject for review by the superintendent and principal. A serious problem in one of those two areas could result in loss of that position during the graduation ceremonies.

c) Early Graduation Policy: To graduate early, the student must meet Calvert High School's graduation requirements, including all state required courses and credits and pass all proficiency tests. A student, regardless of age, who desires to complete his or her graduation requirements prior to the eighth semester must follow the procedures listed below:

- 1) Apply in writing to the guidance counselor. For graduation at the end of the 7th quarter (senior year), the application should be submitted during the junior year with the deadline extending to May 15th.
- 2) Meet with the guidance counselor, high school principal, and his/her parents following the receipt of the application to discuss: 1) reasons for request, 2) future plans and goals, and 3) problems that might be encountered due to and following a granted early graduation.
- 3) Students must understand that the following regulation is in effect if early graduation is granted: The student may participate in commencement exercises if he/she desires. The decision to do so must be made upon completion of required course work.

d) Commencement Exercises: Students must have met State of Ohio and Calvert High School requirements in order to participate. These would include, but not limited to: credits, proficiency tests, tuition payment and other fines/fees. Students of parents who owe tuition will not be allowed to take final exams until such tuition is paid, with no credit given for the class until exams are taken.

Participation in graduation events is mandatory, unless there is prior administrative approval. The events include, but are not limited to, Commencement Exercises, Baccalaureate Mass, Senior Breakfast and Graduation Practice. During Graduation exercises, no student receives their diploma until after the ceremony, and is contingent upon behavioral expectations.

13. Post-Secondary Education Option

The Post-Secondary Option Program provides junior and senior students with an opportunity to take classes at eligible post-secondary institutions. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students. You must apply to the college/university and be accepted. You must have an overall minimum GPA of 3.0, and a minimum 3.0 GPA in the area of study you will be pursuing. Calvert High School will provide information about the program to all interested students and their parents prior to March each year. By March 30, the high school must be notified in written form if a student intends to participate in the program during the following school year. Parents and students will have a mandatory meeting prior to the deadline date. Students must inform the administration immediately if a course is dropped.

14. Alternative Credits

A maximum of four (4) credits toward graduation may be permitted from the following sources:

1. Summer School
2. Independent Study
3. Correspondence Courses

These credits cannot be taken in place of a class at Calvert; and prior approval must be granted by the principal after consultation with the guidance department.

There may be extreme or extenuating circumstances in which a student and parent may request more than the four credits permitted. This may be granted after consultation with the administration.

15. **Home Schooling**

Calvert High School will consider the enrollment of students who have previously been educated through home schooling. Copies of grade cards, transcripts and courses of study must be submitted to the administration prior to formal acceptance. Calvert High School reserves the right to administer readiness tests for any curricular area in order to determine the most appropriate placement of the student.

Additionally, these students must follow a minimum schedule similar to a vocational student. This schedule will consist of four classes per semester at Calvert with one of them being a required religion class.

16. **Homework Policy**

a) Proper completion of meaningful assignments is essential to the learning process. Students who repeatedly fail to complete assigned work interfere with effective participation in the learning process. Outside class work represents a substantial percentage of accumulated grades and should not be ignored. It is the students' responsibility to complete all assigned work, as well as to arrange for and complete all makeup work following an absence.

b) Each teacher will inform students of their homework policies. This will include information about absence makeup work, makeup quizzes and tests as well as the penalties for non-compliance. If a teacher judges that a student has a chronic problem with assignments, students may be referred to the administration to find a solution. Parents will be notified of such a situation.

17. **Cheating/Plagiarism Policy**

a) Cheating/plagiarism in any form has no place in a Christian academic environment.

b) Students involved in the above will be dealt with by the instructor. Incidents will be reported to the administration and documented.

c) Students will be referred to the guidance counselor for appropriate intervention. Individuals exhibiting chronic behavior in this area will be dealt with by the administration. Consequences may include suspension/ expulsion.

18. **Transfer Policy**

This is a special status given to all transfer students. Transfer probation applies for eighteen weeks. At the end of one nine weeks, the student's progress in disciplinary and attendance areas will be reviewed. If the student is not satisfactorily progressing, he/she will be warned. At the end of the eighteen weeks, each transfer student's progress again will be reviewed including his/her academic progress. The student who has progressed satisfactorily will be removed from probation status and will become a full member of the school community. After a meeting with the administration, guidance counselor, and parents, a student deficient in any area may be asked to leave Calvert or may be withdrawn by the administration.

19. **Academic Probation Policy**

Calvert High School takes seriously the responsibility to educate our students. We also expect a like commitment from our students. This would include organization, completion of assignments and progress toward graduation. Since the efforts of the students are so important, we will closely monitor their progress.

Minimum Standards:

1) Students are expected to maintain a minimum Grade Point Average of 1.5.

2) Students must achieve a minimum of five credits per academic year.

3) Incoming freshmen will have until the end of their first semester to establish the proper GPA.

4) Transfer students are automatically on academic probation for their initial semester at Calvert.

If a student fails to fulfill #1 or #2 above, the following will take effect:

1) A meeting will be held with the student, parent/guardian, administration, guidance officer and selected teachers to assess the situation, and decide upon a probation plan.

2) The student goals for being removed from academic probation will be created on an individual contract basis. Remedies may include, but are not restricted to: minimum assignment requirements, organizational skill building, GPA improvement, attaining of credit or make-up credit. The student will have one semester to achieve the stated goals. Successful completion of the contract will result in the student being returned to good standing. Failure to complete the contract will result in a second meeting to determine the student's future at Calvert High School.

