

Table of Contents

Philosophy	Page 2
Staff/Faculty Directory	Pages 3-10
Prayers	Pages 11-12
Academic Affairs	Pages 13-17
Admissions	Pages 18-19
Attendance	Pages 20-22
Discipline	Pages 23-37
Student Activities	Pages 38-43
Catholic Archdiocese of Mobile Policy Statements	Page 44
Alma Mater/Fight Song	Page 45
School /Academic Calendar	
Map of School	
Bell Schedule	



Philosophy

McGill-Toolen is a Catholic High School which strives to provide the best possible education for the student. It enables each person to grow in faith, to search for knowledge and truth and to continue to commit one's self to building the Kingdom of God on earth

Basic to this process are the following convictions:

- * We believe in a personal, loving and triune God.
- * We believe that this God reveals Himself in His Son, Jesus Christ, through the Holy Spirit.
- * We believe that God continues to reveal Himself through His church.
- * We believe in the dignity and worth of every human being.
- * We believe in the distinctive value of every race and culture.

The entire school community shares in the responsibility for encouraging and preserving a way of life based on these beliefs.

We believe parents are "primarily and principally responsible for the education" ¹ of their children. By enrolling their children in McGill-Toolen Catholic, parents demonstrate their willingness to support the mission statement of the school and , to share with the school the responsibility for the growth and development of the child.

We believe that the catechetical team exercises a unique role "in proclaiming Christ's message, participating in efforts to develop community, leading people to prayer and worship, and motivating them to service." ² The other members of the professional staff play a complementary role by extending these efforts into every sphere of activity. Maintaining high academic standards, the staff strives to provide a program designed not only to impart information but also help the student develop the capacity for critical reflection.

We believe that education occurs only as the student is actively engaged in the learning process. The school seeks to engage the students in a way that will contribute to full personal development. At McGill-Toolen Catholic, we believe such development is made possible by a curriculum that provides for growth not only in intellectual, social, emotional and physical abilities, but also places special emphasis on the moral and spiritual development of the students. Through their involvement in this process, students are prepared for lives of Christian leadership in, and service to, the Church, the community and the nation.

1 Documents of Vatican II

2 The National Catechetical Directory, #217

McGill-Toolen Catholic High School Faculty and Staff 2012-2013

President's Office

Rev. W. Bry Shields, Jr., President
Karen Hughey, Adm. Assistant

Chaplain

Rev. Daniel Good

Campus Minister

Jennifer Winkle

McGill-Toolen Foundation

Kathleen Killion, Director

Alumni Office

Marian Watts, Director

Advancement Office

Kim Dunne, Director
Mary K. Rasp, Adm. Assistant
Ashley McDonald, Adm. Assistant

Business Office

Debbie Meador, Director
Lil Bowab, Student Billing
Lee Ann Corrigan, Payroll

Campus Security

Leo Bullock, Director, Morning Session

CYO

Paul Knapstein, Director
Pat Dumas, Bookkeeper
Stephanie Stokes, Adm. Assistant

Principal

Michelle Haas, Principal
Alice Andrews, Adm. Assistant

Registrar

Cathy Kelley

Director of Enrollment/CYO Director

Paul Knapstein

Director of Admissions

Cathy Seward

Academic Affairs

Lisa Robertson, Assistant Principal

Attendance/Discipline

Blake Stein, Assistant Principal
LaDonna Barclift, Attendance Adm. Assistant
Ginny Neese, Discipline Adm. Assistant

Student Activities Office

John Repoll, Assistant Principal

Guidance Services Office

Ken Bleicher, Juniors
Robin Brown, Sophomores
Ellen Falzini, Seniors
Cathy Seward, Freshmen
Bro. Lee Barker, SC., Counselor
Robin Ankersen, Adm. Assistant

Receptionist

Marla Reis

Athletic Director

Bill Griffin, Athletic Director
Jay Boren, Assistant Athletic Director
Phillip Murphy, Assistant Athletic Director
Bart Sessions, Assistant Athletic Director

Sports: Athletic Trainer

Rob DeLong, Director

Technology Resource Center

Johnny Middleton, Director
Ben Fancher, Tech. Integration

Drug Screening Program

Blake Stein, Director

Elementary Band Program

Charles Porter, Director
Marian Harmon Hall, Assistant Elementary
Stephen Sims, Assistant Elementary

Bookstore

Roy Burns, Manager

Supervision of New Faculty/Academics

Bro. Celestine Algero, S.C.

SCRIP

Bro. Paul Mulligan

Academic Department

Adaptive Education

Mary O'Connor, Chair
Ronald Danley
Jennifer Lockett
Jeffrie Morgan

English Department

Peggy Pritchett, Chair
Mary Emilie Acklen
Kim Baer
Roy Burns
Mary Carter
Laura Clark
Nancy Fontenot
Camille Johnston
Lance Lawley
Judy Maddox
Christen Teague

Fine Arts: (Art/Band/Chorus)

Beth Haley, Chair
Marian Harmon Hall
Sean Noah
Charles Porter (PT)
Stephen Sims
Harlan Toole
Monica Washichek

Foreign Language

Amy Perry, Chair
Virginia Hodges
Lucy Holmes
T.J. Singleton
Clarita Stone

Library

Judith Gibson, Chair
Dusty Bailey

Mathematics

Jenny Noletto, Chair
Thomas Arensberg
Kristen Brack
Rick Chancery
Christa Cloutier
Daryll Cordeiro, Ph.D. (PT)
Vickie Cross
Amy Kingman
Daniel Reimer (PT)
Thomas Ritchie, Ph.D.
Margaret Teske
Tiffany Toxey

Physical Education

Gretchen Boykin, Chair
Carla Berry
Thomas Buhring
Wayne Davis
Bill Griffin, Athletic Director
Matt Moore
Phillip Murphy
Bart Sessions
Louis "D.D." Thompson

Science

Tim Burgess, Ph.D, Chair
Marie Bader
Drew Bentley
Barbara Gibbs
Kerry Goff
Lisa Griffin
Rebecca Hyre
Bill Lee
Betsy McDermott
Kirsten Patterson
Andrew Woodard

Social Studies

Kirk Powell, Chair
Terry Buckner
Angelo Harris
Reed Hotard
Bob Langley
Laurie Morgan
David Peebles
Phil Proctor
Ruben Risco
Mark Tenhundfeld
Daniel Tillman
Abby Woodard

Theology

Kathleen Reilly, Chair
Jason Abraham
David Anderson
Joseph Arensberg
Jay Boren
Lynn Dubuisson
Christy Evans
Angel Helmsing
Philip Martin
Tom McDonald

Technology

Lindsay Koen, Chair
Herbert Conaway, Jr.
Carla Berry

Maintenance

Peter Kalifeh, Director
Stan Lee, Day Supervisor
Kenneth Tartt, Night Supervisor
Samuel Edwards
Derek Lewis
Edgar McCants
Sharon Murphy
Karen Smith
Kevin Thomas

**McGill-Toolen Catholic High School
1501 Old Shell Road
Mobile, Alabama 36604-2291**

TELEPHONE DIRECTORY 2012 – 2013

McGill-Toolen Main Number	(251) 445-2900
McGill Building Fax Number	(251) 433-8356
Attendance/Discipline Office Fax Number	(888) 763-6743
Bookstore Fax	(251) 441-0803
Toolen Building Fax Number	(251) 441-0819

ADMINISTRATION:

President's Office:	Rev. W. Bry Shields, President	
	Karen Hughey, Adm. Asst.	445-2902
Principal's Office:	Michelle T. Haas, Principal	
	Alice Andrews, Adm. Asst.	445-2904
Assistant Principals:		
Academic Affairs:	Lisa Robertson, Asst. Principal	445-2905
Attendance/Discipline:	Blake Stein, Asst. Principal	
	LaDonna Barclift, Adm. Asst. (Attendance)	445-2952
	Ginny Neese, Adm. Asst. (Discipline)	445-2943
Student Activities	John Repoll, Asst. Principal	445-2959

GENERAL OFFICES:

Admissions:	Cathy Seward	445-2970
Advancement Office:	Kim Dunne, Director	445-2911
	Ashley McDonald, Adm. Asst.....	445-2912
	Mary Kay Rasp, Adm. Asst.	445-2911
Alumni Office:	Marian Watts, Director	445-2913
Band Director:	Sean Noah	445-2919
Bookstore:	Roy Burns	445-2920
Campus Ministry:	Jennifer Winkle.....	445-2957
Chaplain's Office:	Fr. Dan Good (Chaplain)	445-2956
Chorus Director:	Beth Haley	Ext. 2820
Enrollment:	Paul Knapstein, Director	445-2934
Finance Office:	Debbie Meador, Director	445-2916
	Lil Bowab, Bookkeeper	445-2917
	Lee Ann Corrigan, Payroll	445-2914
Guidance Counselors:	Ellen Falzini (Seniors)	445-2935
	Ken Bleicher (Juniors)	445-2935
	Robin Brown (Sophomores)	445-2935
	Cathy Seward (Freshmen).....	445-2935
	Bro. Lee Barker	445-2958
	Robin Ankersen, Adm. Asst.	445-2935

TELEPHONE DIRECTORY 2012 – 2013

Eleanor M. Benz Library	Judy Gibson, Librarian	445-2944
	Dusty Bailey, Librarian	445-2944
Maintenance:	Peter Kalifeh, Director	445-2954
McGill-Toolen Foundation	Kathy Killion, Executive Director	445-2939
Moorer Technology Center	Johnny Middleton, Director	445-2907
Receptionist:	Marla Reis	445-2900
Registrar:	Cathy Kelley	445-2936
SCRIP Brother	Paul Mulligan	445-4740

ATHLETIC DEPARTMENT:

