



Student Handbook

2024-2025

PURCELL MARIAN HIGH SCHOOL
2935 HACKBERRY STREET | CINCINNATI, OH 45206
513.751.1230 | INFO@PURCELLMARIAN.ORG
PURCELLMARIAN.ORG

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
PART I: Introduction and History.....	6
We are Marianist.....	6
A Marianist Education.....	6
We are Sisters of Charity.....	7
The History of Marian High School.....	7
The History of Purcell High School.....	7
The History of Purcell Marian High School.....	8
School Motto.....	8
School Seal.....	8
School Colors.....	8
School Fight Song.....	8
PART II: Mission, Core Beliefs, Characteristics of a Cavalier.....	9
Mission Statement:.....	9
Core Beliefs:.....	9
Characteristics of a Cavalier:.....	9
PART III: ACADEMIC STRUCTURE AND PROGRAMS.....	11
Scheduling Process.....	11
Schedule Changes.....	11
Class withdraw.....	11
Post Graduate Plans.....	12
GRADUATION REQUIREMENTS for the Class of 2024 and beyond.....	12
GRADUATION REQUIREMENTS for the Class of 2026 and beyond.....	13
Graduation.....	13
Credit System.....	14
Standardized Testing Program.....	14
Alternate Pathways to Graduation.....	14
SUGGESTED ACADEMIC FLOW CHART.....	15
Grading Scale.....	15
Semester and Final Grades.....	15
Exams.....	16
Progress Reports/Academic Monitoring.....	16
Report Cards.....	16
Transcripts.....	16
Student Academic Records.....	16
Academic Support and Academic Success Plans.....	20

Academic Eligibility.....	17
Academic Dismissal.....	17
Course Failures.....	18
Incompletes.....	18
Homework Policy.....	18
Academic Integrity Policy.....	21
Transfer Students.....	21
Credit and grades for transfer students:.....	21
GRADE POINT SCALE (Weighted GPA).....	21
GRADE POINT SCALE (Unweighted GPA).....	22
Class Rank/GPA.....	23
Honor Roll.....	23
Dean’s List.....	23
First Honors.....	23
Second Honors.....	23
ACADEMIC PATHWAYS.....	24
DUAL CREDIT OPPORTUNITIES.....	24
College and Career Counseling.....	26
Center for Student Support Services (CS3).....	29
Purcell Marian International Research Center.....	29
Exceptional Global Digital Education “EDGE” Program.....	29
Global Educational Experiences.....	30
PART IV: The Framework of Discipline.....	31
General Policies Regarding Discipline.....	31
Harassment, Intimidation, and Bullying Policy.....	32
Discipline Procedures and Policies.....	36
Disciplinary Consequence Options.....	38
PART V: General School Policies and Procedures.....	41
Notice of Non Discrimination Policy.....	41
Reporting an Issue or Concern.....	41
Policy Concerning Adult-Age Students.....	41
Non-Custodial Parent.....	41
School Safety.....	42
Visitors.....	42
Serious Injury or Illness.....	42
Cancellation of a School Day.....	42
Attendance Policy.....	42
Reporting an Absence and or Tardy.....	43

Reporting Early Dismissal.....	43
Foreseeable absences.....	44
Foreseeable Absences on Exam Day.....	44
Chronically Absent Students:.....	44
Absent from Class.....	45
Chronic/Extended Illness.....	45
Pattern of Absences.....	45
Missing Work.....	46
Tardiness.....	46
Late Arrival.....	46
College Visits.....	47
Cutting/Skipping Class.....	47
Truancy.....	47
Removal from Class.....	48
Late to Class.....	48
Leaving the Room during Class Time.....	48
Lockers.....	48
Cafeteria: Food and Drink.....	49
Dress Code.....	49
Internet and Technology User Agreement.....	52
Cell phones and other electronic devices.....	56
School Health Policies.....	56
School Policy Regarding Alcohol/Drug Possession or Usage.....	57
End of school day and extra-curricular dismissal.....	58
School Dances.....	58
Home and Away Sport Events.....	58
Student Parking Lot.....	59
Bus Passes.....	59
PART VI: Tuition.....	61
Tuition and Fees Payment Policy.....	61
Miscellaneous Information.....	62
Sports Program and Global Education.....	62
Withdrawals.....	62
PART VII: Activities and Extracurricular Organizations.....	63
Campus Ministry.....	63
Student Groups and Organizations.....	63
Athletics.....	65
Part VIII: School Schedules.....	68

Part IX: Faculty and Staff..... 69

PART I: Introduction and History

Purcell Marian is a Catholic, co-ed high school combining a rich tradition with a vibrant future. We are co-sponsored by the Society of Mary and the Sisters of Charity, and are supervised by the Archdiocese of Cincinnati. We provide a quality, integral education that celebrates the uniqueness of our students in a faith-filled, globally-minded, family environment. Our call is to exemplify the Characteristics of a Marianist Education and the ideals of the Sisters of Charity to develop young adults who are ready to be successful in their post-graduate opportunities. We are the future!

We are Marianist

Dedicated to forming people and communities of faith, the Society of Mary (Marianists) is an international Roman Catholic religious congregation of brothers, sisters, and priests.

The Marianists sponsor universities and secondary schools, as well as parishes and retreat centers, and work in spiritual formation, social justice, and environmental preservation.

Blessed William Joseph Chaminade founded the Society of Mary in France in 1817, and the Marianists have been present in the United States since arriving in Cincinnati, Ohio, in 1849.

As part of a wider Marianist Family that includes committed lay men and women, we are dedicated to forming people and communities of faith through education, parish work, social justice, the arts, and other ministries.

A Marianist Education

Education has always been a key element of the Marianist mission. The Marianists sponsor 19 secondary schools and three universities.

What does it mean to be a Marianist-sponsored school? It means that administration, teaching, and learning are focused around five “Characteristics of Marianist Education.”

- Educate for formation in faith
- Provides an integral, quality education
- Educate in the family spirit
- Educate for service, justice, peace and the integrity of creation
- Educates for adaptation and change

We are Sisters of Charity

The Sisters of Charity of Cincinnati are an apostolic Catholic community of women religious that exist to carry out the Gospel of Jesus Christ through prayer and service in the world. The Sisters of Charity are action people, highly committed to excellence in all that they do.

The Sisters of Charity continue their work of education, social service, pastoral ministry, health care and elder care in 15 states and two foreign countries through the sponsorship of institutions and programs that address education, healthcare and social service needs, with particular concern for building a more just society and providing direct service to the poor.

In the spirit of Elizabeth Seton, the Sisters of Charity are dedicated to serving where the needs are greatest. They minister as teachers and religious educators; healthcare professionals and wellness providers of all types; social workers and counselors; environmentalists and consciousness-raisers in many areas of society.

The Charity spirit is captured in their community motto: The love of Christ urges us.

The History of Marian High School

Marian High School began in 1908 as a co-educational parish school -- the first of its type in Cincinnati. It was originally named St. Mary's and was located at St. Mary Parish in Hyde Park. For years the high school shared facilities with the elementary school in the building that had been erected in 1903 as the St. Mary Mission Chapel. A new St. Mary School was constructed in 1923. In 1928, St. Mary's became a diocesan regional high school for girls only. The boys who had been enrolled there were transferred to the new Purcell High School. In 1963, a new high school called Marian High School was opened under the administration of the Sisters of Charity, and was staffed by nuns, Archdiocesan Priests, and lay men and women.

The History of Purcell High School

Purcell High School began in 1928 as an Archdiocesan high School for young men. The site was originally purchased in 1924 by the Rt. Reverend Monsignor J. Henry Schengber for the parish of St. Francis DeSales. Under the direction of the Most Reverend Henry Moeller, plans were drawn up for a school to occupy the site of the present Walnut Hills High School. In 1928, the Most Reverend John T. McNicholas decided to locate the school on Hackberry Street and gave it the name Purcell, in honor of the first Archbishop of Cincinnati, John Baptist Purcell. Purcell High School was under the administration of the Brothers of the Society of Mary, Marianist Priests, and lay men and women. The Eveslage Athletic Center was dedicated in 1971.

The History of Purcell Marian High School

The decision to merge Marian High School and Purcell High School was announced on May 1, 1980 by the Commissions of Education at both Marian and Purcell. The name of the new school would be Purcell Marian High School. The new school would be located at the Purcell site and begin with the 1981-1982 school year. The mascot would be the Cavalier, and the school colors would be crimson, blue, and gold. The school seal shows a picture of the Blessed Virgin Mary and Child. The inscription includes the school's motto, Praestans Inter Omnes (Outstanding Among All), and the date of the foundation of the school.

School Motto

“Praestans Inter Omnes”... “Outstanding Among All”

School Seal

The Seal shows the picture of the Blessed Virgin and Child. The inscription includes the school's motto and the date of foundation.

School Colors

Crimson, Blue, and Gold

School Fight Song

“Onward Cavaliers”

Let us sing the praises of the Bold Cavaliers
Let the hills and dales re-echo our cheers
As we march down the field let our voices cheer
Let the whole world know that we're all Cavaliers
For like those of old we will fight side by side
And our bravery will soon be told
For we will not be beat,
And we'll Fight! Fight! Fight!
For the Crimson, the Blue, and the Gold.
Onward Cavaliers, defeat the foe,
Your bravery show,
On to victory
Let every one among you Fight!

Originally written by William Walsh '31, and Edmund Birnbryer '31.

PART II: Mission, Core Beliefs, Characteristics of a Cavalier

Mission Statement:

As a Catholic community, we cultivate the best in each for the benefit of all.

Core Beliefs:

1. Rooted in the traditions of the Marianists and Sisters of Charity, we foster faith, hard work, and service to others.
2. We believe love inspires learning.
3. We believe every student is different, and these differences strengthen our community.
4. We challenge our students to be open-minded risk-takers and engaged global citizens who eagerly pursue knowledge and new experiences.

Characteristics of a Cavalier:

1. We ask questions. We know how to work with others to find the answers.
 2. We ask questions and make connections. We are interested in what happens both in Cincinnati and throughout the world.
 3. We don't accept information on face value; we distinguish between fake news and the truth.
 4. We tell our story, share our views. We work with others and listen to what they have to say.
 5. We care about others and act with integrity to seek justice. We take responsibility for our actions and accept the consequences.
 6. We appreciate our roots and our family histories. We are open to the values and traditions of people from other cultures.
 7. We are not afraid to step out of our comfort zones, to take risks and explore new ideas.
 8. We strive to balance all aspects of our lives.
 9. We spend time thinking, reflecting, evaluating what we think and what we've done.
- Understanding our strengths and weaknesses enable us to provide a path forward to become the persons God has called us to be.

10. We believe we are called to serve, to make a difference in this world. In the words of the prophet Micah, “We are called to act with justice, we are called to love tenderly, we are called to serve one another, to walk humbly with God.”

“Principal's Right to Amend – The Principal, or his/her appointee, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.”

PART III: ACADEMIC STRUCTURE AND PROGRAMS

The Academic programs at Purcell Marian are dedicated to educating the whole person, body, mind, and spirit, as it prepares its graduates for both higher education and a diversified workforce. Purcell Marian is recognized for the academic excellence, rigor, and professionalism it offers students in a uniquely diverse learning environment. The school is accredited by the Department of Education of the State of Ohio and the Ohio Catholic Schools Accrediting Association.

Scheduling Process

The scheduling process begins during the 2nd semester. The academic leadership team will conduct class meetings to discuss course requirements, available classes per grade level and elective choices. Our teachers will make recommendations for students for their classes and academic placement.

Considering teacher recommendations, graduation and course requirements, post-graduate plans, and student interest, the academic team will complete a class list to be shared with the student and family. Students and families will have the opportunity to provide feedback on their class list. After re-enrollment and feedback is collected, schedules will be created over the summer using the students class list. These schedules will be shared with students and families over the summer. Any potential scheduling changes over the summer will be communicated to parents and students.

Students are required to have a full schedule of classes for their grade level for the entire school year.

Schedule Changes

Students are expected to remain in the classes for which they are scheduled. Schedule changes can only be made by school administration in collaboration with parents, students, and grade level teachers. Schedule changes can only be made at the beginning of the school year and/or beginning of the 2nd semester and must be approved by administration.