If the team creating the probation contract agrees that a possible learning disability exists, the student may be referred to the school psychologist for testing.

20. Tutoring Program

All students learn differently and Calvert High School has a program to provide support for our students who experience specific learning differences. The tutoring program is designed to provide our students with tools and support in order to be successful in the classroom. Professional diagnostic testing is conducted through Sophia Counseling Center by a licensed psychologist. Services include: Minor Adjustment Plans (MAP); tutoring (individual/small group)

GUIDELINES FOR SCHOOL DRESS

Purpose:

To provide reasonable guidelines for the students, reflecting the values of the Calvert Catholic Schools community relative to good grooming and personal hygiene. Parents of those students who are dressed inappropriately may be notified and asked to bring the appropriate attire to school. Students may be sent home to change clothes if a parent/guardian gives permission to do so. Since dress code violations result in missed class time, students may be assigned detention by the administration.

UNIFORM DRESS CODE: The administration reserves the right to determine whether grooming or specific items of dress distract from the learning process. All apparel must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school. In general, all clothing must be neat and clean. Faded, worn, stained, frayed, altered or tattered apparel of any type is not permitted. Pants, skirts, skorts may not be rolled at the waistband.

1) Girls must select from any of the following options from the uniform supplier:

Blackwatch plaid, Navy or Khaki skirt; Navy or Khaki skorts
Navy blue, Khaki or Blackwatch plaid walking shorts
Navy blue or Khaki slacks, which must reach the ankle
V-neck pullover or cardigan style sweater in navy blue
Navy sweater vest
Calvert Catholic Schools fleece pullover

2) Boys must select from any of the following options from the uniform supplier:

Navy blue, Khaki or dark gray slacks which must reach the ankle
Navy blue or Khaki walking shorts
V-neck pullover or cardigan style sweater in navy blue
Navy sweater vest
Calvert Catholic Schools fleece pullover

3) All students must wear an oxford style dress shirt/blouse in short or long sleeves with button-down collars. Oxford shirts/blouses must be light blue or white in color. Polo shirts in light blue, navy or white may be worn: Those need not be purchased from the official suppliers, although they are available. Shirts must be tucked in. Only the top two buttons may be unbuttoned. Shirts that are worn under the uniform shirt must be white and may not have sleeves that extend past the uniform shirt sleeve. Lettered or illustrated shirts which show through the uniform shirt are not permitted.

4) All students must wear conservative-colored socks which are visible. Girls may wear nylons.

5) Shoes must be clean, in good repair, laced and tied. They must be entirely black or brown. "Clogs" are permissible; "Crocs" are not. No sandals.

- 6) Skirt length must be appropriate to the school setting.
- 7) Heavy or extreme make-up or excessive display of jewelry is not appropriate for school and is not permitted. For Males: Dangling style jewelry will not be permitted. Only one "stud" style per ear will be acceptable.
- 8) Hairstyles and haircuts must be appropriate for school. For boys, hair length must not reach below the bottom of the collar or below the eyebrows. All students must be clean-shaven. Sideburns may extend to the bottom of the earlobe.
- 9) Jackets, sweatshirts and hats may not be worn during the school day.
- 10) Shorts may be worn as part of the official uniform from the opening of school through October 15 and from April 15 to the closing of school each year. Shorts may not be worn on Mass days or other special occasions specified by the administration.
- 11) Visible piercing of body parts other than ears is prohibited and must be concealed.
- 12) Visible tattoos and brands must be concealed.
- 13) Athletic wristbands or excessive other wristbands are not allowed.

STUDENT CODE OF CONDUCT

Section I

Rights and Responsibilities

Every citizen has individual rights and freedoms as guaranteed and protected by state, local and federal statutes such as the right to speak and express opinions. Students attending Calvert High School are expected to exercise these freedoms within the framework of the code contained herein. Pupils have the right to expect reasonable and just treatment from the school and its employees. The school and its employees have a right to expect reasonable and just treatment from the student. Freedom carries with it responsibilities for all concerned.

The Student Code of Conduct is in effect for all school and school related activities, including school authorized transportation, clubs, organizations, activities, etc.

Power of School Authorities

The power of school authorities over pupils does not cease when they leave the school premises. Conduct outside of school hours and school property shall subject a pupil to school discipline if it directly affects the good order and welfare of the school.

Students 18 years of age and older

Are not exempt from any school rules and regulations.

Section II

DEFINITIONS AND DISCIPLINARY CONSEQUENCES

Detentions

Students may be required to remain after the school day with the notification of parent and guardian.

Special Assignments

Students may be required to perform reasonable tasks as suited to the disciplinary infraction. This may include students undergoing a school approved screening and counseling intake interview. If a problem is determined to exist, the student is required to follow the recommended course of treatment. This is at the parent's expense. The student may not be allowed to resume school attendance until the intake interview is completed.

Student Activities

Students who are suspended or expelled may not participate in student activities for the duration of the suspension or expulsion.

Withholding of Privileges

Special privileges such as hall pass, library, parking or other privileges may be withheld.

Court Referral

Student and/or parents may be filed into court for chronic misbehavior, poor attendance patterns, or violation of the law when properly under the authority of school personnel.