Athletic Director Bill Griffin	445-2949
Asst. AD Bart Sessions	445-2924
Asst. AD Phillip Murphy	445-2921
Asst. AD Jay Boren	Ext. 2806
Head Coaches:	
Baseball: Matt Moore	445-2918
Basketball:	
(Men) Phillip Murphy	445-2921
(Women) Carla Berry	445-2922
Cheerleaders: Laura Clarke	Ext. 2816
Cross Country: Drew Bentley	Ext. 2805
Football: Bart Sessions	445-2924
Golf:	
(Men) D.D. Thompson	Ext. 2871
(Women) Christa Cloutier	Ext. 2807
Soccer:	
(Men) Ruben Risco	Ext. 2854
(Women) Paul Knapstein	445-2934
Softball: Jay Boren	Ext. 2806
Swimming/Diving:	
Meg Teske	Ext. 2835
Tennis:	
(Men) Jason Abraham	Ext. 2827
(Women) Daryll Cordeiro	Ext. 2810
Track & Field: Drew Bentley	Ext. 2805
Volleyball: Gretchen Boykin	445-2923

McGill-Toolen Catholic High School
Extension/Voice Mail/E-Mail Directory
2012 – 2013

McGill-Toolen Catholic High School has a call processing/voice mail telephone system and an E-Mail address system. To activate the voice mail system, please dial **(251) 445-2900** and then your party's extension or voice mail number. Some departments have direct lines which can be accessed by dialing the phone numbers listed at the end of this directory. To address the E-mail system, please type the **prefix name** in the third column followed by **@mcgill-toolen.org**

Name	Ext.	VOICE MAIL #	E-MAIL Address
Abraham, Jason		2827	abrahaj
Academic Affairs - L. Robertson	2905		robertl
Acklen, Mary Emilie		2817	acklenm
Alumni Office - M. Watts	2913	2913	wattsm
Algero, Bro. Celestine			algeroc
Alvin, Chris		2900	alvinc
Anderson, David		2803	andersd
Andrews, Alice	2904	2904	andrewsa
Ankersen, Robin	2935	2935	ankersr
Ardoyno, Sr. Sandra		2801	ardoyns
Arensberg, Joe		2802	arensbjo
Arensberg, Thomas		2859	arensbt
Assistant Principals			
John Repoll - Student Activities	2959		repollj
Lisa Robertson - Academic Affairs	2905		robertl
Blake Stein - Attendance/Discipline	2943		steinb
Athletic Director - B. Griffin	2949	2949	griffib
Atkins, Val - Cafeteria Manager	441-8077	441-8077	atkinsv
Attendance Office - L. Barclift	2952	2952	barclil
Bader, Marie		2815	baderm
Baer, Kim		2811	baerk
Bailey, Dusty	2941	2941	baileyd
Bandroom - S. Noah	2919	2919	noahs
Barclift, LaDonna	2952	2952	barclil
Barker, Bro. Lee	2958	2958	barkerl
Bentley, Drew		2805	bentled
Berry, Carla	2922	2922	berryc
Bleicher, Ken	2935		bleichk
Bookstore - R. Burns	2920	2920	burnsr
Boren, Jay		2806	borenj
Bowab, Lil	2917	2917	bowabl

Name	Ext.	VOICE MAIL #	E-MAIL Address
Boykin, Gretchen	2923	2923	boyking
Brack, Kristen		2818	brackk
Brown, Robin	2935		brownr
Buckner, Terry		2814	bucknet
Buhring, Tom		2807	buhrint
Burgess, Dr. Tim		2808	burgest
Burns, Roy	2920	2920	burnsr
Campus Ministry - Jennifer Winkle	2957	2957	winklej
Cafeteria	2946		
Cafeteria Manager - V. Atkins	441-8077	441-8077	atkinsv
Carter, Mary		2840	carterm
Chancery, Rick		2821	chancer
Chaplain's Office - Rev. Dan Good	2956	2956	goodd
Clark, Laura		2816	clarkel
Cloutier, Christa		2853	cloutic
Conaway, Herbert C., Jr.		2809	hconaway
Cordeiro, Dr. Daryll		2810	cordeid
Corrigan, Lee Ann	2914	2914	leeann
Cross, Vickie		2869	crossv
Danley, Ronald		2829	danleyr
Davis, Wayne		2856	davisw
DeLong, Rob - Ath. Trainer	2925	2925	delongr
Advancement Office - K. Dunne	2911	2911	dunnek
Drug Screening Prog.	2943	2943	steinb
Discipline Office - G. Neese	2943	2943	neeseg
Dubuisson, Lynn		2813	dubuisl
Dunne, Kim	2911	2911	dunnek
Dumas, Pat		2959	dumasp
Enrollment, Director - P. Knapstein	2934	2934	knapstp
Evans, Christy		2860	evansc
Faculty Room - McGill	2915		
Faculty Room - Toolen	2950		
Falzini, Ellen	2935		falzine
Fancher, Ben		2870	fancheb
Finance Office			
Accts. Payable - D. Meador	2916	2916	meadorm
Accts. Receivable - L. Bowab	2917	2917	bowabl
Payroll - L.A. Corrigan	2914	2914	leeann
Fontenot, Nancy		2831	fontenn
Gibbs, Barbara		2863	gibbsb

Name	Ext.	VOICE MAIL #	E-MAIL Address
Gibson, Judy - Library	2942	2942	gibsonj
Goff, Kerry		2842	goffk
Good, Fr. Dan	2956	2956	goodd
Griffin, Bill - Athletic Director	2949	2949	griffib
Griffin, Lisa		2839	griffil
Guidance Office	2935		
Haas, Michelle T. - Principal	2904		haasm
Haley, Beth - Chorus Director		2820	haleyb
Hall, Marian			hallm
Harris, Angelo		2822	harrisa
Helmsing, Angel		2823	helmsia
Hodges, Virginia			hodgesv
Holmes, Lucy		2824	holmesl
Hotard, Reed		2822	hotardr
Hughey, Karen	2902	2902	hugheyk
Hyre, Rebecca		2825	stealer
Johnston, Camille		2838	johnstc
Kalifeh, Peter - Dir. of Maintenance	2954	2954	peterk
Kelley, Cathy	2936	2936	kelleyc
Killion, Kathy	2939	2939	killiok
Kingman, Amy		2834	kingmaa
Knapstein, Paul	2934	2934	knapstp
Koen, Lindsay - Yearbook	2909	2909	koenl
Langley, Bob		2830	langleb
Lawley, Lance	2918	2918	lawleyl
Lee, O. William, Jr.	2929	2929	leeb
Library - J. Gibson & D. Bailey	2944		
Maddox, Judy		2833	maddoxju
Maintenance - P. Kalifeh	2954	2954	peterk
Martin, Philip		2804	martinp
McDermott, Elizabeth		2836	mcderme
McDonald, Ashley	2912	2912	mcdonaa
McDonald, Tom		2837	mcdonat
McT Foundation - K. Killion	2939	2939	killiok
Meador, Debbie	2916	2916	meadord
Middleton, Johnny - Tech. Director	2907	2907	johnnym
Moore, Matt	2918	2918	moorem
Morgan, Jeffrie		2841	morganj
Morgan, Laurie		2843	morganl
Mulligan, Bro. Paul	4740	4740	mulligp
Murphy, Phillip	2921	2921	murphyp

Name	Ext.	VOICE MAIL #	E-MAIL Address
Neese, Ginny	2943	2943	neeseg
Noah, Sean - Band Director	2919	2919	noahs
Noletto, Jenny		2844	nolettj
O'Connor, Mary		2845	oconnom
Patterson, Kirsten		2868	patterk
Peebles, David		2867	peepled
Perry, Amy		2846	perrya
Porter, Charles "Buddy"			porterc
Powell, Kirk		2848	powellk
President - Rev. W.Bry Shields	2902		shieldsb
Principal - Michelle T. Haas	2904		haasm
Pritchett, Peggy		2850	pritchp
Proctor, Phil		2851	proctorp
Rasp, Mary Kay	2911	2911	raspm
Receptionist - M. Reis	2900	2900	reism
Registrar - C. Kelley	2936	2936	kelleyc
Reilly, Kathleen		2852	reillyk
Reimer, Daniel			reimerd
Repoll, John - Asst. Principal	2951		repollj
Risco, Ruben		2854	riscor
Ritchie, Dr. Thomas		2855	ritchit
Robertson, Lisa - Asst. Principal	2905		robertl
SCRIP - Br. P. Mulligan		4740	mulligp
Sessions, Bart	2924	2924	bsessions
Seward, Cathy	2970	2970	sewardc
Shields, Rev. W. Bry - President	2902		shieldsb
Sims, Stephen			simss
Singleton, Dr. T.J.		2865	singlet
Stein, Blake - Asst. Principal	2943		steinb
Stokes, Stephanie		2959	stokess
Stone, Clarita		2864	stonec
Student Activities - J. Repoll	2959		repollj
Teague, Christen			teaguec
Technology Director- J. Middleton	2907	2907	johnnym
Tenhundfeld, Mark		2819	tenhunm
Teske, Margaret		2835	teskem
Thompson, D.D.		2871	thompsd
Tillman, Daniel		2812	tillmad
Toole, Harlan		2832	tooleh
Toxey, Tiffany		2801	toxeyt
Washichek, Monica		2847	washicm

Name	Ext.	VOICE MAIL #	E-MAIL Address
Watts, Marian - Alumni Director	2913	2913	wattsm
Winkle, Jennifer- Campus Minister	2957	2957	winklej
Woodard, Abby		2866	woodarab
Woodard, Andrew		2858	woodara
Yearbook - L. Koen	2909	2909	koenl

Direct Lines:

Academic Affairs Office.....445-2905
Athletic Director445-2949
Attendance Office.....445-2952
Bandroom.....445-2919
Boys Basketball Office445-2921
Campus Ministry445-2957
Chaplain445-2956
Advancement & Alumni Office.....445-2911
Discipline Office445-2943
Eleanor M. Benz Library.....445-2944
Enrollment445-2934
Football Office.....445-2924
Girls Basketball Office445-2922
Volleyball Office.....445-2923
Guidance Office445-2935
Moorer Technology Center445-2907
Principal's Office445-2904
Receptionist445-2900
Student Activities Office.....445-2959

Prayers for the Faithful Children of the Archdiocese of Mobile

+ Sign of the Cross: In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

The Our Father:

+ Our Father, Who art in heaven, hallowed by thy name. Thy kingdom come, Thy will be done, on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen. +

The Hail Mary:

+ Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen. +

The Glory Be to The Father:

+ Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen. +

The Morning Offering:

+ O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen. +

The Memorare:

+ Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my Mother! To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen. +

The Divine Praises:

Blessed be God.
Blessed be His Holy Name.
Blessed be Jesus Christ, true God and true Man.
Blessed be the Name of Jesus.
Blessed be His Most Sacred Heart.
Blessed be His most Precious Blood
Blessed be Jesus in the most Holy Sacrament of the Altar.
Blessed be the Holy Spirit, the Paraclete.
Blessed be the great Mother of God, Mary most holy.
Blessed be her holy and Immaculate Conception.
Blessed be her glorious Assumption
Blessed be the name of Mary, Virgin and Mother.
Blessed be St. Joseph, her most chaste spouse.
Blessed be God in His angels and His saints.