Class withdraw

Any student who withdraws from a class must have approval from administration. If the withdrawal is determined necessary in the middle of a grading period, a W will be placed on the students transcript. If the withdrawal or class change occurs at the end of a semester, the grade earned and associated credit will be added to the transcript.

Post Graduate Plans

Each Purcell Marian student will, upon graduation, have a plan in place for their life after high school, whether that is enrolling in college, enlisting in the military, or gaining employment in a career. Students and their families are expected to work in close collaboration with the College and Career Counseling center to develop that plan; students should keep their post-graduate field of choice in mind when choosing academic pathways and courses.

GRADUATION REQUIREMENTS for the Class of 2024 and beyond

The following are current graduation requirements at Purcell Marian High School.

Please note: 1 credit = 1 Carnegie Unit

Religion	4 Credits	Health / Physical Education*	.5 Credit Each
English	4 Credits	Fine and Performing Arts	1 Credit
Math	4 Credits	World Language	2 Credits
Social Studies	3 Credits	Additional Electives	4 Credits
Science	3 Credits	Total	26 Credits

*Physical Education Credit can be waived with participation in 2 seasons of participation in a Purcell Marian sponsored Sport. The .5 Credit can be earned by completing the Financial Literacy Course.

The total minimum number of credits required for graduation is **26**

Students are expected to carry a full schedule of classes each semester.

Certain Academic pathways can add additional course requirement

GRADUATION REQUIREMENTS for the Class of 2026 and beyond

The following are current graduation requirements at Purcell Marian High School.

Please note: 1 credit = 1 Carnegie Unit

Religion	4 Credits	Health / Physical Education*	.5 Credit Each
English	4 Credits	Financial Literacy	.5 Credit
Math	4 Credits	Fine and Performing Arts	1 Credit
Social Studies	3 Credits	World Language	2 Credits
Science	3 Credits	Additional Electives	4 Credits
		Total	26.5 Credits**

*Physical Education Credit can be waived with participation in 2 seasons of participation in a Purcell Marian sponsored Sport. The .5 Credit can be earned by completing the Financial Literacy Course.

The total minimum number of credits required for graduation is **26.5**, UNLESS a student completes a PE Waiver.

Students are expected to carry a full schedule of classes each semester.

Certain Academic pathways can add additional course requirement

Graduation

Graduation is a celebration and recognition of our seniors accomplishments and their lasting legacy on Purcell Marian. Only students eligible for graduation may participate in the graduation ceremony and receive a diploma. The school administration retains the right to determine eligibility. Any student who does not successfully complete the graduation requirements of Purcell Marian will not participate in the graduation ceremony and will not receive their diploma until the requirements are met.

Credit System

Courses that run the entire school year are valued at 1 full credit. A full credit, year-long course meets for 120 school hours.

Courses that run for one half the school year are valued at ½ credit, or ¼ credit. A ½ credit or ¼ credit, half-year course meets for 60 school hours.

Credit: 1	Term is 1 year, 120 classroom hours
Credit: ½ or ¼	Term is ½ year, 60 classroom hours

Pathways to Graduation and Standardized Testing

Starting with the Class of 2023 there have been changes to a student's pathway to graduation in addition to the required 26.5 credits a student must earn to graduate.

IOWAs:

All students must receive at a minimum a competent score of 249 on the English Language Arts IOWA (Reading, Written Expression and Vocabulary) and a competent score of 255 on the Math IOWA.

**Retakes are given to students who fail to meet the required scores. Remediation sessions are offered to help students achieve the scores needed before retaking the IOWA assessment needed.

Diploma Seals:

All students must also earn 2 Diploma Seals. 1 of the 2 seals must be a State Seal.

The State Seals are:

Science: can be earned by receiving a Proficient Score on the Science IOWA or a grade of 80 or higher in an advanced science class during their Junior year)

Citizenship Seal: can be earned by receiving a Proficient Score on the Social Studies IOWA (which consists of 2 subject areas: American History and Government). This seal can also be earned by:

1. Achieving a grade of 80 or higher in both their US Government (Sophomore year) and History of the Americas (Junior year).
2. A combination of a Proficient score in either the American History or Government part of the IOWA plus a grade of 80 or higher in either a student's Government or History of the America class.

Ohio Means Job Seal: Students can earn this seal by meeting the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies. Work with our faculty and outside mentors to meet the 15 competency skills

Locally Defined Diploma Seals

In addition to earning one of the State Seals students may also earn one of the following locally defined or “School” diploma seal. Each of these seals have a set of requirements established by Purcell Marian. Students will meet/work with a staff member to check that all requirements are met for that particular seal.

Standardized Testing

Purcell Marian participates in the following assessment opportunities to help inform and guide both our students and faculty in achieving academic goals.

PreActs:

This assessment is given during a student’s freshman and sophomore years. The PreActs consist of assessment in the areas of Reading, English Language, Math and Science.

State-Funded ACTs:

Purcell Marian offers the State-Funded ACTs in the spring of junior year.

**ACTS are offered throughout the school year at various locations throughout Cincinnati.

Students wishing to retake an ACT or take at any grade level including Senior year need to meet with a member of the College and Career Center to arrange registration for one of the ACT test dates.

SUGGESTED ACADEMIC FLOW CHART

	9th Grade	10th Grade	11th Grade	12th Grade
College Prep	CP English I CP Algebra IA CP Biology CP World History Religion 9 World Language I / Support Bell (LPP/CS3/MEP) Art Elective / Health Flex 9	CP English II CP Algebra IB CP Physical Science CP US Government and Economics Religion 10 World Language II / Support Bell (LPP/CS3/MEP) Art Elective / Financial Literacy Flex 10	SL IB English Yr 1 CP Geometry CP Chemistry CP History of the Americas Religion 11 World Language III / Support Bell (LPP/CS3/MEP) Art Elective / Career Initiatives Elective Flex 11	SL IB English Yr 2 CP Algebra II CP Physics History Through Film/Global Events Religion 12 World Language IV / Support Bell (LPP/CS3/MEP) Art Elective / Career Initiatives Elective Flex 12
Advanced College Prep	ACP English I ACP Algebra I ACP Biology ACP World History Religion 9	ACP English II ACP Geometry ACP Chemistry ACP US Government and Economics Religion 10	SL/HL IB English Year 1 ACP Algebra II SL IB Environmental Systems and Societies Yr 1 SL/HL IB History of the Americas Yr 1 Religion 11	SL/HL IB English Year 2 ACP Pre-Calculus SL IB Environmental Systems and Societies Yr 2 SL/HL History of the Americas Yr 2 Religion 12

	World Language I / Support Bell (LPP/CS3/MEP) Art Elective / Health Flex 9	World Language II / Support Bell (LPP/CS3/MEP) Art Elective / Financial Literacy Flex 10	Foreign Language III / Support Bell (LPP/CS3/MEP) Art Elective/Career Initiatives Elective Theory of Knowledge Yr 1	Foreign Language IV / Support Bell (LPP/CS3/MEP) Art Elective/Career Initiatives Elective Theory of Knowledge Yr 2
Honors/IB	Honors English I Honors Geometry Honors Biology Honors World History Religion 9 Honors Spanish I (IB track)/ASL I Honors Art-MGTVC Health	Honors English II Honors Algebra II Honors Chemistry Honors US Government and Economics Religion 10 Honors Spanish II/ASL II Honors Art II-EMT Financial Literacy	SL/HL IB English Yr 1 SL/HL IB Math Yr 1 SL IB Environmental Systems and Societies Yr 1 SL/HL IB History of the Americas Yr 1 Religion 11 SL IB Spanish Yr 1/ASL III HL IB Visual Art Yr 1 Theory of Knowledge Yr 1	SL/HL IB English Yr 2 SL/HL IB Math Year 2 SL IB Environmental Systems and Societies Yr 2 SL/HL IB History of the Americas Yr 2 Religion 12 SL IB Spanish Yr 2/ASL IV HL IB Visual Art Yr 2 Theory of Knowledge Yr 2

Grading Scale

Purcell Marian uses a numerical system based on the following scale:

A (100-90) **B** (89-80) **C** (79-70) **D** (69-65) **F** (Below 65)

Semester and Final Grades

Semester grades are an average of two quarters and the semester exam. Quarter grades are given twice the weight of the semester exam. Therefore quarter grades are 80% and the semester exam grade is 20% of the overall semester grade.

Final grades are an average of four quarters and two semester exams. Quarter grades are given twice the weight of semester exam grades. Therefore quarter grades make up 80% and the two semester exams make up 20% of the final grade.

Exams

Comprehensive exams are given two times a year. Exam grades are listed on the report card and count for 20% of the semester average. Students are expected to take exams on the day and at the time scheduled. Students will not be allowed to take exams early without proper school administration permission. Students absent on the day of an exam must contact the teacher regarding a makeup exam. Students failing to make up an exam will receive a zero which will be averaged in to compute the overall grade for the course. Any exceptions to this policy must be approved by the school administration. Students may be exempted from their final exam for a full-credit course if the student has a 93 average or better. The use of the exemption is at the discretion of the teacher.

Progress Reports/Academic Monitoring

Progress Reports are issued to the student and parent via email throughout each quarter. Students and parents are encouraged to communicate with their teachers about academic progress and to frequently login to the Parent Portal on Renweb, our school management system, to monitor academic progress as well as assignment due dates, homework, etc.

Report Cards

Report cards are issued to students four times a year to show quarterly academic progress. Dates are published in the School Calendar on the official school website. If at any time during the school year there are questions, parents are encouraged to call the school to speak with teachers or to email the teachers. Teachers' email addresses are available on the school website.

Transcripts

Official student information, grades, grade point average, and credits earned are documented on the student's transcript. Transcripts are updated after each semester. Parents, guardians, and students can request a copy of their transcript by contacting their students counselor and filling out the proper records release paperwork.

Student Academic Records

Purcell Marian High School adheres to the Family Rights and Privacy Act of 1974. Briefly, this means that student records are available to parents upon request and will not be released to a third party without permission of a parent or an adult student or adult graduate.

Individual student records are only available to the student's teachers and to other persons, deemed necessary by school administration, that would help support the student's success.

Parents/guardians must sign a records release form authorizing the school to send any student records to a third party.

Should a student wish to withdraw from Purcell Marian, parents/guardians must give formal written notice to the school by filling out a records release form and turning it into school administration. The parent/guardian must speak with a member of the school administration in order for the withdrawal process to continue.

For a student requesting to withdraw from Purcell Marian, no official records will be released until all of the student's accounts have been closed and finalized.

Academic Eligibility

Any student who does not pass at least five core classes at the end of a quarter will have their extra-curricular privileges revoked.

Academic Dismissal

Any student who fails more than two classes for the year will be asked to leave Purcell Marian. Purcell Marian can dismiss a student at any time during the year if their academic performance is determined to be excessively poor and/or if the student is non cooperating with school support and expectations.

Students may lose extracurricular privileges throughout the year for poor academic performance.

Course Failures

A student who fails a core course must retake the course during the summer immediately following the failure, or they will be dismissed from Purcell Marian. Students will not be permitted to retake a failed course during the normal school year that was not taken in summer school. Courses taken in summer school are for credit recovery only. They do not affect the student's GPA or final grades for the course.

Incompletes

A student who has failed to make up a substantial component of a course, in a given quarter, may be issued an Incomplete for that quarter. Requests for Incompletes will be reviewed by the Assistant Principal in consultation with the subject area teacher and the academic leadership team.

Incompletes will only be issued for medical or family emergencies that cause a student to miss a substantial component of a course. If approved by the Assistant Principal, the Incomplete will not be removed until the work is completed. A student will not receive credit for a course in which there is an Incomplete for any quarter.

If the work is not completed by the given due date, the student will receive a failing grade.

Homework Policy

Students will be assigned homework throughout the school year. Students must have their homework completed by the teacher's specified due date. Students who fail to complete the homework by the due date will receive a zero for that assignment. It is the student's responsibility to ensure that homework is being completed and turned in to the teacher when necessary.

Academic Support and Academic Success Plans

Purcell Marian offers a number of supports to help our students learn. Students and families are encouraged and expected to utilize the support offered. A student who is struggling academically may be placed on an academic success plan.