Suspension Out Of School

The exclusion of a student from school and/or school activities by the administration for violation of the Code of Conduct contained herein. No suspension shall exceed ten (10) school days, but may continue into the next school year. No student, while on suspension, shall be on Calvert High School property. He/she may not participate in or attend student activities for the duration of the suspension, without administrative approval. Academic work may not be made up.

Suspension In School

Students suspended in school will be permitted make-up privileges for academic work. All academic work must be given to teachers by the conclusion of each day that the student is assigned to the in-school suspension room. Students who serve in-school suspension may not attend or participate in student activities for the duration of their suspension.

Expulsion

The exclusion of a student from school and/or school activities by the administration for violation or repeated violation of the Code of Conduct contained herein. Expulsions may be imposed for up to eighty (80) school days and may extend into the next school year. Students who are expelled will lose credit for the period of time in which they have been expelled. No student, while under expulsion, shall be on Calvert High School property without administrative approval.

Withdrawal from School

Any student who continually violates the Code of Conduct or commits a serious violation of rules, such as possession of weapons, drugs, gross insubordination, sexual harassment etc. may be withdrawn from Calvert High School for the remainder of the school year.

Teacher Detention

If a student is assigned after-school detention by a teacher as a disciplinary measure and refuses to serve it, the administration may assign appropriate disciplinary consequences.

Section III

CODE OF CONDUCT

A student enrolled at Calvert High School who is found to be in violation of the following rules shall be subject to disciplinary action as stated in Section II.

Rule I - Disruption of School - A student shall not by use of violence, force, coercion, threat, harassment, insubordination, or repeated violations of the Code of Conduct, disrupt or obstruct the educational program, including lunch periods, as well as all curricular and extracurricular activities. Examples of disruption would

include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes, or walkouts, the use of stink bombs, the impeding of free traffic to and within the school, etc.

Rule 2 - Damage to School Property or Private Property - A student shall not cause or attempt to cause damage to school property or private property as it affects the good order and welfare of the school. Examples of school property are: landscaping, athletic facilities, buildings and contents. Examples of private property are: vehicles, book bags, clothing or other possessions.

Rule 3 - Assault - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, or students, or visitors while under the jurisdiction of the school. Jurisdiction includes the school day and any school activity. Examples include: hitting, kicking, fighting, throwing objects, or running in the halls.

Rule 4 - Dangerous Weapons and Instruments - A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, instrument of violence, or explosive. Objects which "look like" weapons, instruments of violence, or explosives are also prohibited.

Rule 5 - Unauthorized Possession - A student shall not cause or attempt to take into possession the public property or equipment of the school or the personal property of another student, teacher, visitor, or employee of the school .

Rule 6 - Tobacco - Use of tobacco in any form is prohibited, and against the law. Display or possession of tobacco or smoking materials is prohibited.

Rule 7 - Alcohol, Drugs, and/or Drug Paraphernalia - No student shall possess, be under the influence of, deliver, attempt to deliver, or cause to be delivered, any form of alcohol, drugs, drug paraphernalia, narcotics, anabolic steroids, or non-controlled substance which may be considered to be harmful to the health or morals of themselves or others. This will include counterfeit controlled substances (*) or "look-alike" drugs. A student shall not appear at school or school related events after having consumed any of the above. (See Section II - Expulsion)

(*) "Counterfeit Controlled Substance" is defined in the following ways: (1) any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization; (2) any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process or distribute it; (3) any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and (4) any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I,II,III, IV, or V (Ohio Administrative Code 4729 - II). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

Rule 8 - Insubordination - A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary consequences, or reasonable directive given by school personnel.

Rule 9 - Violation of the Law - A student shall not violate any law or ordinance when student is properly under the authority of school personnel.

Rule 10 - Frightening, Degrading, or Disgraceful Acts - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, or disgrace a teacher, student, employee of the school district, or visitor by written, verbal, or gestural means. Public display of affection is not permitted.

Rule 11 - Truancy and Tardiness - Truancy is prohibited. Truancy is declared when a student is absent from school or any portion thereof without school authorization and/or parental consent. Tardiness to school or classes is also prohibited.

Rule 12 - Publications and Organizations - Publishing or distributing any printed material or promoting organizations, joining any club or organization which has not been approved by the building administrator is prohibited.

Rule 13 - Forgery and Cheating - All forms of cheating on school work are prohibited. Any form of forgery is prohibited.

Rule 14 - Unauthorized Sales - No student shall sell or cause to sell anything during school hours, anytime on school property, or at school-sponsored events without the prior approval of the building administrators.

Rule 15 - Collusion - No student shall assist or aid in any way another student in violating either school rules or regulations or any law or ordinance when either student is properly under the authority of school personnel.

Rule 16 - Hazing - Hazing is prohibited. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does **not** lessen the prohibition in this policy. (*)

(*) It is the policy of Calvert High School that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the administration.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable to civil and criminal penalties in accordance with Ohio Law.

Rule 17 - Sexual Harassment - A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual, or physical contact. The definition is very broad and could include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. Note: This definition is "in the eyes of the beholder". That is, it is the recipient of the harassment who decides when the actions become harassment.

Rule 18 - Students are not permitted to use, nor have power on, pagers, cell phones, iPods or similar devices during school hours. Personal iPod use is permitted during the student's lunch period.

ATTENDANCE

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. Granted, there are occasions when a student cannot be present and the

possibility exists that he/she may miss an essential learning experience. However, the school's concern is with each student's total participation, reflected in the attendance procedures which follow.

The following attendance policy is based on the Ohio Revised Code.