The Apostles' Creed:

+ I believe in God, the Father almighty
Creator of heaven and earth.
And in Jesus Christ, His only Son, our Lord
Who was conceived by the Holy Spirit,
Born of the Virgin Mary
suffered under Pontius Pilate, was crucified, died, and was buried.
He descended into hell; on the third day He rose again from the dead.
He ascended into heaven, and is seated at the right hand of God the Father Almighty,
from there He will come to judge the living and the dead.
I believe in the Holy Spirit, the holy Catholic Church, the communion of saints,
the forgiveness of sins, the resurrection of the body,
and life everlasting, Amen.

The Act of Contrition:

+ O my God, I am heartily sorry for having offended Thee
And I detest all my sins because of Thy just punishments,
but most of all because they offend Thee, my God,
Who art all good and deserving of all my love.
I firmly resolve, with the help of Thy grace, to sin no more
and to avoid the near occasion of sin. Amen.

Come Holy Spirit:

+ Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of Your love. Send forth
Your Spirit and they shall be created and You shall renew the face of the earth. - Let us pray -
O God, who by the Light of the Holy Spirit did instruct the hearts of the faithful, grant by the
same Holy Spirit we may be truly wise and ever enjoy His consolations through
Christ, Our Lord. Amen. +

The Angelus:

+ The Angel of the Lord declared to Mary:
And she conceived of the Holy Spirit. Hail Mary.....

Behold the handmaid of the Lord:
Be it done unto me according to Thy word. Hail Mary . . .

And the Word was made Flesh:
And dwelt among us. Hail Mary . . .

Pray for us, O Holy Mother of God,
that we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the
incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and
Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

ACADEMIC AFFAIRS

The President and Principal are responsible for ensuring that a course of instruction for preparing students for college admission will be implemented.

Academic Graduation Requirements: In order to graduate from McGill-Toolen Catholic High School, a student must earn 28 credits as follows:

Religion	4 credits
(1 credit per year of Catholic high school)	
English	4 credits
(Including the successful completion of a Senior Term Paper)	
Social Studies	4 credits
Mathematics	4 credits
Science	4 credits
Physical Education*	1 credit
Health	½ credit
Computer Keyboarding	½ credit
Electives	6 credits
(2 of which must be from Humanities **)	
Total	28 credits

- * Marching Band satisfies the P.E. requirement
- ** Humanities Electives: Fine Arts, Foreign Language, English (may not include required credits) Social Studies (may not include required credits)
- *** Cultural Unit – 1 unit per semester is required of all students.

Earned Credit / Promotion / Retention: Students are required to earn the same number of credits that they attempt during each school year. If a student fails to earn credit, then he/she is expected to make up the credit in summer school. Exceptions to this general rule require administrative approval. No underclassmen will be allowed to enter school at the beginning of the school year for fall semester if he/she is more than one credit deficient. No senior will be allowed to enter school at the beginning of the school year for fall semester if he/she is credit deficient.

Students must obtain permission to attend summer school or night school prior to enrolling in the session. Required subjects must be made up with the same subjects. Failure in elective subjects must be made up with a course of a similar level of difficulty. Students who are making up a failed subject will be advised by a guidance counselor or an administrator concerning the course to be taken. No student can earn credit in summer or night school for courses in which credit has already been earned. McGill-Toolen students are not allowed to take required subjects for original credit during a summer or night session, nor is it the policy to allow students to make up failed credit during the next semester or next school year as part of the regular course schedule. Only credit that is earned during the regular school program or earned to make up failed credit will be counted toward the minimum graduation requirements.

ACADEMIC AFFAIRS

Students are encouraged to take enrichment courses during summer sessions. However, these credits will not reduce the credit requirements during subsequent school years.

Students are responsible for notifying the school they attended to send a record of their course work to McGill-Toolen so that it will be added to their permanent record.

Grading Policy: Students either pass or fail for a semester.

- a. In courses which are continuous in nature for both semesters, a student who fails the first semester but earns a numerical average for the second semester which combined with the first semester average results in a 60% or higher average for the year will be granted full credit for the course. However, a student who passes first semester and fails second semester will only be granted one-half credit. Exceptions to this rule are courses which have been judged as noncontinuous or unrelated courses. In these courses, students receive one-half credit for each semester in which they have a passing grade. A list of these courses is on file at school.
- b. The permanent grade on a student's transcript is the semester average determined as follows:
Each quarter grade will count as 37% of the semester average and the semester exam will count as 26% of the semester average.
- c. Students who have "incomplete" (I) quarter or semester exam grades must complete the required work for the quarter or semester exam within ten school days following the end of the quarter or semester exam. Failure to do so will result in failure for the quarter or semester with corresponding loss of academic credit for the course. For eligibility purposes in terms of participating in the school's activity and/or athletic program, an "I" grade is considered an "F" grade.
Note: Unless granted an exemption from the semester exam, students are required to take the semester exam in order to complete and receive credit for the course. Extenuating circumstances will be considered by the administration in individual cases.
- d. Exemptions for semester exams are granted only to seniors. The terms and conditions for semester exam exemptions for seniors are as follows: In order for a senior to qualify for a semester exam exemption, the teacher must be able to give a semester grade of "A" to the student without giving the student the semester exam. This means that the combined average for the two quarters must be 90% or higher in order to qualify for the exemption. This combined average will be recorded as the exam grade for the semester. The granting of an exemption from the semester exam is left to the discretion of each teacher, in consultation with the administration, for each one of his/her classes.

Note: Seniors who have more than 5 absences (excused or un-excused) from a class during a semester and/or who have financial obligations due the school will be denied an exemption from senior exams for any class/s affected by absences and/or financial obligations.

ACADEMIC AFFAIRS

- e. First and third quarter report cards are distributed at parent/teacher conferences. All other report cards are available through NetClassroom.
- f. **Academic progress reports for all courses are sent to the parents through the students midway in each quarter as published in the student handbook calendar. It is the student's responsibility to deliver the progress report to the parents.** Parents having questions about their students' academic progress must call or email the teacher to arrange an appointment with the teacher involved.

Individual student online user ID numbers and passwords (which allows parents to track their student/s academic progress online through "netclassroom" @ www.mcgill-toolen.org) can be obtained by the parents/guardian at the first PTO meeting of the year or in the Guidance Office. Please note that access to grades are be blocked until obligations to the school have been met.

- g. Teachers are given the option of using either a percentage system or a letter grade system determining the student's quarter average.

Option 1 - Percentage grades

A = 100%-90% = Excellent
B = 89%-80% = Above average
C = 79%-70% = Average
D = 69%-60% = Below average
F = 59%-00% = No credit assigned

Option 2 - Letter grades

A = 4 = Excellent = 95%
B = 3 = Above average - 85%
C = 2 = Average = 75%
D = 1 = Below average = 65%
F = 0 = No credit assigned

- h. Grade Point Average: The Grade Point Average (GPA) is based upon semester grades.
College Prep I and College Prep II: A = 4.00; B = 3.00; C = 2.00; D = 1.00; F = 0
Honors Program: A = 4.25; B = 3.25; C = 2.25; D = 1.00; F = 0
Pre- A.P.: A = 4.30; B = 3.30; C = 2.30; D = 1.00; F = 0
Advanced Placement : A = 4.50; B = 3.50; C = 2.50; D = 1.00; F = 0
Advanced Placement and Honors courses are identified as such on the transcript.

- i. Grades for Late Assignments: If an assignment is submitted late and the reason for the late submission is excused by the teacher/an administrator, then the student will receive full credit for the assignment. If an assignment is submitted late and the reason is un-excused by the teacher/an administrator, then the following provisions apply:
- * Homework assignments: Teacher discretion as stated in the teacher's syllabus.
 - * Major assignments/Term Papers: The grade on the assignment will be lowered one letter grade per day until the grade reaches "0." If the assignment is submitted more than three days late, the grade automatically becomes "0."

ACADEMIC AFFAIRS

- j. **Make-up Work:** If a student's absence from a class or school is excused, the student will be allowed to make up missed tests/assignments for credit. It is the student's responsibility to make arrangements with the individual teachers for makeup work and to see that the work is done in the manner and reasonable time frame as designated by the teacher. Arrangements for makeup work following an excused absence must be made with the teacher(s) within two (2) days of the student's return to school. Unless there are serious extenuating circumstances, a student who fails to report for a make-up assignment at the "agreed upon time" will receive a "0" for that assignment. The school reserves the right to determine what constitutes "extenuating circumstances". Failure to make up work will affect grades/academic standing. In cases of unexcused absence, the student must make up work missed but will not receive academic credit for the work.
- k. **Honor Roll:** Students are recognized for superior academic achievement each quarter through one of the school's honor rolls.
- President's List - awarded to those students who maintain a 4.0 average for the quarter
 - Roll of Excellence - awarded to those students who maintain a 3.7 - 3.99 average and who have no D's or F's for the quarter.
 - Roll of Honor - awarded to those students who maintain a 3.5 - 3.69 average and who have no D's or F's for the quarter.

Students who perform superior academic work by maintaining their position on the President's List or the Roll of Excellence for the first three quarters of the school year will be presented with an appropriate academic award at the end of the school year.