The purpose of academic success plans is to give students and their families clear notice that improvement is needed in order for the student to succeed academically, and to collaboratively develop an improvement plan. The Dean of Academics and/or other members of a student's academic success team (may include administrators, family, intervention specialist(s), classroom teacher(s), counselor(s), etc.) will meet with the student to develop an academic success plan. Academic Success plans will include placing a student on academic probation.

During academic probation, the Dean of Academics and other support persons within the Purcell Marian community will monitor the student's grades, effort, and attendance. This may include being assigned to a specific support bell, homeroom, or after school homework help. This may also include loss of the privilege to participate in extracurricular activities and/or school sponsored events and activities during the academic probation period identified in the plan.

The Dean of Academics may place a student on an academic success plan due to any cause for significant academic concern including, but not limited to the following:

- Failure of two or more courses in quarters 1-3 (will initiate an academic success plan for the following quarter).
- Failure of any required course for a school year (will require credit recovery over the summer).
- Failure of 2 courses for a year (will require summer school, and initiate an academic success plan to begin in the 1st quarter of the following school year).
- Level 3 Academic Misconduct according to Purcell Marian's Academic Integrity Policy (See Academic Integrity section below).
- A record of attendance or performance that jeopardizes academic credit (will result in a success plan which includes improved attendance and performance goals).

Students who are placed on academic probation and fail to follow their academic success plan, or continue to fail courses, may be required to withdraw from Purcell Marian High School. Students who fail to meet the academic and attendance requirements needed to advance to the next grade may be asked to withdraw from Purcell Marian.

Academic Integrity Policy

School Philosophy: Academic integrity is necessary for learning and is expected from every student at Purcell Marian on every assignment. Students who violate academic integrity will be subject to academic consequences. Because we *respect* each other as individuals, teammates, and learners, because we are *honest* about our strengths and willing to work on our weaknesses, because we take pride in hard work and *trust* we are in it together, Purcell Marian commits to maintaining the academic integrity of our learning community.

At Purcell Marian, we use International Baccalaureate's definition of academic integrity: "a principle in education and a choice to act in a responsible way so others can trust us. It means conducting all aspects of your academic life in a responsible and ethical manner. The IB expects students to produce genuine and authentic pieces of work that represent their own abilities" (International Baccalaureate Organization).

Rights and Responsibilities of School Community Members

Administration

- Administrators have the right to enforce this policy and the responsibility to do so consistently
- Administrators are responsible for ensuring students, families, and teachers are informed

- of the academic integrity policy, and that students receive an annual review of the policy
- Administrators are responsible for tracking and documenting all instances of academic misconduct
 - Administrators are responsible for reviewing this academic integrity policy each year to ensure it is functional, in compliance with IB standards, and reflective of best practices

Parents/Guardians

- Parents/guardians have the right to be notified of any reported academic misconduct involving their student and the consequences
- Parents/guardians are responsible for familiarizing themselves with this policy annually and cooperating with the school to ensure these policies are followed and enforced
- Parents/guardians are responsible for supporting their student's commitment to academic, which includes refraining from interfering in student's completion of their own work

Faculty

- Teachers have the right and responsibility to consistently and fairly report and record instances of academic misconduct using the Academic Misconduct Report Form
- Teachers are responsible for notifying a parent/guardian and student of academic misconduct related to that teacher's assignments and/or assessments in a timely manner via email, and will cc the Academic Dean in this communication
- Teachers are responsible for delivering an introductory lesson (provided by administration) on this Academic Integrity Policy to students at the start of the school year, and teaching a variety of practices related to academic integrity throughout the year as part of their course curriculum
- Teachers are responsible for clearly and consistently communicating expectations of students, both generally and for specific assignments
- Teachers are responsible for developing fair and creative forms of assessment that enable them to get to know their students and recognize their work

Students

- Students have the right to fair evaluation of their academic work, including clearly stated criteria for evaluation
- Students have the right to be notified of any reported academic misconduct and submit a written response to the report within 24 hours of notification
- Students are responsible for producing their own, original work and citing the work or ideas of others
- Students are responsible for familiarizing themselves with all forms of academic misconduct and consequences outlined below

Good Practices for Maintaining Academic Integrity

1. **Assume all assignments are meant to be completed independently** and reflect your individual abilities, unless your teacher explicitly states otherwise. For group projects, ask your teacher to clarify expectations. Students complete their own work without using sources, help, or unapproved aids that undermine the learning process, or are not aligned

with the intent of assignments and curriculum goals.

2. **Give credit where credit is due.** If you use someone's ideas or words in your work, you must cite the source! At PM, Students use legitimate academic resources, and carefully acknowledge ideas that are not their own, by appropriately citing sources in their work. At Purcell Marian, students use MLA formatting for citing sources.
3. **Do not share your work with others.** We love to see Cavaliers support each other, but this is not the way to do it. You can help a classmate understand an assignment without sharing your own work. Willingly allowing other students to use or copy work is a form of cheating and academic dishonesty.
4. **Show what you know. Your** work represents your own authentic ideas, knowledge, and understanding. If you need help, seek help from the classroom teacher or approved sources (like a tutor). PM Students are able to demonstrate understanding of work they complete and turn in.
5. **Ask for more time.** Sometimes, assignments take longer to complete than you expect. If you can't make a deadline, email your teacher *before the deadline* and request more time.
6. **Most importantly, communicate, communicate, communicate!** Your teachers are here to help you learn. Be honest, ask questions, and take pride in your own work.

Academic Misconduct

Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. Academic dishonesty or misconduct includes any action which results in an unfair advantage for a student, regardless of intention. **Please note: academic misconduct includes, but is not limited to, the forms and examples below.**

Common Forms of Academic Misconduct

Plagiarism: using ideas, words, or work that is not your own, without explicitly acknowledging the source(s) used

Collusion: collaborating with others to produce work that was intended to be your own

Duplication: reusing work, using the same work to fulfill the multiple assignments

Fabrication: creating false information to complete an assignment

Enabling: giving another student the means or ability to engage in academic misconduct

Examples of Academic Misconduct

- Looking at another student's test, quiz, or exam
 - Undermining the integrity of exams in any way
 - Using a fake source on a research assignment
 - Providing another student with an assignment
 - Tampering with gradebooks, exams, etc.
 - Having someone else write portions of your assignment
 - Passing down a previous semester or year's work, notebook, homework, tests, etc.
 - Failing to cite sources
 - Making up data for a lab report
 - Using Google translator on a Spanish assignment
 - Claiming AI-generated text as your own work (see guidance on AI below)
-

Guidance on use of Artificial Intelligence

At Purcell Marian, we believe in teaching our students responsible use of available resources. AI is merely the latest addition to our technological toolbox. For this reason, we have adopted IB's position on the use of AI, outlined below and detailed in [Appendix 6 of the IB Academic Integrity Policy](#):

- AI software is not uniformly banned by the IB or PMHS. However, teachers may opt to ban AI in specific classes or on specific assignments.
 - Students cannot claim ANY AI-generated work as their own; instead, they must treat all AI-generated text or graphics as they would other sources, including clear and explicit citations
-

Academic Misconduct: Process & Consequences

Reporting Misconduct

Upon observing, detecting, or being informed of academic misconduct, all teachers and staff will report the misconduct to the Academic Dean and IB Director, as soon as misconduct is suspected and time reasonably allows. All reports must be made using the Academic Misconduct Report Form.

Students reporting misconduct should do so by approaching a trusted teacher or staff member, who will complete the Academic Misconduct Form on their behalf.

Teachers may confiscate aids that undermine the learning process, including cheat sheets, other students' work, cell phones, smart watches, or other electronic devices used in academic dishonesty.

The Academic Dean will review the report, and initiate the appropriate consequences as outlined below. If, during this process, other students are implicated in the misconduct, they will also be reported via the Academic Misconduct Report Form and given consequences in accordance with the below chart.

Levels of Misconduct	Description of Academic Misconduct	Process/Actions Taken Following Report via Academic Misconduct Report Form
Level 1	<p><i>Accidental Malpractice</i></p> <ul style="list-style-type: none"> ● Must be first occurrence ● May have occurred due to inexperience, misunderstanding <p>Examples</p> <ul style="list-style-type: none"> ● students collaborate on homework and submit the same assignment ● a student paraphrases a reading in an assignment without giving credit to the source 	<ul style="list-style-type: none"> ● Teacher will notify the parent/guardian and student of the suspected misconduct via email, and CC the Academic Dean. ● The student will be invited to submit a written response to the report within 24 hours. Invitation to be included in the teacher’s email. ● The Academic Dean will review the report and any response to determine the level of misconduct. The teacher, student, and parent/guardian will be informed of the level and consequences via email. ● For Level-1 misconduct, the student will be allowed to re-do or revise the assignment in accordance with academic integrity guidelines -- to be completed within one week of notification. ● The student must attend mandatory Academic Integrity Tutorial after school Monday in the Research Center.
Level 2	<p><i>Deliberate Misconduct</i></p> <ul style="list-style-type: none"> ● Student has a prior report of misconduct OR it is clear the student knowingly engaged in dishonesty/misconduct <p>Examples</p> <ul style="list-style-type: none"> ● A student previously reported for copying a 	<ul style="list-style-type: none"> ● Teacher will notify the parent/guardian and student of the suspected misconduct via email, and CC the Academic Dean. ● The student will be invited to submit a written response to the report within 24 hours. Invitation to be included in the teacher’s email. ● The Academic Dean will review the report and any response to determine the level of misconduct. The teacher, student, and

	<p>classmate’s homework fails to cite sources in an assignment</p> <ul style="list-style-type: none"> ● A student with no previous reports was caught using a cheat sheet during an exam 	<p>parent/guardian will be informed of the level and consequences via email.</p> <ul style="list-style-type: none"> ● For Level-2 misconduct, the student will be given “no credit” (a grade of zero) on that piece of work. This grade is included with all the other grades when determining the course average. ● The incident is documented in the student’s file. The student is issued 3 demerits. ● The student must attend mandatory Academic Integrity Tutorial after school Monday in the Research Center.
Level 3	<p><i>Repeated Misconduct</i></p> <ul style="list-style-type: none"> ● A student has more than one report of academic misconduct 	<ul style="list-style-type: none"> ● Teacher will notify the parent/guardian and student of the suspected misconduct via email, and CC the Academic Dean. ● The student will be invited to submit a written response to the report within 24 hours. Invitation to be included in the teacher’s email. ● The Academic Dean will review the report and any response to determine the level of misconduct. The teacher, student, and parent/guardian will be informed of the level and consequences via email. ● For Level-3 misconduct, the student will be given “no credit” (a grade of zero) on that piece of work. This grade is included with all the other grades when determining the course average. ● The incident is documented in the student’s file. The student is issued 5 demerits. ● The student is placed on Academic Probation via an Academic Success Plan.
Specific to IB Coursework	<p><i>Misconduct on IB Assessments</i></p> <ul style="list-style-type: none"> ● Any misconduct that occurs in relation to IB internal or external assessments 	<ul style="list-style-type: none"> ● Level 1, 2, or 3, consequences are applied as appropriate for the misconduct.

	<ul style="list-style-type: none"> • IB policies for student misconduct are outlined in Appendix 2 of the IB Academic Integrity Policy <p>Example:</p> <ul style="list-style-type: none"> • A student accidentally brings a cell phone into the examination room during an IB exam 	<ul style="list-style-type: none"> • In addition, the IB Director will immediately report the suspected misconduct to IB, initiating an IB investigation. • Parent/Guardian and student are notified of the IB misconduct report by the IB Director via email, and kept up-to-date on IB’s investigation.
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Academic misconduct may result in the following additional consequences at the discretion of Purcell Marian Administration: removal from National Honor Society and other leadership roles and honors including, but not limited to Student Council, LIFE team, Retreat leadership teams, Athletics captains or leadership roles, being named to Homecoming or Prom court, and other similar honors. For offenses after the initiation of academic probation, a student may be subject to additional disciplinary action including the possibility of suspension or expulsion.

This policy was written in June 2024 by the Academic Dean and IB director in collaboration with the School and Academic Leadership Teams. Sources consulted in its creation are listed below. The Academic and School Leadership teams will review this policy annually.

International Baccalaureate Organization. *Academic Integrity Policy*. 2019, updated 2023, United Kingdom, drive.google.com/file/d/16kyQ5moSsfwhFRWbCe9EuA-nFZhkZ-kT/view?usp=sharing. Accessed 6 6 2024.