Definitions

1. **Excused Absence** - Absence of students from school at the request of parent/guardian and with the consent of school authorities and in compliance with the Ohio Revised Code.
2. **Unexcused Absence** - Absence of students from school with the request of parent/guardian but not in compliance with the Ohio Revised Code regarding school attendance may carry disciplinary action of detention or suspension.
3. **Truancy** - Absence of students from school without the permission of parent/guardian or school authorities.
4. **Failure Due to Absenteeism (FA)** - The grade assigned to students who fail to meet minimum attendance standards.

Note: No make-up will be permitted for academic work missed as a result of truancy, unexcused absence, or unexcused tardiness. Any additional penalties as listed in Section II of the Student Code of Conduct will be left to the discretion of the building administrator. The administration, not the parent, reserves the right to decide whether an absence from school is excused or unexcused.

Procedures

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance. The following are valid reasons for absence from school:

1. Personal Illness - The approving authority may require the certification of a physician.
2. Medical, Dental or Legal Appointment (A note of verification is needed to return to school)
3. Death of a Relative
4. Work at Home (such as farm work)
5. Other emergencies or circumstances, which constitute good and sufficient cause as determined by the school administration.

Attendance at Sentinel Career Center

If Sentinel is open and the home school is closed, students are required to attend Sentinel. If there is a transportation problem, students may be excused. Students providing their own transportation are expected to attend Sentinel. Students not in attendance will be given an unexcused absence.

If Sentinel is not open, and Calvert is in session, students may elect not to be in attendance at Calvert during Sentinel time, provided the proper forms are submitted.

In addition, after classes finish, morning Sentinel students are expected to travel directly to Calvert.

Steps to follow when absent

1. A parent/guardian must notify the Calvert Office, 447-3844, before 8:00 a.m. of the day of the absence. You may notify the office prior to 7:30 by using our voice mail system, extension 3.
2. A parent/guardian must write and sign a note giving the student's name, date, days out and reason for absence within five (5) school days of the absence in order for the absence to be excused.
3. The student must present his/her excuse to the office upon returning to school.
4. The office will then give the student an admit slip to have signed by his/her teachers to allow the student to make-up work.
5. It is the student's responsibility to make arrangements with the teacher for completing make-up work.

Planned Absence:

Absence for a planned trip or vacation, extracurricular activities, non-school sponsored activities, college visitations (see college visitations section), etc., is to be considered a planned absence. A parent/guardian must contact the office in writing at least one (1) day prior to the absence. The student will be given a planned absence form to be signed by all of his/her teachers. The form must then be returned to the office with all of the appropriate signatures prior to the absence in order for the absence to be excused. It is the student's responsibility to make arrangements with the teacher for completing make-up work. Teachers will not be expected to tutor individual students. Care should be given when planning a vacation during the school year because a student's grades may be adversely affected.

Guidelines:

Semester credit may be denied when a student exceeds fifteen (15) days absence for that semester. The student will have the right of appeal to an Attendance Committee, which will take the individual case under consideration. The Attendance Committee will be comprised of the principal, the guidance counselor and two faculty representatives. The dean of students is present to answer any questions.

Parents will be notified of attendance problems prior to the loss of credit. An attendance letter will be sent when a student reaches ten (10) days of absence in a semester. After the ten days have been accumulated, a physician's excuse must be submitted to the office in order for the absence to be deemed excused. Once a student has accumulated more than fifteen (15) days of absence, a letter will be sent home regarding the student's possible loss of credit and right to appeal. All appeals must be presented to the administration. A parent/guardian and the student are required to attend the appeal. The parent/guardian will be notified by the administration regarding the committee's decision and what educational alternatives may be approved for make-up credit.

Calvert High School recognizes there may be serious situations (physical, emotional and psychological) which may force a student to miss school for an extended period of time. The professional person attending to the needs of the student must submit documentation specific to the student's situation with regard to attendance at school. Calvert desires to help with the student's re-entry and readjustment to school; therefore the following steps will be taken:

- 1) The guidance counselor will be informed of the student's situation.
- 2) Before the student returns to school, a conference will be held, with principal, counselor, dean of students, the student and the parent/guardian.
- 3) Results of the meeting will be summarized in writing. That summary will outline the conditions under which the student will be allowed to return to school.
- 4) The student's teachers will be informed of any necessary information, which will be determined at the aforementioned conference.

Tardiness: Tardies will accumulate on a quarterly basis.

Tardiness to school will be addressed as follows:

first time tardy	= free
second time tardy	= one (1) detention
third time tardy	= one (1) detention
fourth time tardy	= one day in-school suspension
fifth time tardy	= three day in-school suspension
sixth time tardy	= out-of-school suspension for a period not to exceed ten (10) days pending a successful parent conference (no make-up work for academic work missed)

Tardiness to class will be addressed as follows:

The student will be issued a "tardy slip" when they are late to a class.
A duplicate slip will be submitted to the office.

Every third tardy to class will result in three (3) hours of detention.

Fractional Split:

8:00 AM - 9:00 AM	tardy
enter after 9:00 AM	AM absence
enter by Noon	AM absence
enter after Noon	full day of absence
leave prior to 10:30 AM	full day of absence
leave after 10:30 AM & before 2:30 PM	PM absence

Truancy

Students who are truant from school, class, study hall, or other assigned area may be disciplined as follows:
1st and 2nd truancy will result in three (3) detentions per period truant. 3rd truancy and after will result in three (3) days of in-school suspension. Full day of truancy (1st and 2nd incidents) will result in three (3) days of in-school suspension. 3rd full day of truancy will result in an out-of-school suspension for a period not to exceed ten (10) days pending a successful parent/guardian conference.