- l. The valedictorian and salutatorian of the graduating class will be determined by the school administration based upon grades and courses completed and who meet ALL of the criteria listed below:
1. The student must have attended McGill-Toolen High School for the complete junior and senior years.
 2. The student must demonstrate a value system consistent with the philosophy of the school.
 3. The student must have and maintain a record of behavior consistent with the objectives, rules/regulations of the school.
 4. The student must be approved by the school administration.

The school administration reserves the right to name students for these honors and/or designate which student will deliver the valedictory address.

ACADEMIC AFFAIRS

m. Any student can opt not to take a fourth major test on a given day. A teacher can require written verification that three other tests have indeed been scheduled prior to this same day, and compare the dates the tests were announced in considering the student's request for postponement. **The request to be exempted from a 4th major test on a given day must be submitted to the teacher at least 1 day prior to the test.**

College Recommendations: As part of our service to students at McGill-Toolen, guidance counselors, teachers and/or administrators write college recommendations for those students who individually request them from the counselor, teacher, or administrator. The guidance counselors also coordinate recommendations when requested to do so. Requests for letters of recommendation must be done through an appointment with the counselor, teacher, or administrator.

Financial Obligations: All financial obligations - tuition, fees, library materials, school issued equipment or uniforms, parking fines, etc. - must be met before a student is eligible for semester exams or an exam exemption. Report cards/transcripts/class schedules cannot be released until all obligations to the school have been met. Seniors who have obligations to the school are not permitted to participate in graduation or receive their diplomas until all obligations have been met.

Guidance: The Guidance Office offers a comprehensive service that includes both personal counseling and group guidance. Full-time counselors are available during the school day. Students can schedule appointments with a guidance counselor by contacting the counselor or the administrative assistant in the Guidance Office.

Non-Custodial Parents: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Requests for Transcripts: Requests for Transcripts are made to the Registrar. The first transcript is free of charge; additional copies will be \$3.00 each.

Schedules: In scheduling students, academic courses take precedence over non-academic courses. The student's schedule is determined by the courses selected at the time of registration. Schedule changes are usually granted ONLY for scheduling conflicts/errors and for serious problems that can arise after registration. A request for other schedule changes must be submitted in writing by the student's parent / legal guardian within 15 school days from the beginning of a semester.

ADMISSION OF STUDENTS

Admissions Policy: Students who have a satisfactory academic, disciplinary and attendance record are eligible for admission to McGill-Toolen Catholic High School. Students must also demonstrate the ability to be successful in the college preparatory course of study. The applicant is accepted on the basis of previous academic performance (grades and standardized test scores), recommendations of teachers or principals, and the student's desire to profit from the moral, spiritual, academic and physical programs offered by the school. Students will be admitted without regard to race with preference being given to Catholic students and those students matriculating from a Catholic elementary school. Students who have been asked to leave a previous school or who have been expelled from McGill-Toolen Catholic High School are generally not considered for admission.

Parents and students accept the authority of McGill-Toolen Catholic High School to deal with violations of the school code in a manner reflecting the spirit and letter of the school codes. Parents and students are expected to make themselves aware of all rules and regulations of McGill-Toolen. Students are expected to abide by all rules and regulations.

Note: Students must reside with a parent or legal guardian in order to remain enrolled at McGill-Toolen Catholic High School.

Admission of Senior Students: It is not the general policy of McGill-Toolen Catholic High School to accept local students who are entering their senior year. This policy applies to students who have withdrawn from McGill-Toolen, as well as students who have attended other local schools.

It is to be clearly understood that the submission of an application form, along with required fees, does not constitute admission to or enrollment in McGill-Toolen Catholic High School. A prospective student must go through one of the procedures listed below before being notified of acceptance.

Admission from Eighth Grade

An applicant for the freshman year must have satisfactorily completed the eighth grade of elementary school. The following are needed to complete the admission process:

- an application for admission
- transcripts from the grade school
- the school health form, immunization forms
- scores from the McGill-Toolen placement test.
- In some cases, personal interviews are also required.

ADMISSION OF STUDENTS

Admission of Transfer Students

A valid reason must exist for the transfer of a student to McGill-Toolen. The procedures listed below are followed for those students applying.

1. Parents must fill out an application for admission and provide an official transcript and a current report card demonstrating the student's academic record in secondary school to date, as well as any standardized test information. Appropriate immunization records must also be provided to the school.
2. An administrator will interview the parent(s) and the student in order to obtain a profile of the student's academic, disciplinary, and attendance history and also review the student's transcript to discern whether the credits from previous academic institutions will transfer to McGill-Toolen in compliance with our accreditation standards.
3. The Director of Enrollment makes a recommendation to the Principal regarding the student's application for admission. The decision as to whether an applicant is admitted to McGill-Toolen Catholic High School rests solely with the Principal.
4. The parent(s) and the student are notified in a timely manner of the final decision.

Currently Enrolled Students

Pre-registration of all currently enrolled students takes place in the spring of the year. Readmission for the next year will be contingent upon successful completion of academic work and an evaluation of disciplinary and attendance records at the end of the current school year. Current students must submit registration materials no later than the first Monday in May to be considered for admission for the next academic year. Teachers/administrators can recommend review of students academic, discipline, and/or attendance records. Those not being readmitted will be notified by June 15. The submission of a registration form, along with required fees/tuition deposit, does not constitute admissions or enrollment to McGill-Toolen for the following year.

Withdrawals from School: Only a parent or legal guardian can withdraw a student from school.

Before withdrawing from school, the student and parent/guardian must meet with the Director of Admissions to discuss the withdrawal. Tuition is charged until the student is formally withdrawn - that is until the completed and signed withdrawal form is received by the school registrar. If a student is enrolled for any part of a month, tuition is charged for the entire month.

ATTENDANCE

Attendance: Students are required to be in school on all scheduled school days.

Students must be present for one-half of the school day to be counted as a day on roll. Parents must call, e-mail, or fax the Attendance Office before 9:30 a.m. to report an absence. Time permitting, the Attendance Office will attempt to contact parents/guardians when we do not receive a communication reporting a student's absence. Failure to send a communication explaining the absence within 48 hours will result in the absence being permanently recorded as un-excused.

The McGill-Toolen and Archdiocese of Mobile regulations concerning excused and un-excused absences/tardies/early dismissals are as follows:

Excused : Illness
 Death in the immediate family
 Emergency conditions as determined by the principal
 Out-of-town trips with PRIOR consent of the principal.

Un-excused : Any other reasons

Excused Absences: Students are allowed up to, but not exceeding, five (5) excused absences per class for each school semester for a total of ten (10) absences per class for the school year. If a student's absences from class exceed ten days, the parent/guardian will be contacted by the Assistant Principal for Discipline in order to determine the reasons for the additional absences. If it is determined by the Assistant Principal for Discipline that these additional absences are due to chronic illness, family difficulties, or due to other extenuating circumstances, the principal may make exceptions to the ten absences allowed for the year.

If a student's absences exceed ten days and the additional absences are not determined extenuating by the principal, the Office of Catholic Schools and appropriate legal authorities will be notified.

Un-excused Absences: Once a student has accumulated 5 UN-EXCUSED absences from school during the school year, the student will be referred to appropriate truancy authorities. It is to be clearly understood that in all cases exceeding 5 days absence per class per semester, the principal can withhold academic credit for the semester/year and/or require the student to make-up time in excess of the allowable classes absent. Absences include both excused and un-excused absences. The school has the right to determine which absences and/or early dismissals are excused.

ATTENDANCE

Requests for Absences/Early Dismissals: Parental requests for absences or early dismissals must be submitted by a note, phone call, e-mail, or a fax to the Attendance Office. All requests for early dismissals must be submitted to the Attendance Office by 9:00 a.m. Students who are absent, late, or dismissed early for a doctor's appointment or a court appearance must bring a note from the applicable office. Students who leave school during the school day must sign-out in the Attendance Office. Students returning to school during the school day must sign-in with the Attendance Office. Students will not be released for an early dismissal unless the school can verify this through parental contact.

Absences and Participation in School Sponsored Events: Students participating in school sponsored events or practices must be in school by 10:00 a.m. to be eligible to participate in the event or practice later that day. Students who leave school before dismissal are ineligible to participate in a school sponsored event or practice later in the day. The school administration will decide eligibility in cases involving tardiness and/or early dismissal.

Cancellation of Classes due to Weather Conditions: The decision to cancel classes due to adverse weather conditions is made by the Superintendent's Office and communicated to parents through the mass media or IRIS Alert system. Appropriate announcements are then broadcast and/or published as conditions warrant. When threatening weather conditions exist, stay tuned to the mass media or the IRIS Alert System.

College Visitation Policy: Students are highly encouraged to visit colleges that they are considering attending, but are urged to make use of McGill-Toolen school holidays that do not coincide with college holidays or to visit on weekends whenever practical.

Seniors are permitted two college visits. Juniors are permitted one college visit. All college visits must be completed before the 4th quarter of the year. College visit request forms can be obtained in the Guidance Office and must be signed by the student's parent, guidance counselor, each of the student's teachers, and presented to the Attendance Office at least 24 hours in advance of the college visit for administrative approval. The student must present written documentation from the college/university that the student made a college visit on the date indicated on the request form. A flyer/brochure from the school visited will not suffice as written documentation. Failure to submit proper documentation will result in an un-excused absence.

Retreats: Each student in the school is required to participate in an annual spiritual retreat as an integral part of the theology curriculum. Students who miss their assigned retreat day must make up the day at a time and in a manner approved by the school. It is the student's responsibility, if absent, to find out when and where the day can be made up.

Supervisory Responsibility: The school cannot assume supervisory responsibility for students on campus before 7:45 a.m. or after 3:30 p.m. unless they are participating in an approved, supervised activity with a member of the faculty.

ATTENDANCE

Tardiness to School: Students arriving late for school must report to the Attendance Office in the McGill Building to be admitted to school and be considered on-roll for the day. Students who are tardy to school must have a note, phone call, e-mail or fax from their parent/guardian explaining the reason for the tardiness. Failure to communicate with the Attendance Office explaining the tardiness will result in the tardiness being recorded as un-excused. The decision as to which tardies are excused is at the sole discretion of the school administration. Students who accumulate tardies to school are subject to the corrective actions as indicated below.