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Provost Office of Luther College. “Academic Integrity.” *Luther College*, www.luther.edu/offices/provost/academic-integrity. Accessed 5 June 2024.

Purcell Marian High School. *Student Handbook*. Updated 2023, Purcell Marian High School, <https://www.purcellmarian.org/student-life/student-handbook/>. Accessed 22 May 2024.

Roger Bacon High School. *Student Handbook*. Roger Bacon High School, revised 2023, https://d719gwtx6pzcl.cloudfront.net/documents/Roger-Bacon-Student-Handbook-2023-2024_2023-08-09-155534_whfq.pdf. Accessed 22 May 2024.

Thomas Jefferson Middle School. “Academic Integrity International Baccalaureate Middle Years Programme Thomas Jefferson Middle School.” 2018, updated 2021, jefferson.apsva.us/wp-content/uploads/sites/22/2020/02/Academic-Integrity_Honesty-Policy.pdf. Accessed 6 6 2024.

Transfer Students

Parents must contact the Director of Admissions and have records sent to Purcell Marian to begin the process requesting admittance. Students who are accepted as transfer students will be placed in the appropriate graduation class based on the number of credits previously earned, not

years in high school. Students requesting readmission must present validation of course work taken during the break in attendance from Purcell Marian. The school reserves the right to require assessment of subject competence before granting re-enrollment.

- All transfer students will be placed on a probationary period for a minimum of one year.

Credit and grades for transfer students:

When a student transfers credits to Purcell Marian from a school which uses a different grading scale, the following conversion will be used:

- A—95 D—68
- B—85 F—60
- C—75 I—I

Each quarter/term will be assigned a numerical grade. For mid-year transfers, final grades and credit will be determined by using the Purcell Marian conversion scale and averaging quarter grades at the previous school and grades earned at Purcell Marian. Numerical grading scales that do not match our scale may require individual consideration by school administration.

Students that previously attended non-Catholic Schools are not expected to make up religion classes or any other Archdiocese required graduation requirement, which were unavailable at their previous school. Consequently, the credits required for graduation for such students will be adjusted.

GRADE POINT SCALE (Weighted GPA)

The following system is used for all course work completed at Purcell Marian High School. The numeric equivalents are given for comparison purposes, and are weighted based on the academic rigor of the course. The greater the academic rigor of the course, the higher the course will be factored into the GPA. Weighted GPA is primarily used to determine class rank and for certain college admissions and scholarship opportunities.

NUMERIC	GRADE	IB/Honors/CCPlus	ACP	CP
97-100	A+	5.83	4.83	4.33
93-96	A	5.50	4.5	4.00
90-92	A-	5.17	4.17	3.67
87-89	B+	4.84	3.84	3.34
83-86	B	4.50	3.50	3.00
80-82	B-	4.17	3.17	2.67
77-79	C+	3.84	2.84	2.34
73-76	C	3.50	2.5	2.00

70-72	C-	3.17	2.17	1.67
68-69	D+	2.84	1.84	1.34
65-67	D	2.50	1.5	1.00
64-0	F	0.00	0.00	0.00

GRADE POINT SCALE (Unweighted GPA)

Unweighted GPA is commonly used for college reporting and for scholarship application.

NUMERIC	GRADE	Unweighted GPA
97-100	A+	4.33
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.34
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.34
73-76	C	2.00
70-72	C-	1.67
68-69	D+	1.34
65-67	D	1.00
64-0	F	0.00

Class Rank/GPA

Purcell Marian uses weighted grades for the **sole purpose** of class rank. Two factors are taken into account: (a) the actual grade, (b) the academic pathway of the course. IB/Honors/CCPlus courses will be weighed 1.50 points on our 4 point GPA scale. Advanced College Preparatory courses will be weighed .5 points on our 4-point GPA scale, and our College Preparatory courses will not be weighed. The academic pathway for each course is listed above the course description in this guide.

Class rank will be calculated at the end of each quarter. Valedictorian and Salutatorian are distinguished awards given at graduation to the seniors with the 1st and 2nd class rank respectively. The Valedictorian and Salutatorian will be decided at the end of the 3rd quarter, senior year. The School Administration can award Co-Valedictorians if weighted GPAs are equal to several decimal places.

Honor Roll

At the end of each quarter, an honor roll is calculated to celebrate the academic achievement of our students. Honor roll is calculated using the student's **unweighted GPA** for that term (quarter). There are three categories of honor roll.

Dean's List

Students have an **unweighted GPA** of 3.67 or higher and are taking at least three honors level courses or two International Baccalaureate classes. Students may have no grade below a 70%, incomplete, or unsatisfactory grades. Students taking at least two dual-credit or college credit plus courses are eligible for the Dean's List as long as the 3.67 GPA is reached.

First Honors

Students have an **unweighted GPA** of 3.67 or above and no grade below a 70%, incomplete, or unsatisfactory grades.

Second Honors

Students have an **unweighted GPA** of 3.34 or above and no grade below a 70%, incomplete, or unsatisfactory grades.

During the course of a school year, any student that has been on the Dean's List or First Honors for the first three quarters shall be recognized at the Honor's Day Assembly spring.

Any student that has earned Dean's List or First Honors for all quarters of their high school career will be recognized as an Honor Graduate at Graduation.

ACADEMIC PATHWAYS

Purcell Marian High School offers three academic pathways in order to challenge the abilities of all students. Freshman placement is determined by grades, teacher recommendations, the results from the placement and state testing, as well as participation in the freshmen orientation program. At the end of each year, teachers and the academic team will evaluate students to ensure that they are performing at their highest potential. Adjustments are made as needed in consultation with the academic team, students, and parents.

Honors/IB – This pathway is a rigorous program of studies designed to ensure student success in the highly-regarded International Baccalaureate Diploma Programme. In 9th and 10th grade, this pathway is referred to as Honors and serves as a “pre-IB” program. In 11th grade and 12th grade, students in this pathway enroll in two-year IB courses. They may pick and choose individual IB courses, or opt to pursue the IB Diploma, which requires they take six IB classes and complete

the three core components: Theory of Knowledge; Extended Essay; and Creativity, Activity, and Service. Students taking IB classes have the ability to earn college credit should they achieve qualifying grades and scores.

ACP (Advanced College Preparatory) – This program is designed to meet the academic curriculum requirements for acceptance at four-year colleges and universities. Students will complete 4 credits each in English, Math, and Science; 3-4 credits in Social Studies and World Language. Students will be on a path to participate in multiple Standard Level (SL) IB courses during Junior and Senior years.

CP (College Preparatory)– This program is designed to meet the academic curriculum requirements to prepare students for success at two and four-year colleges, as well as other post secondary pathways. Students will complete 4 credits in English and Math (including at least Algebra II), 3-4 credits in Science and Social Studies, and quality academic electives.

DUAL-CREDIT OPPORTUNITIES

“Dual-credit” refers to classes for which students may receive both high school and college credit. Purcell Marian offers a variety of dual-credit opportunities. Please note: universities vary widely in their criteria for granting college credit for courses taken during high school, so students should inquire about specifics with the schools to which they are applying.

International Baccalaureate Diploma Programme

University admissions officers around the world have long recognized the IB Diploma Programme as one of the most robust college preparatory programs available.

Students are rewarded credit at universities based on their score in individual courses, with a score of 4 typically considered passing. Some universities only offer college credit for higher-level courses.

Students who earn the IB Diploma (by taking six IB courses over their junior and senior year and successfully completing all three elements of the IB Core) have been known to earn up to a year of college credit at some institutions.

In fact, Ohio recently passed legislation that requires all public universities in the state adopt a common policy for rewarding college credit for IB courses by 2025.

IB Courses Offered (2023-2024)

- Language and Literature (Higher-level and Standard-level)

- History of the Americas (Higher-level and Standard-level)
- Visual Arts (Higher-level)
- Mathematics Analysis and Approaches (Higher-level and Standard-level)
- Spanish (Standard-level)
- Environmental Systems and Societies (Standard-level)

Collegiate Courses

The College Credit Plus Program of the State of Ohio is sponsored by the State of Ohio. Students participating in this dual-credit program must apply for acceptance into the college or university where the student intends to take the course. After acceptance, and within the time period determined by the State, the student must then additionally apply to participate in the program. Students may be taking College Credit Plus courses on the college/university campus along with the other college students enrolled in the course, and will be responsible for their own transportation to the university campus. Once accepted into the program, the State will pick up tuition costs associated with the course as long as the student passes the course. Should the student fail, the parents are responsible for these costs. Students are eligible to take any college class for which they meet the prerequisite requirements. Please note that there is limited funding available in the CCP Program; therefore, priority is given to seniors and then juniors, etc., providing for one course at a time until the funds are exhausted.

It is very important before moving forward with the application process that both student and parent review the ODE website on this program as the parameters are changing. The CCP Program is a partnership between the student/parent/university and the State Department of Education, so although our counselors are willing to help guide families, responsibility for arranging classes, fulfilling application requirements and navigating logistics are ultimately up to the parent and the university-provided advisor.

In order to ensure that all students receive the Integral Quality Education that is promised by Purcell Marian High School, beginning with the class of 2024, online courses (with the exception of Health, PE, and Financial Literacy) and College Credit Plus Courses cannot be taken to fulfill Purcell Marian Core Graduation Requirements (4 Math, 4 English, 4 Religion, 3 Science, and 3 Social Studies). Online and CCP classes may still be taken to fulfill elective credit or additional credit in one of the core subject areas.

Non IB College Credit Courses will be weighted the same as the IB/Honors courses

Another dual-credit method is offered through the **Advanced Placement Program** sponsored by the College Board. AP courses follow an approved syllabus of the College Board and at a prescribed time students are tested on their mastery of that material. Possible scores range from 5 being the highest to the lowest score of 1. Colleges and universities will either accept or deny credit based upon their school policy. A minimum score of 3 is required by most schools, but that is dependent upon the field of study of the student, the AP courses' relevance to that field of study, and the overall standards of the university. There is a testing fee for AP courses.

There are a number of online dual credit opportunities listed in the course catalog under the EDGE program.

College and Career Counseling

The College and Career Counseling center's main objective is to empower students to create intentional plans for their post-graduate field of choice and to help them prepare to achieve their highest potential in that field. The Counseling Center will work as a team with students; their families; other faculty and staff; college, career, and military representatives; and other community stakeholders to help students create their post-graduate plans.

The purpose of the College + Career Counseling program is to facilitate four-year partnerships with each family to ensure that all Purcell Marian students are working toward enrollment in college, employment in a career, or enlistment in the military upon graduation from high school. We measure our success on our 3E Guarantee, which guarantees all graduating seniors are either Employed, Enlisted, or Enrolled at the time of graduation.

Career Planning and the 3-E Guarantee

- 1) ENROLLED: College Admissions
- 2) ENLISTED: Military Career Pathways
- 3) EMPLOYED: Direct Pathway to Careers

ENROLLED: College Admissions

Since colleges vary widely in their entrance requirements, students should refer to college catalogs and their college and career counselors for additional information concerning admissions. Many universities or departments within a university, such as engineering or nursing, have special requirements in addition to general university requirements. As a general rule, students who want to be competitive for four year college/university admissions should earn good grades in college preparatory classes, be considered “college ready” according to ACT benchmarks, be consistently involved in community service and student life, and successfully

complete at least two years of language. Please note, not all colleges recognize American Sign Language as a foreign language.

ENLISTED: Military Career Pathways:

There are many pathways to pursue a career in the military. These include enlisting through a recruiter or applying to one of the service academies. Purcell Marian proudly supports any Cavalier who chooses to pursue this pathway in support of our nation. We encourage all students who are planning on enlisting through a recruiter to actively engage with the Purcell Marian College and Career Center.

DIRECT ENLISTMENT AS A NON-OFFICER: Potential recruits who are in good academic standing, and have positive discipline and community engagement records, have a great deal of influence and leverage when it comes to their enlistment process. Those factors, plus the results of the military admissions test, known as the ASVAB, dictate which jobs will be available to any student seeking to directly enlist in the armed forces. No student should ever sign any paperwork on their first engagement with a recruiter. Learn the process and take your time.