College Visitations

Students are permitted a **total** of four (4) visitations during their junior and/or senior years at Calvert High School. College visit days are counted as excused absences. The student will pick up a college visit form in the main office, have it signed by each classroom teacher, then return it to the main office. This form **must** be in the main office the day before the visit, or it will be unexcused. It is strongly recommended that visits be made during the summer, weekends and days off school. **All visits should be completed by April 30.** College visits beyond four, not approved by guidance/administration, will be considered unexcused absences. Any situation not covered above will be handled individually through guidance and/or administrative review. Military physical and medical processing is considered the same as a college visitation.

EXTRA-CURRICULAR ACTIVITIES

It is the responsibility of all coaches and advisors to create an environment which provides the students with an opportunity to achieve high educational values. It is recognized that participation in extracurricular activities is a privilege as opposed to a right. Through proper leadership and atmosphere, coaches and advisors must strive to develop intellectual, social, moral, emotional, cultural and vocational growth as well as physical development and approach a way of life which is sound and fundamental. Supporting and contributing to the educational program at Calvert through opportunities in extracurriculars, coaches and advisors are promoting the development of the student through their behavior, attitudes and example. ****The Athletic Department publishes a handbook and each sport issues a pamphlet with rules and regulations.**

Eligibility

In order to be eligible to participate in any interscholastic or extracurricular activities, students in grades 9-12 must meet the following requirements:

- A. STUDENTS ENROLLED IN GRADES 9-12
 1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation; and
 2. All grades in the grading period, must, when combined, be a total grade point average of at least 1.5 on a four point (4.0) scale.
 3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student

was enrolled; and those grades must, when combined, be a total grade point average of at least 1.5 on a four point (4.0) scale.

4. Any student who received more than one failing grade for any class or course of study for the preceding grading period will not be eligible to participate in extra-curricular activities.

5. Pertaining to interscholastic athletics, all eligibility requirements of the Ohio High School Athletic Association, must be met in addition to those above.

6. Summer school grades earned may not be used to substitute for failing grades from the preceding grading period of the regular school year (relative to interscholastic athletic eligibility).

- B. Prior to athletic participation, each student-athlete must undergo a physical examination, and his or her parent or guardian is required to sign a waiver form.

Substance Abuse Policy

Calvert High School realizes the life threatening dangers of the use of illegal and controlled substances. We also recognize and relate to our students the importance of avoiding such substances and that the consequences of their use are health, school and legal in scope. This policy covers alcohol, tobacco and drug use.

In addition, we recognize that our first duty to students is education coupled with Christian compassion and the determination to not only treat such instances as opportunities to show students proper behaviors, but also to help a student DEAL with a potential problem rather than simply punish them.

Accordingly, the following policy will be in effect for students who violate substance abuse policies while involved in extra-curricular activities.

1ST OFFENSE: The first offense of a student during a season or period of activity will result in a ONE WEEK denial of participation. The student must also undergo a school approved drug/alcohol screening and counseling intake interview. If a problem is determined to exist, the student is required to follow the recommended course of treatment. This is at the family's expense. In the event the cooperating social agency or physician's office cannot schedule an appointment within the week, documentation that such treatment is scheduled will be acceptable. It should be noted, however, that if the appointment for the initial screening is subsequently not kept, this failure will become the student's second offense.

2ND OFFENSE: A second offense during an activity period will result in DENIAL OF ALL EXTRA-CURRICULAR PARTICIPATION for a calendar year from the date of the offense. In addition, proof of a program of therapy will now be required for reinstatement.

3RD OFFENSE: A third offense will result in DENIAL OF ALL EXTRA-CURRICULAR PARTICIPATION for the remainder of the student's years at Calvert High School.

RECORDS ON ABUSE VIOLATIONS ARE TO BE CUMULATIVE. EX: IF A STUDENT HAS THEIR FIRST OFFENSE DURING MARCHING BAND SEASON AND IS DENIED PARTICIPATION FOR A WEEK. THEN HAS THEIR SECOND OFFENSE DURING MUSICAL, THE STUDENT WOULD THEN BE REMOVED FROM THE MUSICAL AND ANY OTHER EXTRA-CURRICULAR ACTIVITIES FOR A YEAR FROM THE DATE OF REMOVAL. IF THE SAME STUDENT WOULD HAVE A THIRD OFFENSE DURING THE FOLLOWING MARCHING SEASON, THEY WOULD THEN BE INELIGIBLE FOR ALL EXTRA-CURRICULAR ACTIVITIES AT CALVERT FOR THE REMAINDER OF THEIR HIGH SCHOOL YEARS.

Conduct

It is important that the extra-curricular students accept a special role among his/her peers. The student can no longer "just go along with what others want," but rather must lead and be capable of standing alone for what they believe in when necessary. Students must accept the fact that what they do WILL have an effect on others, and that he/she is a Calvert Student at all times, representing Calvert High School.

Travel Procedure

Calvert provides transportation to most events in the form of busses. All students are expected to travel to and from the contest with the group unless prior written arrangements are made with the advisor.

Releases From School For Events

Concerning TEAM sports competing during school time, the entire team will be released. In INDIVIDUAL sports, on the first level of tournament, all team members will be released, provided they attend the contest. On the second level and beyond, only the competitors and their alternates, if applicable, will be released. On all levels, the administration will rule on whether students and/or team members will be released to support the team or individuals.