5 tardies	A letter of notification to the parents and a detention
10 tardies	A parental conference with administrators and a Saturday School
15 tardies	Referral to appropriate truancy authorities.
20 tardies	Referral to the principal for determination of continued enrollment in the school

Tardiness to Class: Teachers are to record tardiness to class. Once a student has accumulated 5 tardies to class, the following corrective actions apply:

5 tardies	The student is assigned detention.
10 tardies	The student is assigned Saturday school.
15 tardies	A parental conference with administrators.
20 tardies	Referral to the principal for determination of continued enrollment in the school.

DISCIPLINE

Expected Standards of Behavior

In the tradition of the Catholic Church and the philosophy of McGill-Toolen Catholic High School, education is a process involving more than academic preparation. The faculty is dedicated to helping students develop personal integrity and responsibility based on Christian principles. Students must behave in a manner consistent with their status as members of the McGill-Toolen Catholic High School community. Student conduct, therefore, must contribute to the personal and academic needs of the student and the school, must advance the educational process in general, and must support the good name, reputation, and integrity of McGill-Toolen Catholic High School. Behavior contrary to the philosophy or goals of McGill-Toolen Catholic High School, detrimental to the reputation of the school, or any other inappropriate conduct is subject to disciplinary action. Students who choose behaviors contrary to the prescribed guidelines do so at their own risk and will incur appropriate consequences. Students are also expected to be “good neighbors” in our community by respecting all persons and property (private and public) in the community at all times. Failure to do so will result in disciplinary action by the school.

Parents can review their child’s discipline record on Net Classroom.

The school and the parents are partners in the education of children/adolescents. If, in the opinion of the school administration, that partnership is no longer viable, the school reserves the right to require the parent to withdraw the student from the school.

The following behavioral expectations for McGill-Toolen Catholic High School students have been established and appropriate consequences for failure to meet these expectations have been determined:

A. STUDENTS WILL BE HONEST IN THEIR ACADEMIC AND INTERPERSONAL RELATIONSHIPS.

1. Cheating (including plagiarism), lying, and other forms of dishonesty are not acceptable behaviors. Purposely misrepresenting the truth, either orally or in writing, violates the personal integrity of the student as well as the basic principles upon which McGill-Toolen is founded. Incidents of academic dishonesty will result in a “O” grade on the quiz, test, or assignment and a notation in the student’s discipline record. If an incident is deemed serious enough by the teacher and administration, the quarter grade and/or the semester grade can be lowered by one letter grade.

Additional incidents of academic dishonesty will result in semester failure, loss of credit, a conference with parents, and counseling. Repeated incidents of cheating can lead to dismissal from the school.

2. As a guide, students must do nothing to give the impression they have given or received help on any quiz or assignment for which they will receive a grade. Cooperative efforts on assignments are acceptable only when specific permission has been given or obtained from the teacher giving the assignment.

DISCIPLINE

3. **Plagiarism** or taking credit for another's ideas or words (especially copying a published author's work) without proper documentation is a form of academic dishonesty that must be especially guarded against and will result in the same penalties as in A-1 above. Plagiarism also includes copying material from the Internet without proper documentation or copying another student's research, homework, workbook, etc.
4. **The determination of guilt in a cheating incident will be reserved to the professional judgement of the teacher involved.**
5. Students who are in elected or appointed leadership/honor positions will be suspended from the position or required to forfeit the position if they do not demonstrate academic honesty. At the discretion of the administration, students will also be denied awards and/or public recognition of honors/awards. Academic dishonesty will also jeopardize a student's future election and/or appointment to leadership/honor positions.

B. STUDENTS WILL EMULATE CHRIST IN THEIR SENSITIVITY TO OTHERS:

1. Students will refrain from abusive treatment of others:

- a. Bullying, hazing, harassment, fighting, un-Christian language/gestures and/or other forms of verbal, written, cyber, or physical abuse are unacceptable behaviors and will not be tolerated.
- b. Students are expected to safeguard the health and safety of others. The possession or use of fireworks, weapons, explosives, drugs/alcohol or unruly/rowdy behavior are potentially dangerous to others and are not permitted.
- c. Students are expected to encourage the right to learn. This means that students will not disrupt class or assemblies or engage in any activity that interferes with learning.

2. Students will respect the property of others:

- a. Damaging, taking, borrowing, or being in possession of books or other items belonging to someone else without that person's specific permission is a serious violation of that person's rights and a form of dishonesty. Restitution must be made where applicable. Students who violate another's property rights are subject to expulsion.
- b. Students are responsible for the proper care of supplies, furniture, and equipment provided by the school. Vandalism of school property will be handled by the proper authorities. Financial obligations will be incurred for vandalizing, damaging, or losing school property. Students involved in serious acts of vandalism are subject to expulsion.

DISCIPLINE

C. STUDENTS WILL DEMONSTRATE AN APPROPRIATE LEVEL OF RESPONSIBILITY FOR THEIR OWN BEHAVIOR:

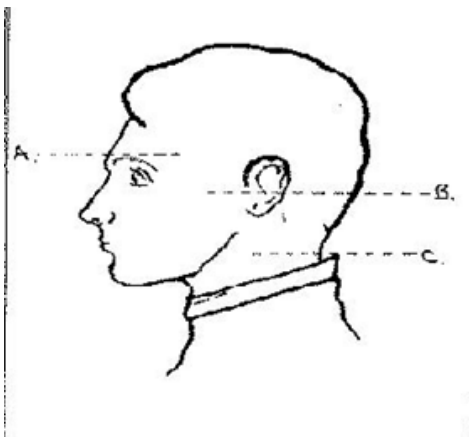
1. Students will be prompt for school and for class. Attendance is required on all school days and at all official school functions. A student who is absent from school/class without prior parental/school consent or who leaves campus without proper administrative authorization after arriving on campus for the school day will be considered truant and is subject to disciplinary action.
2. Students must have the official plastic orange hall pass to leave class. The only exceptions are special passes issued by the attendance, discipline or guidance offices.
3. Students must leave the parking areas immediately upon arrival at school and not return to these areas during the school day. Students who are in the parking areas during the school day without proper administrative authorization are subject to disciplinary action.
4. Students must carry their official student identification cards with them at all times. Failure to produce the student ID when asked will result in disciplinary action. ID's are necessary to gain entrance to dances and some other non-academic events.
5. Signs of personal affection are not appropriate at school or at school functions and will subject the students to disciplinary action.
6. Eating and drinking in other than a designated area or time creates health, safety, and cleanliness problems and is not permitted.
7. Students are not allowed to chew gum on campus.
8. Students are not allowed to stop and talk, get into a vehicle, or associate with nonschool persons while crossing between the McGill and Toolen buildings or in the vicinity of the campus in general.
9. Students will be respectful, friendly, and courteous to visitors on campus and render assistance to them when practical. Students are also expected to be "good neighbors" in our community by respecting all persons and property (private and public) in the community at all times. Conduct, whether inside or outside of school, that is detrimental to the reputation of the school will result in disciplinary action by the school.
10. Students must not bring radios, headphones, tape/CD players, Ipods / MP3 players, laser pens, cigarette lighters/matches, playing cards, dice, electronic games, etc. to school during the school day. These items will be confiscated by teachers and turned in to the office. The school retains the right to require parents to retrieve these items for their children. Personal Computing Devices are permitted on campus for academic use only. (See Cellular Phone Policy, page 26)

DISCIPLINE

11. At the discretion of the school administration, students who are in elected or appointed leadership/honor positions may be suspended from the position or required to forfeit the position if they violate school rules/regulations/policies. Violation of school rules/regulations/policies may also jeopardize a student's future election/appointment to leadership or honor positions.
12. At the discretion of the school administration, students who violate school rules, regulations, or policies may be denied awards and/or public recognition of honors or awards. Students may also be denied the privilege of participating in Commencement and/or Graduation ceremonies or events.
13. A student's hair will be clean, conservatively styled, neatly trimmed and well groomed. Faddish or extreme hairstyles are not permitted by the school. These include partially or asymmetrically shaved heads, shaved lines in the hair or eyebrows, mohawks, braids, dread locks, corn rows, wedges, or tails. These are merely examples and not a complete list of what may or may not be considered extreme. Boys are not allowed to wear their hair in a ponytail and may not dye their hair. Girls may only dye their hair in normal, natural shades. The administration reserves the right to determine what types of hair styles and/or hair colors are allowed. Facial hair, beards, or moustaches are not allowed unless there is a documented non-curable, non-treatable medical reason on file in the Discipline Office. Documentation in this area must be renewed each semester. The school reserves the right to make proper determinations in this area and to require corrective action when deemed necessary by school authorities.

The following diagram illustrates and defines the proper hair regulations for male students as set forth by school policy.

- Hair must not extend below the eyebrows on the forehead when it is combed/brushed down. (A)
- Hair/sideburns must not extend below the middle of the ear when it is combed down. (B)
- Hair must not extend below the top of the collar of the uniform shirt when it is combed down. (C)
- Hair must not be teased out, matted, pony-tailed or put in any other extreme fashion.



DISCIPLINE

DISCIPLINE: A Systems Approach

Categories of Offenses

TEACHER RESOLVED OFFENSES

Examples:

1. Out of Uniform -- if the correction can be immediate.
2. Inappropriate behavior of a minor nature in classrooms, hallways, cafeterias, assemblies, etc.
3. Class tardiness and making up lost class time due to un-excused class tardiness.
4. Lack of class supplies/materials, not having homework assignments.
5. Violation of testing procedures.
6. Violation of individual teacher rules/policies as described in the teacher syllabus.

Consequences: The teacher will determine appropriate consequences according to classroom guidelines and administrative policies. Teachers must contact parents as a first step in the discipline process for repeated minor offenses.