ENLISTMENT IN THE SERVICE ACADEMIES: (West Point - Army, The Naval Academy, The Air Force Academy, and The Coast Guard Academy) A student should begin their pursuit of admission into the service academies during their junior year of school. Enrollment in the academies is a rigorous, two-step process that involves admission to the academy of choice as well as a nomination from an Ohio Senator or member of the U.S. House of Representatives. Students need to actively engage the members of the College & Careers Center in order to improve their chances of success in pursuing admission into any of the academies.

ROTC (Reserve Officer Training Corps): Many colleges and universities have local ROTC chapters that allow qualified students to engage in training for becoming a reserve officer in one of the armed forces. A major advantage of the ROTC program is that accepted students can have their tuition expenses partially paid for, in exchange for years of service to the military. This is an excellent option for many college-bound students.

EMPLOYED: Direct Pathway to Careers

There are many excellent options open to students who want to start making a living and engage in their career pursuits immediately upon graduating from high school. Now more than ever, employers are looking for young women and men to begin their training so that industries can replenish their workforce needs.

The Purcell Marian Center for College and Careers helps students with all of the following pre-employment skills support: conducting mock interviews, resume creation, interview question preparation, career-field searches, skills analysis, interests assessment, employer communication, and many other job-related skills and qualifiers.

The Career Initiatives Programs, in addition to making certain career-specific coursework available to our students, can also develop opportunities for pre-internship, career fairs, and contact-support with industry representatives. Please contact the Center for College & Careers with any related questions.

Social-Emotional Counseling

Purcell Marian has a partnership with Beech Acres, a student and family counseling service. Beech Acres will provide social-emotional counseling for our students as well as work with families to provide resources to help our families and students succeed.

Center for Student Support Services (CS3)

The Purcell Marian High School Center for Student Support Services provides a supportive placement for high-school students in grades 9-12 that have been found by their home district to qualify for special education services. These students are in need of a program that will maximize their potential to be academically successful. The services offered include, but are not limited to, specially designed instruction in accordance to the student's IEP/ISP goals, the development of organizational skills, modifications and accommodations for assignments and assessments, and speech therapy. The supports are offered in the resource room, therapy room, and the general education classroom depending on the IEP/ISP of the student. The Center for Student Support Services utilizes the case management model to facilitate communication with the parents and the student's school district of residence. The program is open to students entering high school as freshmen and transfer students that complete the admissions process with an IEP or ISP. The Center for Student Support Services and Purcell Marian High School are providers for both the Jon Peterson and Autism Scholarships.

Purcell Marian International Research Center

The International Research Center at Purcell Marian exists to support the curiosity and lifelong learning of our students, teachers, and staff. It provides students with the space, materials, and resources to pursue knowledge both independently and in conjunction with their coursework.

Exceptional Global Digital Education "EDGE" Program

The EDGE Program is an online educational opportunity that provides a rigorous, comprehensive, educational experience that is unmatched in today's online curricular offerings.

EDGE provides semester and full-year equivalent courses in a variety of subject areas. These courses allow students to take greater control over the time, place, and pace of their learning. The experience of an EDGE class prepares students for post-high school studies and the workplace.

A student wishing to participate in an EDGE course must receive the appropriate recommendation indicated in the catalog, and then Purcell Marian will pay the additional tuition associated with the course as long as the student passes the course. Should the student fail, the parents are responsible for these costs. Due to students' individual pacing with EDGE online classes, only the final course grade will be reflected across all areas of grading for each semester. The courses offered through the EDGE Program are listed in our course catalog.

Students are typically not permitted to take an EDGE course if that same course is taught in the school. Students must get permission from the Assistant Principal in order to take an EDGE course.

Global Educational Experiences

Purcell Marian offers global education experiences during spring break for any eligible student. These are voluntary educational opportunities that are promoted, coordinated, and facilitated by individual staff members. Parents are invited to support these opportunities at the direction of Purcell Marian staff members.

Certain academic and/or discipline requirements apply and are determined by the staff member(s) facilitating the experiences. There may be fees above normal tuition expenses assessed for these experiences.

PART IV: The Framework of Discipline

At Purcell Marian, we believe in developing the character of our students through building habits of excellence that will help them succeed later in life. Discipline and structure are key values of any good Catholic education that will help form these habits.

We believe that there must be a partnership between the student, parents/guardians, and school that is based on mutual respect and singleness of purpose with the goal of the student reaching the highest level of success during his or her time at Purcell Marian.

The conduct of students, parents, staff and the administration must always be respectful, appropriate, and within the procedures, policies, and structures of this Catholic high school. A student can receive disciplinary consequences, including expulsion from Purcell Marian due to a parent/guardian's inappropriate conduct.

General Policies Regarding Discipline

Off-Campus Contact

Students are expected to represent Purcell Marian High School in an exemplary manner at all times. Any behavior deemed detrimental to Purcell Marian High School and/or the Purcell Marian community by the school administration, regardless of when or where it occurs, is subject to disciplinary action up to, and including, expulsion. Students involved in pending legal investigations may be suspended from school until the legal situation is resolved.

Courtesy and Respect

Courtesy and respect to and from fellow students, staff members, and visitors to our school has been a longstanding tradition at Purcell Marian High School and is expected to be maintained at all times. Each member of the Purcell Marian Family should strive to be considerate and respectful of all others, regardless of race, religion, age, ethnic background, gender, disability, or any other differences.

Any student who is experiencing problems of any nature with adult members of the Purcell Marian staff should immediately present those concerns to school administration.

Care of Property

Any student who in any way is connected to damaging, defacing, or destruction of school property will be disciplined including being subject to suspension and/or expulsion. Restitution for any damage to the property may be required.

Profanity and Vulgar Language

There is no place for profanity or vulgar language at Purcell Marian High School, either inside the school building or outside on school grounds. Students may not defame any person, nor use language that is demeaning, harassing, or threatening to others.

Harassment, Intimidation, and Bullying Policy

General

It is the policy of Purcell Marian High School that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms

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

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - Causes mental or physical harm to the other student; and
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

“Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred.

Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other

- communications through the Internet, websites, blogs, or social media/networks;
- Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
- Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints

Formal Complaints: Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

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

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

School Personnel Responsibilities

Teachers and Other School Staff: Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the

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

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

Administrator Responsibilities

Investigation: The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Response

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one

prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

Report to the Parent or Guardian of the Offender: If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

Report to the Parent or Guardian of the Victim: If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parents/guardian of such finding.

Police and Child Protective Services: Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

Miscellaneous

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

Discipline Procedures and Policies

Conduct not consistent with the expectations for a Purcell Marian student will result in firm and appropriate consequences. Inappropriate behavior will generally be categorized, reviewed, and enforced in the following manner:

Minor Infractions: Consequences for a minor infraction would include but are not limited to a teacher detention, all school detention, and 1-2 demerits. Minor infractions include but are not limited to:

- Uniform Violations
- Excessive Talking
- Late to Class
- Illegal use of electronic devices
- Disrespect
- Not following instructions in and out of the classroom
- Disruption of Class

Serious Infractions: Consequences for a serious infraction will be given by the administration and include but are not limited to detentions, 3-5 demerits, and up to out-of-school suspensions. Serious infractions include but are not limited to:

- | | |
|---|---------------------------------------|
| -Repeated minor infractions | -Forgery |
| -Disrespect | -Use of Tobacco in the vicinity of PM |
| -Disruption of the school day | - Horseplay |
| -Inappropriate public displays of affection | -Verbal Conflict |
| -Misuse of the Internet | -Destruction of property |
| -Leaving class without permission | -Skipping Class |
| -Cheating | -Profanity |
| -Theft | -Bullying and/or Harassment |
| -In unauthorized area without adult supervision or permission | |

Major Infractions: These are infractions which should be directly reported to school Administration. Any single major infraction can cause a student to be expelled from Purcell Marian. Major infractions include, but are not limited to:

- | | |
|-------------------------------|-------------|
| -Repeated serious infractions | -Disrespect |
| -Bullying and/or Harassment | -Fighting |
| -Substance Abuse Violation | -Theft |

- Truancy
- Possession and/or use of weapons, drugs, vapes, drug paraphernalia or alcohol
- Possession of any pornographic or sexually suggestive materials
- In unauthorized area without adult supervision or permission
- Any other dangerous, destructive or unlawful conduct

Each student will be held accountable and is responsible for his or her actions. School administration will meet with students and staff before assigning appropriate consequences, then will communicate the consequences with parents/guardians.

Because it is impossible to list every possible infraction and violation of rules, school administration reserves the right to assign disciplinary consequences to a student regarding any inappropriate behavior. Each situation will be addressed on an individual basis.

Disciplinary Consequence Options

Teacher detentions: Infractions may be handled by the teacher within the classroom at his/her discretion. The detention will be held with the assigning teacher before or after school. Any student failing to serve a teacher detention will receive a demerit and an all-school detention.

After school detentions: When a student is issued an after school detention by a teacher or administration, the penalty takes precedence over other school activities or any other conflict. Students will do the following:

- Check into the detention room immediately after school. Students will not be admitted to detention after 3:00 p.m..
- Remain in detention the entire time. Students may not be released early to give assistance to another teacher, and/or to make up work.
- Be in dress code.

Failure to Serve a Regular Detention will result in the issuance of a demerit, an additional detention, and possibly an in-school detention.

Demerits: Instead of, or in addition to, alternative disciplinary action taken within the classroom by the classroom teacher, a student may be issued demerits. Generally, the following consequences apply for an accumulation of demerits:

5+ Demerits Parents are notified by the school administration.

10+ Demerits Parents are notified by the school administration. Students will serve an in-school suspension and a meeting will take place. The student can be placed on a disciplinary contract for the remainder of the year or the following year.

15+ Demerits Parents are notified by the school administration. Students will be withheld from school and a parent meeting will take place the day the student returns. And will be placed on a disciplinary contract for the following school year.

20 Demerits Parents are notified by the school administration. Students may be asked to leave Purcell Marian High School.

In-School suspensions: In-school suspension is a strategy used to discipline students for their behavior while ensuring that they participate in the academic process in some way. The student will be removed from the normal school environment, and spend their day or days (depending on the offense) working on normal class work. Students may not participate in any school-related activities including athletics, the day of their in-school suspension.

Out-of-school suspensions: Suspensions can be issued for an accumulation of demerits and/or as a consequence for serious/major infractions. The length of suspension will be determined by the school administration. Students may not participate in any school-related activity while serving a suspension. In-class work missed while the student is serving a suspension cannot be “made up.” Only tests and major projects will be allowed to be “made up” at the discretion of the teacher. Days missed while serving a suspension will count towards a student’s total number of days absent.

Probation Period: These are used to help a student adhere to the expectations of Purcell Marian. Note that school administration may put a student on a probation period at any point throughout the year if it is deemed a necessary step to help ensure the student’s success. Students and parents will be notified as to the terms and conditions. Conditions must be met or signs of improvement noted in order to remain a Purcell Marian student. Terms and conditions may include and/all of the following:

- Increased monitoring and check ins regarding academic performance
- Increased monitoring and check ins regarding behavior
- Increased communication with parents/guardians
- Increased tutoring time
- Increased workload
- Required detention(s)

- Participation in counseling/therapy
- Suspension of school related activities, sports, clubs, etc.
- Additional service requirements

Refusing a probationary period's conditions/terms and/or violations of the conditions and terms may result in expulsion from Purcell Marian.

Expulsion: a student may be permanently dismissed from Purcell Marian for the following:

- Any single major infraction or an accumulation of serious infractions.
- An accumulation of 20 demerits or more in a single school year or an accumulation exceeding the limit of demerits set on a probationary contract.
- A violation of the absence policy.
- Poor academic performance.

In cases in which a student may be expelled or asked to withdraw from Purcell Marian, the following procedures will be followed:

- Information will be gathered from appropriate persons.
- Parents or guardians will be notified of the expulsion by school administration.
- A meeting will be held between school representatives, the student, and the parents.
- Written notice of the determination will be sent to the student and parents following the hearing. Any student expelled from Purcell Marian may not take part in or attend any Purcell Marian activity without the permission of Purcell Marian High School administration.