Rules And Regulations

A pamphlet containing all rules and regulations for a particular extra-curricular activity will be distributed to all members prior to the start of the activity.

School Arrival Time

In order to be able to participate in an extra-curricular event on any particular school day, the student must arrive and sign in at school by 8:30 AM. Exceptions may include appointments, funerals, college visits, etc.

MARRIAGE, PREGNANCY AND PARENT POLICIES

A. MARRIAGE POLICY

Calvert High School exists for the formation of adolescent students; therefore, married students will not be permitted to remain at Calvert, since we believe that the high school atmosphere is not conducive to the adult responsibilities, which these students have chosen.

B. PREGNANCY POLICY

Philosophy - The Calvert High School community supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life. We are strongly dedicated to traditional Christian principles of sexual morality. It should be clearly understood that Calvert High School believes that sexually intimate relationships outside of marriage are inappropriate and sinful. Students who are involved in a pregnancy are encouraged to continue their schooling and are advised against early marriage. Although we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal and support those who find themselves involved in a pregnancy outside of marriage. These persons have a right to expect our understanding and help.

The following course of action will be taken for any Calvert High School female student who may be pregnant:

- 1) Initial Conference: Initial pregnancy referrals will be made to the school nurse or guidance counselor who will verify the pregnancy by means of a request for information from the physician. If no physician has been obtained, the student will be referred to Heartbeat for testing and physician referral within two weeks. Notification will be given to the Calvert principal and chaplain.
- 2) A conference must be scheduled with the student, parent(s), chaplain, principal and guidance counselor to detail school policy and legal responsibilities.
- 3) Spiritual Counseling: Required; will be arranged by the chaplain.
- 4) Medical Counseling: Required; verification of regular medical check-ups must be submitted to the principal.
- 5) Academic Counseling: Required; guidance counselor determines present academic standing, informs her teachers of the due date and any pertinent information.
- 6) Attendance: Required; the student will make all doctor's appointments outside of school hours. The student, after delivery, will be expected to return to school as soon as possible with doctor's permission.

- 7) The student may be permitted to participate in extra-curricular activities; however, written permission from the attending physician is required.
- 8) Recommendations: Personal counseling, adoption counseling, parent and child development classes and Lamaze classes are recommended.
- 9) If a student's pregnancy has been verified and a miscarriage occurs, Calvert must have a written doctor's verification of the miscarriage.
- 10) If the student becomes pregnant with her second child while at Calvert, she will be asked to withdraw in lieu of expulsion.

The following course of action will be taken for any Calvert High School male who may have fathered a child:

- 1) Calvert will enforce the definition of an alleged father according to the State of Ohio. If the mother names a student as the father, that student is considered the alleged father and is required to follow the Calvert policy. If the student denies being the father, he must disprove paternity. Notification will be given to the Calvert Principal and Chaplain.
- 2) A conference must be scheduled with the student, parent(s), chaplain, principal and guidance counselor to detail school policy and legal responsibilities.
- 3) Spiritual Counseling: Required; will be arranged by the chaplain.
- 4) Academic Counseling: Required; guidance counselor determines present academic standing.
- 5) Attendance: Required; the student will ensure all doctor's appointments that he will be attending are outside of school hours. The student, after delivery, will be expected to return to school the following day, unless there are extenuating circumstances.
- 6) Recommendations: Personal counseling, adoption counseling, parent and child development classes and Lamaze classes are recommended.
- 7) The student may be permitted to participate in extra-curricular activities.
- 8) If the student fathers a second child while at Calvert, he will be asked to withdraw in lieu of expulsion.

If a student does not meet the requirements of this policy, parent(s) and student will be contacted by the administration and a hearing will take place to determine if the student will be permitted to continue at Calvert. Final decisions regarding this policy rest with Calvert administration after consultation with local pastors and the school chaplain.

C. PARENT POLICY

Calvert High School stresses that premarital sex is not a value we uphold and we have a responsibility to the student body as a whole to inform them that there will be consequences to behaviors we do not endorse. Therefore: Students who are pregnant, students who are alleged fathers and those who are verified parents will not be allowed to serve in any leadership capacity within Calvert High School. They will be removed from offices they are currently holding. Students who choose to raise their babies may not bring their child to school during school hours.

ABORTION POLICY

The Church does not view abortion as a viable alternative or a moral option. "No society can live in peace with itself or on with the world without a full awareness of the worth and dignity of every human person, and of the sacredness of human life." (Jas. 4:1-2) When violence in any form is accepted as commonplace, sensitivities become dulled. Abortion in particular, blunts a sense of the sacredness of human life. Direct abortion is a violent and lethal act which destroys the life of the unborn child. That is why the Church's prohibition of direct abortion has not only remained firm but has become more forceful and more specific as science has increased appreciation of existence of human life from the moment of conception. When students experience unexpected pregnancies, very often they themselves are in a crisis situation. Pregnant young women, reacting to social pressures and to problems which seem unmanageable may seek to have abortions.

The community, the students' "extended family", should indeed provide compassion, care and support to help such troubled young people choose life and be secure and happy with that choice. Parents see the Catholic

school as the best environment for their teen-age children. That environment should be one which helps the young people learn to exercise sound judgment and to arrive at reasonable, logical and morally correct solutions to their problems.