OFFICE OF DISCIPLINE RESOLVED OFFENSES

Examples:

1. Chronic infractions of the above offenses
2. Out of uniform violations that cannot be immediately corrected
3. Lying
4. Cheating/Violation of Testing Procedures
5. Skipping Class – student is on campus but out of class without permission
6. Truancy – absent from school without proper parent or school authorization
Note: McGill-Toolen Catholic High School is required to follow and abide by all state and local truancy laws.
7. Chronic tardiness/absenteeism
8. Disrespect, Rudeness, Negative Attitude, Failure to Comply with a school official
9. Failure to report for a teacher detention
10. Insubordination, defiance, or willful failure to comply with the instructions or direction given by a member of the school administration, faculty, or staff
11. Bullying or the use of abusive language, obscene gestures, intimidation, or threats to anyone.
12. Fighting: the use of physical force against another person or persons. Inciting, encouraging, or planning a fight (on or off campus) may result in the same penalty as the actual fight itself.

DISCIPLINE

13. Theft or unauthorized entry into another person's property/locker (This includes the possession of stolen property.)
14. Willful destruction or vandalism of school property or the personal property of other persons.
15. Use, possession, or distribution of tobacco/alcohol or drugs on the school premises - including areas adjacent to the campus - or when participating in any school sponsored/endorsed activity (This includes arriving at school or at any school sponsored/endorsed function under the influence of alcohol /drugs). A student's presence in a group where tobacco/alcohol or drugs are being used or openly displayed or presence in a vehicle containing tobacco/alcohol or drugs may subject the student to the same penalties as use, possession, or distribution of tobacco/alcohol or drugs. (See special tobacco* / alcohol** penalties below.)
16. Forgery (e.g. - notes, parking decals, school documents, etc.)
17. Parking decal violations or driving recklessly on or around campus.
18. Buying or selling any materials on campus without the approval of an administrator
19. Chronic/repeated discipline infractions and/or any action the Principal deems serious enough to warrant consideration/resolution by the Office of Discipline (Students with chronic/repeated discipline infractions are subject to suspension or expulsion.)
20. McGill-Toolen Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. The decision to do so is the sole prerogative of the school. Behavior that is counter to the teachings of the Catholic Church, that adversely affects the good name and/or reputation of the school and/or brings unfavorable publicity or criticism of the school may subject the student to school disciplinary action including suspension or expulsion. Examples of such behavior include (but are not limited to) transgressions involving criminal or civil law, harassment, inappropriate use of the school name (including logos or mottos), inappropriate remarks directed to or about faculty/staff members, offensive communications, inappropriate use of technology, and/or threatening remarks or actions.

Consequences:

1. **Detention:** Requiring a student to report to the Discipline Office before school, after school, or on non-school days for a given period of time. Detention is either from the assigned date. A twenty-four hour notice is all that is required by teachers/administrators for assignment of students to detention. **It is the student's responsibility to notify the parent of a detention scheduled with a teacher or administrator.** Detentions may be moved from one day to another only if the request is made prior to the assigned time for detention. The decision to grant the request is the sole prerogative of the teacher or school administration.

Students who are absent from school on the day of an assigned detention must make up the detention following their return to school. A detention counts as one consequence unit in the student's discipline record. Failure to report for detention will subject the student to additional disciplinary action (see items 3-8 below).

DISCIPLINE

2. **Class Suspension:** Rather than assign a detention, a teacher may elect to send the student to the discipline office for a class period. This is a class suspension and counts as 2 consequence units (CU's).

3. **Saturday School:** At the discretion of the school administration, special detention classes may be held on Saturdays or holidays for students who have infractions of school policy. Saturday school is assigned for major violations and lasts three hours in length. Students serving Saturday School are required to do service in the school buildings and/or the school grounds. Failure to report to Saturday school when scheduled will subject the student to a short term suspension from school. Saturday school counts as 3 CU's.

4. **Short Term Suspension:** A student may be suspended up to ten (10) school days for a discipline infraction and/or an accumulation of discipline infractions. The student may not attend school or participate in any school related activity while on suspension. A parental conference is required for readmission to school. Any daily class work missed during the days of suspension may not be made up for credit, and the student receives a "0" for the classes missed. The decision as to whether major tests or assignments can be made up is the prerogative of the administration. In cases where permission to make up major tests/assignments is granted, the student must make arrangements with the teacher(s) involved within two days of the student's return to school. Parents/guardians of short term suspended students are responsible for paying tuition and fees during the time of suspension. A short term suspension counts as 5 CU's.
Note: Students may also be suspended from participation in the student activities/athletic program (sports, clubs, dances, trips, etc.) for discipline infractions. This suspension includes participation as a spectator at any event in which McGill-Toolen is a participant. The length of the suspension is at the discretion of the school administration.

5. **Probation:** The school administration may place a student on probation for any discipline infraction or an accumulation of discipline offenses. The student remains enrolled in school contingent upon meeting certain stipulations. The status of students on probation is subject to periodic review by the school administration in consultation with any teachers involved. Once a student has accumulated 10 CU's, he/she is automatically placed on probation.

DISCIPLINE

6. **Removal from a Class:** In cases of a severe discipline infraction or an accumulation of infractions within a class, the Principal of McGill-Toolen reserves the right to suspend the student from the class or remove the student from the class with corresponding loss of academic credit for the course. The determination as to whether the student will be allowed to make up the credit (either at McGill-Toolen or at another school) prior to the end of the current school year is at the sole discretion of the Principal of McGill-Toolen.

7. **Long Term Suspension:** The Principal may administratively withdraw a student from school for a semester or a period of time (greater than 10 school days) as determined by the Principal. The reasons for long term suspension include, but are not limited to, academic failure, attendance/tardy infractions and/or discipline infractions. Long term suspension may also be used in cases in which a student becomes involved in transgressions of civil or criminal law. Parents/guardians of long term suspended students are not charged tuition or fees during the time of suspension. The cessation of tuition/fee responsibility becomes effective on the first day of the month following the beginning date of the long term suspension. McGill-Toolen Catholic High School is not responsible for the education of the student during the period of long term suspension.

Parents/guardians of long term suspended students are responsible for complying with the State of Alabama compulsory school attendance laws. A long term suspended student may apply for readmission to McGill-Toolen following the period of suspension, but it is to be clearly understood that the decision to readmit a long term suspended student rests solely with the Principal. A long term suspended student's academic, discipline, attendance, and/or civil/criminal court records will be factors in determining suitability for readmission. It must also be clearly understood that a long term suspended student who chooses to attend a member school of the Alabama High School Athletic Association (AHSAA) during the time of suspension will be subject to AHSAA eligibility rules both during the time of suspension and upon return to McGill-Toolen Catholic School.

8. **Expulsion:** The school administration may expel a student for any discipline infraction or an accumulation of discipline offenses. The student's connection with the school is permanently severed at the time of expulsion. The reasons for expulsion include, but are not limited to, academic failure, attendance/tardy infractions, and/or discipline infractions. Expulsion may also be used in cases in which a student becomes involved in transgressions of civil or criminal law. A student who has been expelled from McGill-Toolen Catholic High School may not apply for readmission to McGill-Toolen.

DISCIPLINE

NOTE: McGill-Toolen Catholic High School does have a Discipline Advisory Committee which will be convened at the discretion of the Principal to consider any discipline infraction and/or an accumulation of infractions. The Committee is composed of faculty members appointed to the Committee by the Principal or the Principal's designee. The Discipline Advisory Committee functions as an investigative body (with the prerogative of interviewing any student whom the Committee feels has information relevant to the case under consideration) and/or an advisory body to the principal. Students appearing before the Discipline Committee are subject to having their entire school record reviewed by the Committee.

A student who accumulates 10 "consequence units" (CU's) will be placed on probation for the remainder of the school year. Two copies of the probation letter will be sent home with the student. One copy must be signed by a parent and returned to school; the other is for the parent(s) to keep. A student who accumulates 20 CU's will appear before a Discipline Advisory Committee to determine his/her continued enrollment at McGill-Toolen Catholic High School.

Alcohol and/or Tobacco Penalties:

*** Tobacco:**

- 1 offense: A minimum 2 day external suspension (with one day waived if the student and a parent attend the CAPP tobacco program) Enrollment in the CAPP program must be accomplished when the student returns to school.
- 2nd offense: A minimum 3 day external suspension.
- 3rd offense: 5 day external suspension, and (at the discretion of the Principal) referral to the Discipline Advisory Committee.

**** Alcohol:**

- A minimum 3 day external suspension from school with mandatory attendance at the CAPP alcohol program or other program as approved by the school administration.
- Suspension from active participation in the Student Activities/Athletic Program (sports, clubs, dances, trips, etc.) for a period of 30 consecutive school term days. This suspension includes participation as a spectator at any event in which McGill-Toolen is a participant. At the discretion of the school administration, all or part of this suspension may be extended beyond 30 school term days.
- Students in elected or appointed leadership/honor positions may (at the discretion of the Principal) be removed permanently from these positions.
- Probation for alcohol offenses for the remainder of the student's tenure at McGill-Toolen with the admonition that a second alcohol offense may result in long-term suspension or immediate expulsion from McGill-Toolen.

DISCIPLINE

LAW ENFORCEMENT INVOLVED OFFENSES

Examples:

1. Being under the influence of, using, possessing, or distributing any alcohol, illegal drugs, drug paraphernalia, or simulated drugs on the school premises or at any school sponsored/endorsed function (A student's presence in a group where alcohol/ illegal drugs are being used or openly displayed or presence in a vehicle containing alcohol/illegal drugs may subject the student to the same penalties as use, possession, or distribution of alcohol/illegal drugs. A prescription drug for which the student does not have a prescription is considered an illegal drug.)
2. Possession or use of weapons (any instrument which may be capable of inflicting bodily injury), fireworks, incendiary devices, explosives at school or at any related school function (This list includes facsimiles of any such devices.)
3. Arson
4. Assault/battery, fighting, hazing, harassment, inciting violence.
5. Theft/possession of stolen property
6. Reckless Endangerment -- Submitting false information and/or performing any act which causes or will cause -directly or indirectly- injury to others and/or the disruption of school or any school related activity (e.g. bomb threats, false fire alarms, discharging fire extinguishers, etc.)
7. Chronic Absenteeism/ Tardiness/ Truancy (The student is absent from or tardy to school without proper school or parent authorization.)
8. Destruction or vandalism of school property or the personal property of other persons.