Exclusion: Occasionally, a single major infraction or a series of serious incidents will necessitate that a student be immediately removed from class or from school until the administration can meet with the parent(s) or legal guardian or until the administration can conduct an investigation and/or decide on the appropriate course of disciplinary action. When it is necessary to send a student home, parents will be contacted immediately, given a brief description of the incident, and a meeting time will be set. Students can be excluded from Purcell Marian for part of the school year for disciplinary problems, including a violation of contract or an accumulation of 20 demerits. Students excluded from school may not participate in any school activity while excluded. Students may be excluded from other school activities and events for violations at Purcell Marian school sponsored functions outside the normal school day.

Appeal Process: If a parent or guardian wishes to appeal a suspension, exclusion, removal from class, and/or an expulsion, they must file an appeal in writing with the Principal within three (3)

days of being notified of the disciplinary consequences. The Principal will hear any appeal and will be answered within three (3) days of the appeal hearing. The student in question, MAY NOT attend classes during the appeal process.

Student Reviews: At any time during the school year, especially at the semester or at the end of the year, students who have experienced serious academic, disciplinary, or financial problems during the past semester or school year will have their records reviewed by school administration. If a student's record is considered unacceptable, he or she may not be permitted to return to Purcell Marian the following semester or school year, or may be allowed to return on a Probationary Contract.

PART V: General School Policies and Procedures

Notice of Non Discrimination Policy

Purcell Marian High School admits students of any gender, race, color, nationality, disability, sexual orientation, or ethnic origin who are otherwise qualified and for whom an appropriate academic program can be provided. Once admitted, students are afforded all the rights, privileges, and access to programs, and activities generally accorded or made available to students at Purcell Marian High School. Purcell Marian High School does not discriminate on the basis of religion, race, color, age, nationality, ethnic origin or disabilities in the administration of education policies, loan programs, athletic and other school-administered programs, or in the hiring of employees.

Reporting an Issue or Concern

If a parent has an issue, problem, or question for a faculty member that they would like to discuss, the following procedure should be followed:

- Contact the faculty member directly via phone or email to discuss the issue or set up a time to meet.
- If the issue is not resolved and is academic in nature, contact the student's Class Dean or the Assistant Principal.
- If the issue is not resolved and involves discipline, contact the Dean of Students or the Assistant Principal via phone or email.
- Lastly, if the issue is still not resolved, contact the Principal via phone or email.

Any serious or major issues/problems should be communicated with school administration as soon as possible.

Policy Concerning Adult-Age Students

Since Purcell Marian High School is a Catholic, non-public school, we reserve the right to expect parental/guardian permission, signatures, etc. for adult students unless prior arrangements have been made with the principal. Also, adult age students are expected to follow all the rules and policies of Purcell Marian High School.

Non-Custodial Parent

In the absence of a court order to the contrary, Purcell Marian High School will provide non-custodial parents with access to academic records and other school-related information regarding their children. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

School Safety

Students who suspect that another student or person may jeopardize the safety of the school should report the suspicious person(s) to school administration or the nearest staff member immediately. Students can also call the safer school Ohio hotline at 844-723-3764.

Gangs and gang activity is not permitted at Purcell Marian and should be reported immediately. Any student who jeopardizes the safety or threatens to jeopardize the safety of the Purcell Marian community will receive consequences including but not limited to suspension, expulsion, and legal action.

Visitors

All visitors must report to the main office after being let in by school staff to sign in and obtain and visibly wear a Visitor's Pass. A visitor is anyone who is not a student enrolled at Purcell Marian or a member of the staff.

- Students will not be called out of class to see anyone other than a parent or parent designee.
- Students may not have visitors accompany them to classes or visit at any time during the day.

Serious Injury or Illness

If a student is seriously ill or injured, the school will call 911 and make every attempt to contact parents. Any information required by the paramedics will be given from the student's emergency medical authorization and/or school records.

- It is the expectation that families keep medical and contact information updated in Final Forms and Renweb.

Cancellation of a School Day

Any day that there is cause for school to be canceled or delayed, the media will be informed as well as a phone call, text, and email will be made to parents/guardians as soon as the determination to cancel school has been made.

Attendance Policy

Regular attendance and punctuality builds good habits for a lifetime. Regular attendance at school is important to the academic development of the student and is required by Ohio state law. Students who are absent from school miss educational instructional time that includes the presentation of new material, explanations, demonstrations, class discussions, and various forms of cooperative learning that cannot be replicated by a simple assignment. Absences from school are serious because students cannot “make up” the instructional time missed. If a student is absent from school, they can not participate in any practices/sports the day/weekend of. All parents/guardians have the responsibility to ensure regular daily school attendance of their children.

Absences fall into two general categories - excused and unexcused.

- Absences are considered unexcused if proactive parental contact regarding the circumstances of the absence has not been made. Proactive parental contact, described below, is required for the absence to be considered an excused absence.
- Absences can be categorized as unexcused at the discretion of the Administration.
- Students will have their grade penalized for any work missed due to an unexcused absence.

Reporting an Absence and or Tardy

When a student is absent or tardy, the following steps should be taken to be considered proactive parental contact:

(1) On each day of the student’s absence or tardy, a parent must call the school before 9:00 a.m. to report the reason for the absence or tardy. Parents/guardians should report the absence or tardy to school at (513)751-1230.

In your message please make sure to include the name of the student and reason for absence.

(2) If a phone call is not placed by 9:00 a.m. by a parent/guardian, then a phone call will be placed by Purcell Marian staff checking on the status of the student. If contact is not made, then a message will be left, and it is the responsibility of the family to make proactive contact with the school and report the reason for absence.

Reporting Early Dismissal

Families should strive to schedule appointments before or after school to ensure students are participating in a full school day.

If a student needs an early dismissal, proactive communication must take place the morning of the early dismissal, at least by 9:00 am. Parents can call the main office or the student can bring a note from a guardian.

Students will be given an early dismissal note in the morning and will be able to leave class at the appropriate time.

Failure to follow this procedure may result in increased wait time as the school attempts to reach your student without causing a disruption to the class or school. The student may also receive disciplinary consequences if proper procedure is not followed.

Students who frequently use early dismissal, may lose credit for the classes they miss.

Foreseeable absences

Absences due to a special family event, travel with the family, or participation in a special event of a religious, educational, civic, cultural, or athletic nature fall into this category. These absences are strongly discouraged when possible -- there is no guarantee any request will necessarily be permitted.

Though the student is permitted to make up lost work for an absence, classroom time cannot be replaced.

These absences can be excused if the following conditions are met:

- The parent informs the school by note or telephone call at least one week in advance.
- Once permission is given, the student must inform each of his or her teachers.

Foreseeable Absences on Exam Day

In order to preserve the integrity of the exams, absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made for situations or events beyond the control of the student/family.

Chronically Absent Students:

Students are required to be in attendance from the first day of the school year through the last day. The following disciplinary consequences will apply for students with excessive absences:

- Once a student accumulates 6 total absences a semester, parents and students will receive notification of total absences and communication will take place with the student, parent and school representative to create a plan of action to reduce the absences.

- Once a student accumulates 9 total absences a semester they will be considered excessively absent and will be withheld from all extra-curricular activities including field trips and service trips until the end of the semester.
- Students who are excessively absent, 9 or more days absent in one semester, may be required to report during Christmas break and/or the week after school concludes to complete a day of service and reflection. A parent meeting will be required with school representatives to create a plan of action to correct the absenteeism.
- Students who are excessively absent during a semester as determined by the school administration, may receive an Incomplete for that grading period and will not be able to participate in extra - curricular activities after school for the remainder of the school year. If the student does not make up their work by the established due date then they will be issued a zero for the missing work.
- Students who are excessively absent during a school year may be asked to leave Purcell Marian.

Absent from Class

Any students who are excessively absent and/or tardy from a particular class may be withdrawn from the class and/or receive a failing grade for that class for the semester and may be required to report for summer school to recover the grade.

Chronic/Extended Illness

For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the Parent must complete a chronic/extended illness notification form with the principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. For students who are absent more than ten days in a month and/or who exhibit defined patterns of absences, the Parents will be required to complete the Chronic/Extended Illness Notification Form.

Documentation from a physician will be required.

If the Parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the School Administration will review the child's attendance for needed services and/or applicable for disciplinary consequences per the Attendance policy.

State and federally funded scholarships may be revoked if a student exceeds 20 unexcused absences in one school year.

The administration of Purcell Marian reserves the right to extend the number of acceptable absences and tardies based on individual circumstances. Documentation is required for any mental health related absences.

Pattern of Absences

A pattern of missed classes on days of assessments (quizzes, tests, speeches, major projects, course activities, etc.) may result in a required parent/student conference with school counselor and/ or administration to discuss the following:

- Ineligibility for course exemptions
- Loss of Credit
- Restrictions on attendance/participation for school sponsored activities

Missing Work

Students who are absent from a class are permitted to make up the work they miss due to the absence, unless that student is considered a chronically absent student. If a student misses work due to an absence, it is the student's responsibility to communicate with the teacher upon their return. All missing work must be made up within one week of the absence. Additional time may be granted by the school administration due to extenuating circumstances. A teacher may require a student to make up work sooner than one week in the case that the missed work must be completed before moving to the next assignment. A student will not be penalized for a teacher's absence. Students are encouraged to get make-up assignments before returning to school.

Tardiness

Students who are not in their classrooms and ready for instruction when the bell rings at 7:50 a.m. are tardy and must report to the Main Office to obtain a tardy pass.

Only School Administration will determine whether tardiness is excused or unexcused. Excused tardies will receive no disciplinary consequences. Parent phone calls explaining lateness the morning of will not be considered excused tardies. Medical appointments will be considered excused.

Excessive tardiness will result in disciplinary action stated below:

- 4 unexcused tardies equal 2 days absent
 - Once a student accumulates 4 unexcused tardies, the student will receive a detention from 3:00 - 3:40.

- Students with excessive tardies will be penalized via the attendance policy and additionally:

Students who are excessively tardy, 8 tardies in one quarter may not be allowed to participate in extracurricular activities for the remainder of that quarter.

Students who are excessively tardy as determined by the school administration, may lose credit for the course and be required to recover it in summer school.

Students who are consistently tardy will be placed on probation.

- Students will receive demerits if tardiness proceeds beyond the 1st quarter
- Students may lose the ability to participate in extracurricular activities and or school sponsored activities

Late Arrival

Seniors may have the privilege of obtaining a late arrival bell in their schedule during the 1st class period of the day. Seniors who are awarded this must be credit efficient toward graduation and must have passed their state testing graduation requirements. Students who have a deficiency in their graduation requirements will not be given a late arrival bell. Seniors will lose the late arrival privilege if they accumulate 4 tardies in a quarter and fail to meet the academic and/or behavioral expectations of Purcell Marian.

College Visits

Seniors and juniors are permitted three (3) college visits per year. Forms are in the guidance office, and a completed form must be submitted to the Main Office no less than one week prior to the visitation in order to be “excused.” The student is responsible for finding out what work he or she missed and for making up all that work (including tests and quizzes) in accordance with the make-up policies established by the classroom teacher. If a student does not follow proper approval process on time, the college visit may be registered as an “unexcused absence” and the student may be required to make up the missed class time after school.

Cutting/Skipping Class

When students cut class or school, teachers will assign a failing grade for any work or test missed due to the result from class cutting or school.

Truancy

Students are truant if they leave school grounds during the school day without proper permission or without signing out at the main office.

Sanctions for truancy:

1. Notification to parents;
2. 10 demerits
3. Assigned to detention for remainder of the quarter (administration decision)
4. A failing grade for quizzes, tests, and/or class assignments which are missed as a result of truancy

Students are also truant if they are absent from school or class without a legitimate reason. Truant students will receive disciplinary consequences determined by the administration. According to Ohio Revised Code Section 3321.191, a student with five or more unexcused absences on consecutive school days, or seven or more unexcused absences in one school month, or 12 or more unexcused absences in one school year, may be considered “habitually” truant. A student with seven or more unexcused absences on consecutive school days or 10 or more unexcused absences in one school month, or 15 or more unexcused absences in one school year, may be considered a “chronic” truant, under Section 3321.191 of the Ohio Revised Code. In the case of either “habitual” or “chronic” truants, Purcell Marian High School may:

- require the student and/or parent to receive appropriate counseling
- lead to disciplinary action such as suspension or expulsion
- require the student to make up missed class time outside of school

The administration of Purcell Marian reserves the right to extend the number of acceptable absences and tardies based on individual circumstances. Documentation is required for any mental health related absences.