1. Any student who vocally supports abortion is to be referred to the principal. The principal has the right to demand counseling or other measures deemed appropriate.
2. If there has been brought to the attention of a certified staff member the occurrence of an abortion, the principal has the right to demand counseling or take appropriate measures as deemed necessary.
3. If a student who has chosen an abortion as a means to terminate a pregnancy voluntarily reveals this action to a member of the school administration, faculty or staff and shows signs of emotional distress, her confidant(s), the members of the school, her "extended family", must adhere to the philosophy of the school by offering compassion and by encouraging her to seek emotional, physical and spiritual help.
4. If the father of the child who has been aborted is a member of the student body, the principal has the right to demand counseling or other measures deemed appropriate.
5. After all measures have been taken, and the principal feels that the student is in conflict with the school's Catholic philosophy and policy, the principal has the right to institute suitable disciplinary action, including expulsion. This action will not be taken without prior consultation with the pastors.

STUDENT SERVICES

Guidance Department

All students are encouraged to meet with the guidance counselor if they have problems or concerns of a personal or academic nature. Prompt consultations usually enable the counselor to make suggestions and recommendations which may result in a solution to the problem. A student should not be hesitant or reluctant to seek a conference with his/her counselor. Subjects discussed with the counselor are always considered confidential.

Library Usage

1. Hours of service - 8:00 AM to 3:30 PM
2. The library is available during all periods (and lunch periods with the permission of the librarian) to all students in grades 9 - 12 who use it properly. Proper use of the library involves doing research, doing assignments involving materials, or leisure reading.
3. Behavior - Conversation is prohibited; however brief whispering to receive required information is permitted. Violation of this rule may result in immediate removal for a stated period of time.
4. Conference rooms - The conference rooms in the library is available for study with up to four students and for giving information that requires more than a brief conferral. It may also be used for tutoring.
5. Circulation - All library materials, except reference books, may circulate. Books are always due on Thursday. Fines for overdue returns are five cents for each school day. Notices of overdue books are given out at the end of each week.

Locks and Lockers

Each student will be assigned a locker. This locker is the property of Calvert High School, and is loaned to a student for the purpose of safeguarding his/her possessions. **However, the right to enter a locker for any reasonable cause that may affect the health, safety, and/or welfare of the students is retained by the school administration (Sec. 3313.20). Calvert High School will not be responsible for personal items lost, stolen or damaged.** Money or other valuable items should never be left in lockers. Students are responsible for the locker which has been assigned to them. **Students are not to change lockers or share lockers without permission from an administrator.** Items that contain advertisements, symbols, words, patches, or pictures that are sexually suggestive, drug or alcohol related, obscene or profane are prohibited from being posted.

First Aid

A student who is ill should be accompanied by a teacher or another student to the office. The nurse or an administrator will make the decision whether the student is well enough to return to class or should be sent home. If a student is to be sent home, the parent or guardian will be contacted and arrangements made for the student to go home.

Lost and Found

A lost and found area is maintained in the main office. Anyone losing or missing personal property should report it to the office immediately.

COMPUTER NETWORK AND INTERNET

Calvert High School is pleased to make available to all district employees and students, access to interconnected computer systems within the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for Calvert High School to be able to continue to make its computer network and Internet access available, all district employees and students must take responsibility for appropriate and lawful use of this access. All district employees and students must understand that one individual's misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While teachers and staff members are responsible for supervision of network and Internet access, all district employees and students must cooperate in exercising and promoting responsible use of this access.

Publishing photographs, images or likenesses of our students in school publications and on the school's website will be beneficial in promoting our school and our student's accomplishments and in sharing our school's experiences with others. Sources of the photos and other likenesses may include students, families, professional photographers and employees or friends of the school. Since website images may be seen outside the school, we do not include student's names with photos appearing on our website. Unless you advise the principal to the contrary in writing, Calvert High School will assume that it may use your child's photograph and likeness without compensation and that you will release Calvert High School from any claim from its publication.

Please read this document carefully before signing. The signature page must be returned as part of the student/staff profile.

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language. We propose to make use of the most effective, most powerful means to communicate the integration of faith and culture, which is at the center of Catholic values and education.

Pastoral Instruction Document:

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world....." *Aetatis Novae*, #2, #3; Rome, 1992

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

Internet access is available to students and teachers in Calvert High School, Tiffin. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. Student and staff users will be able to enhance communication and productivity and share information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. On a global network it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe,

however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

Successful operation of the building network facilities requires use of Internet resources be consistent with the Calvert High School, Tiffin stated mission, goals, and objectives. All of the rules that apply to student conduct in school also apply when the students are off campus on field trips. The Internet offers many opportunities for virtual field trips to distant locations. It is important that students realize they act as ambassadors for their school in such encounters, and our policy states this explicitly.

It is the policy of Calvert High School, Tiffin to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The following guidelines are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. Key terms are as defined in the Children's Internet Protection Act.