Consequences:

1. The student is subject to immediate referral to appropriate Law Enforcement Authorities.
2. The student is subject to long term suspension or expulsion even for the first offense. If a student is not expelled, he/she is automatically placed on probation for the remainder of his/her career at McGill-Toolen.

NOTES:

1. **The School Administration may invoke any step or penalty in the Discipline Process (including long-term suspension or expulsion) for any discipline infraction and/or accumulation of discipline offenses.**
2. **Because some school infractions are also violations of state and/or federal laws, the school reserves the right to call law enforcement authorities in these cases.**
3. **The Principal is the final recourse in all disciplinary situations and may waive and/or deviate from any and all disciplinary rules and/or penalties for just cause at the Principal's discretion.**

DISCIPLINE

McGill-Toolen is a Drug Free School

The possession or use of alcoholic beverages, tobacco or other illegal drugs is an illegal act that poses a serious threat to the health, safety, and well-being of students and staff. The school is committed to promoting and providing a drug-free academic environment for all students. In order to achieve this goal, alcohol, tobacco and other illegal drugs are prohibited on the school premises or at school-related activities. In addition, the school has a “drug screening” program that includes the use of breathalyzers. Complete details concerning this drug screening program are available in the Principal’s Office or the President’s Office.

1. Students who use, possess, or distribute alcohol, illegal drugs, or drug paraphernalia on the school premises or at any school-related function are subject to referral to law enforcement officials and automatic expulsion. This regulation applies to students arriving at school or at any school sponsored/endorsed function under the influence of alcohol and/or illegal drugs. A student's presence in a group where alcohol/illegal drugs/drug paraphernalia are being used or openly displayed or presence in a vehicle containing these items subjects the student to penalties under this regulation.
2. The possession, use, or distribution of simulated illegal drugs/alcohol or any substance that resembles illegal drugs/ alcohol can be considered a violation of drug/alcohol policies and may subject the student to penalties as prescribed for alcohol/illegal drugs.
3. The school reserves the right to search any and all property on the school campus and at all school related functions in any manner it deems appropriate to ensure a safe and/or alcohol/drug-free environment. The willful denial of access to property by the student (or the parent) will result in the student’s long term suspension or expulsion.
4. The school encourages any student with drug and/or alcohol problems to seek assistance for these problems. The school will work cooperatively with the student and parents to provide counseling and/or appropriate referrals. Students seeking such assistance are not subject to disciplinary action; however, the voluntary seeking of assistance does not exempt a student from the above stated policies and penalties for drug/alcohol possession, use, or distribution at school or school-related functions.

DISCIPLINE

CELLULAR PHONE/TECHNOLOGY POLICY

During the school day (7:52 a.m. - 3:05 p.m.), cell phones (and other non-school electronic devices) are not to be visible, heard, or used. Consequences for violating this policy are as follows:

1st offense - Device is confiscated and brought to the discipline office. A parent/guardian must come to school and pick up the device. There are no exceptions. The device will not be returned via parent discussion over the phone. The student will be issued a detention.

2nd offense - Device is confiscated and brought to the discipline office. Student will be issued a Saturday school and a \$25.00 fine. The device will be returned after the Saturday school has been served.

3rd offense - Device is again confiscated and will not be returned until the end of the school year. Student is suspended from school for continued violation of school policy and may not return to school until the parent/guardian meets with the Assistant Principal of Discipline. A \$50.00 fine will also be assessed.

4th offense - A fourth offense will result in additional disciplinary action including the possibility of long term suspension or expulsion.

NOTE: Parents who need to contact their student at school during the school day must call the Discipline/Attendance Office (445-2952 or 445-2943). Parents must not contact their child on the child's cell phone during the school day. **Cell phones are confiscated regardless of who is contacting the student.**

Technology Center: The technology center is available to students to improve learning and teaching through interpersonal communication, student access to information, research, collaboration and dissemination of successful educational practices, methods, and materials. Unacceptable uses of the center and/or the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

- a. Using the network for any illegal activity, including violation of copyright
- b. Degrading or disrupting equipment, software, or system performance
- c. Vandalizing the data of another user
- d. Wastefully using finite resources
- e. Gaining unauthorized access to resources or entities
- f. Invading the privacy of individuals
- g. Using an account owned by another user
- h. Posting personal communications without the original author's consent
- i. Posting anonymous messages
- j. Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others.
- k. Any activity that interferes with the operation of any computer system.
- l. Any activity which damages any equipment or programs. Restitution will be required if this occurs.

DISCIPLINE

DISCIPLINARY APPEALS

- A. In cases of long term suspension or expulsion, a written request for appeal may be made by the student's parent or guardian to the Principal within three days of the notification of the above action. Appeals will be considered only if the Principal agrees that substantial new relevant information is available. The written request must include a statement giving the specific reason(s) for the appeal.
- B. Final appeals of long term suspension or expulsion may be made by the student's parent or guardian to the Superintendent of Catholic Schools following the same procedure and for the same reasons as stated in the paragraph above.

Note: The President of McGill-Toolen Catholic High School is not a member of the appeals process in discipline cases.

UNIFORM REGULATIONS

Students are required to be in uniform and properly groomed when they arrive on campus for the school day and to wear the uniform properly and modestly at all times. School uniforms are expected to be properly fitted and kept neat, clean, and in good repair. Uniforms that do not fit properly and/or which contain holes, tears, stains, etc., may not be worn to school. Requests to be out of uniform for a day(s) must be in writing from the parent/guardian. The student must submit the request to the Discipline Office before the beginning of the school day. The decision to grant an excused uniform exemption rests solely with the Assistant Principal of Discipline or the Principal. Ordinarily only medical excuses will be granted for students who need to be out of uniform (this includes shoes). Notes must come from a medical doctor (MD). The school also reserves the right to determine the suitability of dress/grooming for all school functions and to require corrective action when deemed necessary. Students who are out of uniform, who do not wear the uniform correctly, who wear uniforms that do not fit properly or which are not properly maintained, or who are in violation of dress/grooming codes are subject to disciplinary action. These actions may include suspending the student until the uniform/dress/grooming code violation is corrected. Any school/class time missed is un-excused. Chronic violations of the uniform/dress code can lead to dismissal from school.

All uniforms are to be purchased from *Zoghby's Uniforms*

A. Girls:

1. **Skirt or skort:** black/white glen plaid #39 – no shorter than 2 inches above the “middle” of the knee, front and back. Skirts/skorts must be neatly hemmed with no holes, staples, etc.

DISCIPLINE

2. **Blouse:** white oxford with McGill-Toolen logo, long or short sleeve worn tucked in at all times. (Senior students also have the option of a black oxford with the McGill-Toolen logo). **NOTE:** The polo shirt is no longer part of the school uniform.
3. **Shoes:** Gray/black suede saddle shoe, black leather lace-up with low heel. Black shoes must be solid black with no logos or writing of any style. No high-top shoes, boots, tennis shoes, athletic shoes, topsiders, or boat shoes. Shoes must be worn properly. The administration reserves the right to determine what shoes are appropriate for school wear.
4. **Socks:** White with the McGill-Toolen logo.
5. **Coats:** McGill-Toolen team jacket, Black fleece with McGill-Toolen logo. Any sweatshirt or outerwear (hoodless) purchased through the school or from an agent acting for the school may be worn.
6. **Jewelry:** Must be simple and conservative. This includes one earring in each ear in the lobe only; one simple necklace; no more than two rings; and a watch. It is recommended that no bracelets be worn. Rubber, jelly type bracelets are not allowed.

UNIFORM REGULATIONS

B. Boys:

1. **Dress shirt:** white oxford with the McGill-Tooloen logo, long or short sleeve shirt tucked in at all times so that the belt line is clearly visible. (Senior students also have the option of a black oxford with the McGill-Toolen logo). Over-sized shirts are strictly prohibited. **NOTE:** The polo shirt is no longer part of the school uniform
2. **Slacks:** black/white glen plaid #39. Pants **MUST BE** neatly hemmed and may not drag the ground. Young men with frayed/torn pants will not be allowed to class. Pants must be worn properly at the waist. Pants may not be rolled up.
3. **Tie:** Uniform, worn for special occasions as announced. Ties must be kept in lockers.
4. **Socks:** solid black or solid white, no decorations.
5. **Shoes:** Black leather penny loafer, black leather dress oxford (lace-up), regular black sole. Black shoes must be solid black with no logos or writing of any style. No high-top shoes, boots, tennis shoes, athletic shoes, topsiders, or boat shoes. Shoes must be worn properly. The administration reserves the right to determine what shoes are appropriate for school wear.
6. **Belts:** black belts must be worn with the uniform at all times.
7. **Coats:** McGill-Toolen team jacket, Black fleece with McGill-Toolen logo. Any sweatshirt or outerwear (hoodless) purchased through the school or from an agent acting for the school may be worn.

DISCIPLINE

8. **Jewelry:** Boys may wear simple, conservative jewelry. Boys may wear one simple necklace; no more than two rings; and a watch. It is recommended that bracelets not be worn. Rubber/Jelly style bracelets are not allowed. Boys are not permitted to wear earrings, belt chains, wallet chains, or any excessive bold jewelry while representing the school in any capacity. This includes extra-curricular and athletic events on and off campus.

Note: The black fleece pullover, uniform shirts, blouses, slacks, skirts/skort, sweatshirts and the uniform tie must be purchased from Zoghby's Uniforms, the official school uniform company. No other brand of these items may be worn as part of the uniform. All letter sweaters/jackets must be purchased through the coach of the respective sport/activity and must be purchased from the official supplier of school letter jackets. Student groups may wear approved special shirts on the day of the game/activity only. On Fridays, students may wear any *collared* McT club/team shirt instead of their uniform shirt. (T-shirts are not appropriate in this case).