Removal from Class

If a student is removed from a class due to a behavioral/disruptive issue, they will receive a failing grade for any work or tests missed as a result of the removal of class.

Late to Class

Students have 3 minutes to move from one class to another. Classroom doors will be shut when the bell rings. Any student who is late to class without a note from a teacher will be sent to the main office. Students who are chronically late to class (4x) will receive disciplinary consequences. Students who fail to report to the main office in a timely manner will be given skipping class consequences.

If a student does have a valid note from a teacher excusing their lateness, they will be allowed into class with no consequence issued.

Leaving the Room during Class Time

If a student needs to leave the room during class time, they will be required to give their cell phone to the teacher and sign out in order to receive a hall pass.

Students will receive their phones back once they return to class and turn in the hall pass. Any student who is seen outside of the classroom during class time without a hall pass or a teacher note will be referred to the main office.

Lockers

Students are only permitted to use the locker that has been officially assigned to them and may not change lockers without permission from school administration. Students should make sure that lockers are securely locked at all times.

- School lockers remain the property of Purcell Marian High School and may be checked at any time by the school administration.
- If a student is using a non-official school lock, it may be cut off if the school administration needs to check the locker.
- Valuable items should not be kept in lockers.

Purcell Marian is not responsible for any articles lost or stolen from lockers.

Cafeteria: Food and Drink

All students will be assigned a lunch bell and should report directly to the cafeteria at the beginning of the bell.

All students and staff are expected to clean up after themselves when finished eating in the cafeteria and all trash and uneaten food should be disposed of in the waste cans.

Students cannot order food to the school and no food should be delivered to the school by any person, including parents at any time. Food delivered to the school will be declined or confiscated until the end of the school day.

Food should only be eaten in the classroom with permission from the classroom teacher. The only drink allowed in the classroom is water in a clear water bottle.

Dress Code

Proper dress and grooming helps to build habits of professionalism and personal pride. Therefore, students at Purcell Marian are required to follow the dress code. Students who do not follow the school dress code guidelines for appearance will be asked to change into proper dress code or be sent home.

All clothing worn by students should be clean, in good repair, not torn or ripped and fit appropriately.

Periodically during the school day, school administration will perform “dress code checks.” Students not following proper dress code will be referred to the main office to change or if noncompliant will be sent home.

Only the following clothing may be worn during the school day. If it is not listed, it is not acceptable. The Administration will make all final decisions on a dress code violation.

Shirts: Only Purcell Marian embroidered blue, gold or red uniform shirts that are sold in the Purcell Marian Spirit Shop. Purcell Marian embroidered white long sleeve button down shirts are also acceptable.

- Uniform shirts may not be altered in any way. Only solid color (no logo or writing) t-shirts and turtlenecks may be worn underneath the official school shirt. No hoodies or jackets are to be worn underneath school shirts.
- Shirts must be tucked in at all times.

Sweatshirts and Hoodies: Only Purcell Marian sweatshirts/hoodies that are purchased through the Purcell Marian Spirit Shop are permitted.

- Hoods from sweatshirts are NOT to be tucked in at any time.

Pants: only tan-khakis or dress slacks with belt loops are acceptable.

- Pants are not brand specific, However, they may **not** have: cargo pants pockets, extra buttons/jewels/stitching/zippers or embroidery.
- Sweatpants, jeans, leggings, and jeggings are never permitted as pants.
- Cut-off shorts, short-shorts, extremely tight shorts/pants, cargo-shorts or baggy, oversized shorts are not permitted for both male and female students._

Pants are to be worn at the waist level at all times. Students who fail to wear their pants at waist level will be required to wear a belt.

Skirts: skirts are no longer permitted to be worn.

Shorts: Shorts (long bermuda) are permitted to be worn during the 1st and 4th quarters only. Shorts must be khaki colored only.

- Must be at the knee, not tight or rolled.

-

Shoes: Gym shoes or dress shoes are required.

- Shoes must be fastened/tied at all times.
- Shoes must cover the entire heel and toes of the feet.
- Flip flops/sandals, house shoes, clogs, crocs, and slippers are not permitted.
- Socks are required to be worn.

Hair: Must be neatly trimmed and groomed at all times. Purcell Marian students are to have their natural hair color only.

- Students will be asked to change any hair style and/or color if decided improper for the community/school atmosphere by the administration.
- Students can be suspended while the change is being made.
- Students who fail to check with administration may face suspension, may not participate in school sponsored activities, etc.

Parents and students must check with school administration before the student adopts a new hairstyle or color that may be questionable.

Hats/Scarves: All hats and scarves should be removed and placed in the student's backpack or locker upon entry to the building. Hats, and scarfs are not to be worn in the building throughout the day at any time.

- This includes non-religious headwear, head coverings of any kind (male or female): Hoods, sweatbands, bandannas, bonnets, scarves, combs, picks, curlers, rakes worn in the hair.

Facial Hair: Male students are permitted to have neatly groomed and trimmed facial hair. School administration will make all final decisions regarding acceptable facial hair.

Sunglasses: are never permitted to be worn inside the school building.

Body Piercing/Tattoos: ear and nose piercings (not septums) are permitted. All other facial piercings are not permissible.

- Students will be asked to remove all piercings that are considered unacceptable. Failure

to comply will result in the student being suspended until the student is in compliance.

- Any inappropriate tattoos will be asked to be covered. Failure to comply will result in the student being suspended until the student is in compliance.

Jewelry: all students must adhere to a modest display of jewelry. The administration will have the final decision regarding the appropriateness of any jewelry.

PMHS Spiritwear: PMHS Spiritwear refers to any shirts/tops that have Purcell Marian on them.

- PMHS Spirit shirts may be worn every Friday, unless otherwise announced by administration.
- School dress code pants or shorts are still required with spirit wear tops on Spirit Days. Spirit shirts do not have to be tucked in.

Out of Uniform Days: are special days pre-determined by school administration. Any deviation from the dress code on out of uniform days will be addressed by the administration. Students wearing inappropriate clothing may receive disciplinary consequences up to being sent home. School administration will make all final decisions on what is appropriate.

The following dress practices are **NOT** allowed in school at anytime:

- Pants, skirts or shorts worn below the waistline (“sagging”) or inside out. All shorts and skirts must be worn no shorter than approximately three inches above the knee.
- Cut-up shorts or pants with slits, rips or holes above mid-thigh
- Pajamas/ sleepwear of any kind.
- Stretch lycra, spandex, tights, leggings, leotards, biker pants, yoga pants or underwear worn as outer garments.
- Tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops (unless covered).
- Clothing that is transparent or exposes the midriff, back, navel, or cleavage.
- No offensive clothing of any kind. Any article of apparel which displays obscene words, pictures or designs. Any article that conveys a sexually suggestive message or a pro-alcohol, drug, or gang related message.
- No open toe footwear, no slippers

Dress-Up Days: refer to certain days throughout the year in which students will be required to come to school in standard everyday uniform dress code or have the opportunity to wear

professional attire. School administration will specifically address requirements associated with the dress-up day.

Internet and Technology User Agreement

Introduction

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

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; Rose, 1992

General information for general technology users

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

School Responsibility

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, non-compliance

with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

User Responsibility

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

Student Responsibility

Each student will be issued a Purcell Marian device before the school year begins. It is the responsibility of the parent and student to come into school and sign out their device during the specified dates and times in order for that student to begin the school year with their class. Parents and students must sign out the device by filling out the required paperwork and agreement forms.

Students are responsible to bring their devices with them every day and to every class. Failure to have a device will result in being referred to the office and may result in being sent home. A student will receive a failing grade for any assignments that they miss due to not bringing their laptop to class.

Students should always carry their device in its designated protective case.

Students are required to return their device at the end of the school year. Failure to do so will result in the family being charged fees stated in the beginning of the year agreement forms. Students will not be allowed to return to Purcell Marian if they owe technology fees or fail to return their device.

Disciplinary Action

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

Account Information

Student and adult* access of the Internet with either school accounts, school-sponsored accounts, or adult personal accounts in the school setting is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Acceptable use adheres to the Children's Internet Protection Act, and may be further governed by the policies of the Data Acquisition Sites or other Internet service providers. Students, including those 18 and over, are not allowed to access personal accounts at school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to the provisions of this policy.

**The term adult refers to administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults. It does not include students who are 18 years of age or older. There shall be no reasonable expectation of privacy. The school has the right of access to any school computer and all school provided user accounts.*

Academic Network and General Guidelines

Computers and use of the school network are to support learning and to enhance instruction. Personal storage mediums, including but not limited to CDs, DVDs, and USB Drives, are to be scanned with virus protection software prior to use. All computers are to be used in a responsible, efficient, ethical, and legal manner. General school rules for behavior and communications apply.

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

Use of the computer and/or network will not be for any financial gain or for any commercial activity. Violating copyright laws, using another's password, and copying software are also

prohibited. Use of the system to encourage the use of drugs, alcohol or tobacco, or to promote unethical practices is prohibited.

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

Users are to report any security problem or misuse of the network to the teacher or the immediate supervisor.

Failure to adhere to this policy may result in the suspension of the user's access privilege, issuance of demerits, and/or restitution for damages. In certain cases, if the inappropriate use also violates other school or Archdiocesan policies, further disciplinary measures may be taken. The school reserves the right to amend or add to the Internet and Technology User policy and procedures so as to conform with any changes mandated by law, the Archdiocese of Cincinnati, or otherwise deemed necessary by Purcell Marian High School.

Cell phones and other electronic devices

Purcell Marian cell phone and other electronic devices policy has been established with the goal of educating our students in the family spirit.

- All cell phones, headphones, and earbuds must be put away during school hours.
- Under no circumstances may students use any device to photograph, video record, or audio record any student, employee, or member of the public on school grounds unless they have permission from both the person(s) being photographed or recorded and a school official.
- Students may not use cell phones during class time.
- If a student's cell phone or other electronic device is seen, heard, or being used during classroom time, the classroom teacher will confiscate the cell phone, turn it into administration, and a disciplinary consequence will be applied up to confiscation of the cell phone for a determined amount of time.
- If a student refuses to give the electronic device to the staff member, the student will receive an office referral, will be sent home, and will not receive credit for any work missed that day.

Purcell Marian reserves the right to define the educational value of any new electronic audio or visual wireless communication devices that are or may become available to the general public and to prohibit their use if they are deemed to have little or no educational value or if such devices disturb or distract from the general learning environment.

Purcell Marian is not responsible for confiscated items.

School Health Policies

MEDICATION POLICY: In order to safely care for your child, we must have a "Request for Medication by School Personnel" form completed for each medication your child receives at school. (This form is located on the website). Please bring your child's medication, in its original packaging, with the label and expiration date clearly visible, to the nurse. All medication will be kept locked in the nurse's office and dispensed by the nurse. Students must store and take all medication in the nurse's office unless special permission has been granted by school administration. We will be unable to administer **any** medication to your child without completed paperwork. This includes over-the-counter medication (ie. ibuprofen, acetaminicin).

For the safety of all students, no students will be permitted to carry non-emergency medications. (Self-carry medication, such as emergency epinephrine and inhalers, require paperwork signed by a medical provider.)

Prescription medications: The form must be completed and signed by both the Healthcare Provider and parent/guardian.

Over-the-counter medications: The form must be signed and completed by a parent/guardian.

New medication and paperwork must be provided for each school year. Please pick up your child's medication at the end of the school year.

HEALTH SCREENINGS: Hearing, and vision screenings will be conducted on all freshmen and juniors during each school year in order to comply with the Ohio Department of Health Guidelines. Screenings promote early detection of a potential health problem, many of which can be easily corrected. Parents are notified by phone or mail if a student does not pass a screening in order to seek prompt medical evaluation.

If you have any questions, please contact the school nurse at 751.1230 ext. 102.

School Policy Regarding Alcohol/Drug Possession or Usage

Any student who buys, possesses, is under the influence of alcohol and/or illicit drugs, or in possession of drug paraphernalia including vaping devices at school or at any school function, will be subject to disciplinary action including but not limited to suspension, exclusion, and/or expulsion from Purcell Marian. Such students are also subject to the following:

- The student will be withheld from school until a meeting takes place with the student's parents/guardians.
- The student may be required to submit to an alcohol or drug evaluation and assessment of the school's choosing. Failure to fully comply with these stipulations can result in expulsion from Purcell Marian.
- School administration will make a recommendation or requirement including but not limited to therapy and/or counseling.