To gain access to the Internet, all students of Calvert High School, Tiffin must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet - Terms and Conditions

- 1) A USER is defined as any student, faculty, or staff member using the technology resources at Calvert High School, Tiffin.
- 2) The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege - not a right - that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators, after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final.
- 3) The system administrators will make every attempt to honor privacy. There is an acknowledged trade off between privacy and the need to gather information insuring system integrity and responsible use of the system. A log may be kept of all Internet use by students, faculty, staff, and administration.
- 4) The school administration, faculty, and/or staff may request the system administrator to deny, revoke, or suspend specific user accounts.
- 5) Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior, use of vulgar, obscene or bigoted language or materials will be handled as disciplinary issues.
- 6) Users are not permitted to use the computing resources for commercial purposes, product advertising, or political campaigning.
- 7) Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, *cyberbullying* or illegal materials.
- 8) To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purpose.
- 9) Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 10) To the extent practical, steps shall be taken to promote the safety and security of users of the Calvert High School, Tiffin online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- 11) Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
- 12) Security on any computer system is a high priority, especially when the system involves many users.
 - a. Users should notify a system administrator if a problem or potential bypass of security systems is detected. Users should not demonstrate the problem to others.
 - b. Using someone else's password or trespassing in another's folders, work, or files is prohibited.
 - c. Attempts to logon to the Internet as someone else may result in cancellation of user privileges.
- 13) Calvert High School, Tiffin makes no warranties of any kind, whether expressed or implied, for the service it is providing. Calvert High School, Tiffin assumes no responsibility nor liability for any phone charges, line costs nor usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Calvert High School, Tiffin specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 14) Exemplary behavior is expected on 'virtual' field trips. When 'visiting' locations on the Internet or using communication tools, users must conduct themselves as representatives of their school. They must abide by the rules/policies of any sites they 'visit'. Conduct that is in conflict with responsibilities outlined in this document will lose network privileges.
- 15) Network systems administration may update technology use policies when new or changing technology warrants.
- 16) It shall be the responsibility of all members of the Calvert High School, Tiffin staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.
- 17) Signed acceptable use forms will be kept on file. Please refer to the Technology Policy in the Family/Staff Handbooks.

Any violation(s) may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

VII. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration information or to sign a new policy and agreement, for example, to reflect developments in the law or technology.

SEVERE WEATHER (TORNADO) PROCEDURE

Third floor rooms: 310, 312 and 314: Use main stairwell at east end of building.(Fire Exit C)
 Room 320 use main stairwell at west end of building.(Fire Exit D)
 Proceed to basement corridors.

Second floor rooms: 210, 212 and 214 and Music Room use main stairwell at east end of building (Fire Exit C). Proceed to basement corridors.

Second Floor rooms: 216 and 220 use main stairwell at west end of building (Fire Exit D). Proceed to the basement corridors.

First floor rooms: 112 and 110 use stairwell at the east end of the corridor.(Fire Exit C)
 Proceed to the basement corridors.

First floor rooms: 124, 126 and 128 use the stairwell next to main office.(Fire Exit A)
 Proceed to the basement corridors.

First floor rooms: 120, 114 and main office use the stairwell at west end of building.

(Fire Exit D) Proceed to basement corridors.

First floor cafeteria: Use stairwell at north-east corner of building.(Fire Exit B)
Proceed to basement corridors.

Basement rooms: Wrestling, 24, 20, 18, and 14 should go directly to the corridors.

Basement room: Weight Room should go directly to the corridors.

Basement rooms: Library and Media Center should go to the basement corridors.

During a severe weather alert or drill, silence must be maintained at all times so that additional instructions might be heard by everyone. Once students have arrived in their assigned rooms, they should get as comfortable as possible and remain calm. No one should leave the room until the ALL CLEAR has been given. Above all, no one should leave the building, even though the alert might come during a lunch period.

The signal for a drill or actual warning will be a pulsating or irregular blast of air horns. It is possible that the only warning received would be the civil defense sirens situated throughout the city. In that case, students should react immediately and go to their assigned areas.

FIRE DRILL REGULATIONS

The fire exit routes are designed to move the student body in the direction of Jefferson Street. Should it become necessary, the entire student body would proceed along Jefferson St. toward St. Joseph School. These same procedures and routes would be used in case of a bomb threat. In a drill situation, students would usually go no farther than Jefferson Street.

The rule of silence during a drill must be adhered to.

REMEMBER; Students should stay with their class maintain silence both during and after the drill, and follow the assigned route. Attendance will be taken and reported to the principal.

FIRE EXIT ROUTES OUTSIDE BUILDING

EXIT A, DOOR #1 Turn left. Proceed along the south side of Madison Street toward Jefferson Street.

EXIT A, DOOR #2 Go across Madison Street. Turn left and follow the north side of Madison Street toward Jefferson Street.

EXIT A, DOOR #3 Same as Exit A, Door #2.

EXIT B Go across Madison Street. Turn left and follow the sidewalk toward Jefferson Street.

EXIT C Turn right and follow the sidewalk across Tiffin Street. Turn right again and follow the sidewalk along the south side of Tiffin Street toward Jefferson Street.

EXIT D Turn right and proceed through parking lot to Madison Street. Turn left and follow the sidewalk on the south side of Madison Street toward Jefferson Street.

EXIT E Go up the ramp. The rest of the directions are the same as Exit D.

HOMELAND SECURITY ALERT POLICY

The safety of the students is the school's top priority. For this reason, should a threat level RED be announced by Homeland Security the school's procedures are as follows:

If a RED ALERT occurs before school hours, school will be closed and all activities canceled until authorized to open by regional authorities.

If a RED ALERT occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by regional authorities. All events and activities will be canceled.

Should a RED ALERT occur, parental cooperation in not calling the school or coming to pick up students will greatly assist efforts to secure the building and keep the students safe. Local and regional safety authorities will keep Calvert High School informed through the media.

The school has a safety plan in place as well as an evacuation plan, should the need arise.