End of school day and extra-curricular dismissal

Students may not remain inside the school building, athletic complex, or on school property after 3:00 PM unless they are under the direct supervision of a teacher, moderator or coach. It is the responsibility of parents/guardians to arrange for transportation upon dismissal from school.

Any student found in an unsupervised area without staff permission will receive serious to major infraction consequences.

Students participating in extracurricular activities that extend beyond the school day must be picked up by a parent or guardian in a timely manner.

Purcell Marian reserves the right to order an Uber or taxi to transport any student home if the parent or guardian has failed to pick them up within 15 minutes of the extra-curricular end time. The fee associated with the Uber or taxi will be charged to the student's tuition.

School Dances

All rules and regulations in relation to the code of conduct and expectations of behavior required of students during school hours remain in effect during school dances.

Students and parents are required to sign a dance rules and regulation form for each individual dance in order for that student to purchase a ticket for the dance.

Poor academic performance, excessive absences and/or tardiness, and significant behavioral problems may prohibit a student from attending a dance. Depending on the circumstances of a certain infraction, the student may also be prohibited from attending future dances.

If a student withdraws or is expelled from Purcell Marian, they are not permitted at any school dances without the permission of the school administration.

Students are responsible for the actions and/or behavior of any non-Purcell Marian guest they bring to the Purcell Marian dance. A guest form must be completed and approved by the school administration in order for a student to bring a guest from a different school.

Home and Away Sport Events

All rules and regulations regarding behavior that apply to students during the school day also apply to students at both home and away sporting events. Respect for opponents and opposing fans is of the utmost importance. Students who exhibit behavior deemed to be highly inappropriate, embarrassing to our school, or disrespectful to our opponents will be disciplined and, depending on the circumstances, may be banned from attendance at future athletic events.

Bus Passes

Students who reside in the Cincinnati Public School District are eligible to receive a Metro Bus Card for transportation through Cincinnati Public Schools. To receive a Metro Bus Card, please send a copy of the student's birth certificate and a proof of residency (current within 30 days) to buscard@purcellmarian.org.

The privilege of having a bus pass carries certain rules and responsibilities which include but are not limited to:

- Only those who live further than 1.00 miles from Purcell Marian will be issued a pass.
- The bus pass received cannot be transferred to another person
- If the bus pass is lost or damaged, please report this to the Main Office immediately. There is a \$10.00 fee to replace a lost bus pass. For a damaged card, the fee is waived if you return the original card.
- Misconduct on the bus, not only will result in the bus pass being confiscated but will also bring disciplinary action from the school.
- This bus pass will only be accepted for transportation to and from Purcell Marian Monday through Friday 6:00 – 9:30 a.m. and 1:00 – 4:45 p.m.

Students who live outside the Cincinnati Public School District may apply for transportation from their public school district board of education.

PART VI: Tuition

Tuition and Fees Payment Policy

Tuition for the 2024-2025 school year is \$12,000. For students that are part of the Center for Student Support Services (CS3), an additional tuition amount is assessed for participation in this program. Please contact the Business Office directly for more information about the tiered tuition costs associated with the CS3 Program.

Purcell Marian offers several scholarship and tuition assistance opportunities to students/families. Purcell Marian is also a provider of the Ohio EdChoice, John Peterson and Autism Scholarship Programs. Please contact the Business Office or visit the Purcell Marian website for additional information about scholarship opportunities.

Each student/family is required to set up and maintain a FACTS account to facilitate the payment of the student's tuition/fees. Payments may be made via the FACTS account, credit card, check or cash. Purcell Marian reserves the right to decline acceptance of personal checks and assess a fee for any non-sufficient fund transactions incurred. All tuition/fee payment plans must be paid and up to date on a monthly basis, failure to do so may result in students being sent home if financial obligations are delinquent or not met.

The following is a breakdown of fees for the 2024-2025 school year:

- A Registration Fee must be paid during the registration/enrollment process. This secures your student's spot and ensures they will be enrolled in the next school year. The Registration Fee to enroll for the 24-25 school year is \$350.
- A Student Fee must be paid each school year. The Student Fee covers various costs throughout the school year, including but not limited to lab fees, art supplies, data and technology support, Wi-Fi, google classroom, student and parent portals, certain field trips, retreats and other co-curricular activities such as clubs. The Student Fee for the 24-25 school year is \$1,300.
- A Senior Fee must be paid by each student in the senior class. The Senior Fee covers costs related to senior year activities, such as graduation, diplomas, caps and gowns and various other senior-year events. The Senior Fee for the 24-25 school year is \$260.00.
- All fees are non-refundable.

Miscellaneous Information

The Business Office is open from 8:00 a.m. to 3:30 p.m. each school day and on a reduced schedule during the summer vacation and other breaks. All checks should be made payable to Purcell Marian High School and should include the name of the student and the purpose of the check.

Sports Program and Global Education

All student accounts must be current for students to be eligible to participate in sports programs and participate in any global educational experiences.

Withdrawals

Any student who withdraws from Purcell Marian during the school year is responsible for tuition through the quarter during which he/she withdraws. (ie. If your student withdraws in the second quarter of the school year, you will be responsible for all fees and ½ of the tuition costs for the year.) Records will NOT be forwarded to the new school until all financial obligations are satisfied.

PART VII: Activities and Extracurricular Organizations

Extracurricular activities provide students with opportunities to pursue interests, learn new skills, serve others, grow mentally and physically, and gain personal satisfaction. Following is information regarding the activity program at Purcell Marian High School:

Campus Ministry

Campus Ministry's main objective is to create a faith-filled student body. Working in concert with the Religious Education Program, this office seeks to promote our Marianist Charisms and Characteristics of a Marianist Education. The Office of Ministry offers programs in the following areas:

- All School Masses and grade level Masses
 - Mass Planning Team, Mass Choir, Mass participation
- Retreat programs for every grade level: Junior retreat is the only optional retreat
 - Retreat leaders needed for Freshman and Kairos retreat
- Community service opportunities
 - Service hours are not required but encouraged and added to transcripts
- Prayer Team: Prayer during morning announcements
- LIFE team and LIFE events
- Prayer services: Advent, Lent, Feast Days, etc.

L.I.F.E. (Living In Faith Experience)

L.I.F.E. is a nationally recognized Marianist student organization whose main objective is to build student based faith-filled communities within the school. Students who participate in the program are also eligible to attend the summer L.I.F.E. retreat that gathers students from all over the country together to share their faith and ideas.

T.A.P (Teens Acting for Peace)

Students teach lesson plans at St. Francis DeSales School in collaboration with Moeller High School to promote peaceful ways of dealing with a variety of issues.

Student Groups and Organizations

Academic Team

This team represents Purcell Marian in interscholastic academic competitions.

Art Club

This organization is open to all students interested in art. It provides students with opportunities for further study and to develop their artistic talents in partnership with the Cincinnati Art Academy.

Anime Club

This club exists to build community through watching and discussing Anime.

Book Club

This group meets throughout the school year to discuss different types of literature.

Creative Writing Club

If you're interested in growing your writing talents, getting feedback about projects you're creating, or just talking about words, then the Creative Writing Club (CWC) is perfect for you!

The Gear Head Club

If you like cars, engines, Detroit Muscle, or doing the Tokyo Drift, then this is the club for you. We'll explore old school cars, new cars, brand new technologies, explore modifications, debate the merits of Restoration vs. Resto-Modification, and also get into a little car maintenance.

Language Clubs

These clubs promote interest in the language and culture of different countries. Students are given opportunities for foreign travel. Language clubs include the Latin and Spanish clubs.

Latin Club

The Latin Club is open to any Latin student. The Latin Club promotes a variety of all-school events and service projects.

Men Creating Change (MC2)

We're a group of exemplary young men of character, who will become outstanding leaders in the school, community, and the world. There are four main areas the group will focus on: Christian brotherhood, leadership, knowledge and respect for others.

Women Creating Change (WC2)

We're a group of exemplary young women of character, who will become outstanding leaders in the school, community, and the world. There are four main areas the group will focus on: Christian sisterhood, leadership, knowledge and respect for others.

Mock Trial

Students on the mock trial team work on a case created by The Ohio Center for Law Related Education and compete in trials presented at the Hamilton County Courthouse in late January to volunteer attorneys. Students who like to argue will find a welcome home on the mock trial team, and so will students who like to act, write, think, laugh, or keep others motivated and working toward a team goal.

National Honor Society

Students are selected for membership on the basis of academic achievement. Applicants are judged on the basis of SCHOLARSHIP, SERVICE, LEADERSHIP, and CHARACTER. Members are expected to maintain these qualities through various projects to support the school and community.

Student Council

Student Council promotes involvement in all phases of school life and helps to coordinate and plan all school events.

Student Ambassadors

The Student Ambassadors are the face of the school. They are utilized at events like open house, freshmen orientation, and for 8th grade shadow visits. Students are selected for membership.

Video Game Club

The purpose of this group is to come together and relax, hang out, play video games, and build community through common interests at The Castle.

Athletics

League Memberships

Purcell Marian is a member of the Ohio High School Athletic Association (OHSAA), Miami Valley Conference (MVC) and the Archdiocese of Cincinnati. With this understanding, all bylaws and regulations set forth by these organizations will be adhered to.

Athletic Teams

Purcell Marian offers the following athletic teams:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Boys Soccer	Boys Bowling	Boys Track
Girls Soccer	Girls Bowling	Girls Track
Girls Volleyball	Boys Swimming	Boys Volleyball
Cheerleading (FB)	Girls Swimming	
	Cheerleading (BBK)	

Athletic Regulations

Student-athletes may participate in practices and/or games only after they have:

- Completed all documents using Final Forms application.
- Has a valid Physical Form on file with the Athletic Director that is signed, stamped and dated by their physician. Only one physical exam is required per year.
- Are cleared by the business office.

Student-athletes may drive themselves to practice and/or games only if a signed Driving Release Form is on file with the Athletic Director and the athlete has the permission of his/her coach. This form is on the Final Forms application.

Academic Eligibility

Student-athletes must maintain academic eligibility as mandated by the OHSAA. They must have successfully passed **5 one-credit courses or the equivalent** in the preceding grading period. Students who go on academic probation at Purcell Marian during the school year may not participate in extracurricular activities, including athletics, until they are no longer on probation.

Suspension

Student-athletes who have been suspended by school administration are ineligible for participation in athletics during the period of suspension. The Athletic Director and the coach of the individual sport may impose additional consequences. Involvement with tobacco, alcohol, drugs, theft, vandalism, fighting or other conduct unbecoming a Purcell Marian student, on or off campus, may render an athlete ineligible for practice or competition. All athletes must abide by the rules and regulations established by their coaches.

In-Game Ejections

Student-athletes who are ejected from a contest will serve at least the mandatory state suspension. The circumstances of the ejection will determine if that suspension is sufficient or if additional disciplinary action is appropriate.

Uniforms

Uniforms will be provided by the athletic department for all sports except swimming. Each sport has different guidelines on what constitutes a uniform. Uniforms should be cleaned before returning to the athletic department. Student-athletes will be charged for lost or unreturned uniforms.

Attendance/Tardy

Student-athletes must complete 50% of the school day in order to be eligible to participate in athletic events on that day.

In order for a student to compete in athletics events on the weekend or a holiday break, the student must have completed 50% on the school day that precedes the weekend or holiday break.

- On A and B days, students must be present for two full bells. Late arrival, early dismissal, and flex bells do not count toward the two full bells count.
- On C days, students must be present for four full bells.
- If a student is absent (unexcused or sick) from school, then that student may not participate in athletics (game or practice) on that same day.
- Excused absences would only include college visits or other "present other location" scenarios.
- If a student is absent due to illness on a Friday, the student may play on Saturday assuming that they are healthy enough to participate.

Once students hit eight unexcused tardies and/or four unexcused absences in a single quarter, they will not be permitted to participate in any athletics activities until the beginning of the next quarter (first day of school in the new quarter).

Please go to our website www.purcellmarianathletics.org for athletic schedules and additional information about athletic events.