T-shirts worn under shirts/blouses must be solid white without any writing or logos of any kind. The only exception is official McT P.E. shirts. Undergarments may not extend below the length of the shirt/blouse sleeve or below the length of slacks/skirts. Head coverings (hat, scarf, bandanas etc.) may not be worn at school during the day.

UNIFORM REGULATIONS

The school reserves the right to require students with tattoos to have these covered for any school functions. Visible body piercings (except girls' ear lobes) are not allowed at school. Students may wear one rubber band bracelet that supports a worthwhile activity (i.e. "LiveStrong"). The administration reserves the right to determine what jewelry or other accessories are appropriate for school activities and to require corrective action or confiscation of such items if necessary.

TENNIS/ATHLETIC SHOES: Students who are required to wear tennis shoes or athletic shoes at school for medical reasons will be asked to furnish a physician's certificate to this effect. If the need is for an extended period of time, the school reserves the right to require the student to wear black tennis shoes.

COLD WEATHER: Students may only wear the school uniform, approved sweatshirt, black fleece pullover with the McGill-Toolen logo, and/or a school approved sports/team jacket at school during the school day. Lunch waves are considered to be part of the school day. On exceptionally cold days, students may wear a solid white turtleneck shirt or solid white thermal underwear under their uniform shirt/blouse. If the outer shirt/blouse is black, then a solid black turtleneck/thermal underwear may be substituted for white. Girls may also wear solid white or solid black, matte finish, tights under their skirts in exceptionally cold weather. The tights must be full length. Girls may not wear thermal underwear as tights.

DRESS DOWN DAYS: Students must follow the published and/or announced guidelines for appropriate dress on "Dress Down" days.

STUDENT ACTIVITIES

Bookstore: Textbooks and supplies may be purchased from the school bookstore in the McGill Building. Students must take their schedules with them when purchasing books. Bookstore hours are posted on the door of the bookstore.

Cafeteria: Food/drink is to be consumed only in the cafeteria or courtyard adjacent to the cafeteria. No food or drink may be consumed in the halls or in the classrooms except snacks during the designated snack time. Students are not to take trays or plates from the cafeteria. Students are not to use the cafeteria vending machines except at the student's designated lunch time. Soft drinks purchased in the field house must be consumed in the field house area and not brought to other parts of the campus.

Class Dues: Class dues are assessed through comprehensive fees.

Dances: Dances that are sponsored by the school are for McGill-Toolen students and their guests only. Each student may bring only one non-student guest to a dance or sock hop. Guests must abide by all McGill-Toolen Catholic High School rules and regulations. All students / guests attending McGill-Toolen dances are subject to passing a breathalyzer test before being admitted to the dance. Students who are still in elementary school cannot be admitted to school dances. All guests are subject to administration approval and must adhere to McGill-Toolen dress codes, grooming regulations, and behavior expected of McGill-Toolen students. As a general rule, students who have been asked to leave McGill-Toolen will not be allowed to attend closed school functions. Students must arrive at school dances no later than 1 hour after the announced start time of the dance and must remain at the dance until 30 minutes prior to the scheduled conclusion of the dance.

Fraternities/Sororities/Social Clubs: Membership in and/or formation of fraternities, sororities, or social clubs with limited or closed memberships are forbidden by Archdiocesan policy. Violations of this policy can lead to dismissal from school. The display or distribution of any item containing high school fraternity /sorority/ social club symbols is forbidden at school or at any school related activity.

Fund Raising/Sales: All fund raising and/or sales of items/services on campus must be approved in advance by the school administration. Requests for fund raising must be made to the Office of Student Activities.

ID Cards: ID cards are issued to each student. Students must carry their official school ID cards with them at all times. It is suggested that girls keep the card in their purse and boys keep the card in their wallet. Students are not to alter the ID card in any way and must surrender the card upon request to any faculty/staff member. Altering the card or failure to produce the student ID card when asked will result in disciplinary action. The ID card may be required for admission to social events, some athletic events, and for library usage. Replacement cards may be obtained through the Student Activities Office.

STUDENT ACTIVITIES

Library: As an active partner in the educational process at McT, the Eleanor Marston Benz Library provides books and magazines for recreational and assigned reading, plus print and electronic resources that support and enrich the curriculum. For information on how to access the library's online resources from home, students must see a librarian. Students with internet access at home are also strongly encouraged to get use Alabama Virtual Library. Students are welcome to use the library before school, during their lunch wave, or after school. At other times, students need to present a valid library pass from their teacher to a librarian as they enter. Students must collect the signed pass from a librarian in time to return the pass to their teacher before the end of the class period. Books are checked out for three weeks, and students are liable for lost or damaged materials. Computers with internet and word processing capability are intended for school-related use only.

Literature/Posters: Permission to distribute and/or post any literature, posters, etc. on campus must be obtained from the school administration prior to distributing/posting these materials. Posters must be stamped in the Office of Student Activities. The school reserves the right to limit the amount of literature and/or posters placed on campus.

Lockers: Individual lockers are provided for the convenience of all students. The school reserves the right to open lockers when deemed necessary by the school administration. Students are discouraged from storing expensive items in their lockers. Students must not share their locker combinations with other students. Students are not allowed to place personal locks on school lockers without prior administrative approval.

Medication: As a service to students, the Discipline Office in the McGill Building will dispense all medicines. Parents are required to bring all medicines to the office and fill out a medical release form. This must be done each academic year. Students are not allowed to have any form of medicines (prescriptive or non-prescriptive) or performance enhancing substances in their possession while on campus. The office will not accept medicines delivered by a student or persons other than a parent or guardian. All medicines on file in the office must be picked up by the parent/guardian at the end of the school year.

Messages/ Personal Items: Messages/personal items for students must be directed to the Attendance/Discipline Office. We will attempt to deliver these to the student. Parents must not contact their child on the child's cell phone during the school day. If a student must send a message to a parent or guardian during the school day, the student can use the phone available in the Attendance Office in the McGill Bldg. Note: Flowers and gifts for students must not be sent to the school.

Newsletter: The school posts on the school web site a monthly newsletter/calendar for parents and students during the academic year. Students and parents are encouraged to visit the school's web site at www.mcgill-toolen.org for detailed and timely information concerning school activities and events.

Public Address System: Persons wishing to have announcements made over the PA system are to submit them in writing by 7:45a.m. on the day they are to be announced to the Student Activities Office.

STUDENT ACTIVITIES

School Trips: School (field) trips are privileges afforded to students. Students who are failing or in danger of failing a subjects and or who have unsatisfactory discipline or attendance records, or whose financial accounts are in arrears will be denied permission to participate in school-sponsored trips. All school rules remain in effect for the entire duration of the school trip. The school uniform must be worn on all school field trips unless an exemption is granted by the school administration prior to the field trip.

Student Parking

Because parking spaces on campus are very limited, McGill-Toolen has adopted the rules and guidelines printed below regarding student parking and the issuing of parking decals.

1. Parking in campus parking lots, including the parking bays on Catherine and Lafayette Streets, is restricted to seniors and juniors. Parking decals are issued to seniors and juniors at the beginning of each school year and throughout the school year subject to availability. The school parking decal purchased (\$50.00) at the time of vehicle registration must be properly displayed on the rearview mirror and must be clearly visible from outside the vehicle.
Underclassmen (sophomores and freshmen) are not permitted to park in campus lots or the parking bays and are not issued parking decals. Exceptions to this rule must be approved by the school administration.
2. Students who request the privilege of parking a vehicle in McT campus lots (including the parking bays on Lafayette and Catherine Streets) assume the duty of registering the vehicle with the school and of parking the vehicle in accordance with school rules and regulations. Students are responsible for informing their parents of any fines and/or penalties which they will incur for transgressions of parking regulations and for paying all fines prior to semester exams. It is to be clearly understood that persons who choose to park their vehicles in campus parking lots do so at their own risk. The Catholic Archdiocese of Mobile, McGill-Toolen Catholic High School, and/or any of their employees or agents cannot and will not accept any responsibility or liability for any damage, vandalism, and/or theft which the vehicle may incur while parked in McT parking lots.
3. Hardship decals for Sophomores:
 - a. Freshmen can not apply for a “hardship decal”.
 - b. Sophomore parents **must not** assume they will be granted a hardship decal and must plan accordingly for the coming school year.
 - c. Sophomores **cannot** apply for a hardship decal until they have a valid driver’s license.
 - d. Sophomore students who believe that they have reason to seek a hardship decal must submit a written request to the Student Activities Office. The request must include the reason/s for the hardship decal and must be submitted by the parent/guardian.

*** All requests will be void if the above criterion is not followed.**

STUDENT ACTIVITIES

The purchase of a school parking decal is for vehicle registration purposes only; **it does not guarantee the student a parking space on campus.**

4. Student Parking Areas – 2011-2012

The Gym Lot (Lot #2) and the Lafayette Street Strip – **Reserved for Seniors with Valid Decals** * See Note below.

Lot #1 (CYO Lot), Lot #4, Lot #5, Lot #7, and the Catherine Strip south of the Science Bldg. driveway – **Reserved for Students with Valid Decals**

The Lot in front of the McGill Building (Lot #3), the Field House Lot, the Science Building Lot (Lot #6), all spaces behind the Toolen Building and by the Seton Center, and the Catherine Strip north of the Science Bldg. driveway are reserved for Faculty & Staff Parking.

* Because they create a safety hazard by obstructing the view of persons crossing the street, SUV's, Crossovers, and Trucks are not allowed to park in the Lafayette Street Bays between the St. Mary's Church wall and the Field House Parking Lot Driveway.

Parking in campus parking lots is on a first-come, first-served basis. The parking areas are closed once they are filled. Students can not share, sell, or transfer parking decals to another student without prior administrative approval. The person who bought the decal must keep the school informed if the decal is lost or stolen and/or if a new vehicle replaces the vehicle that was registered.

Lost Decals: The replacement cost for a lost decal is \$15.00.

This fee may be waived with administrative approval.

Temporary Decals: These are intended for seniors and juniors for temporary reasons and can be obtained (\$1.00 per day) in the Student Activities Office. Temporary decals will not be issued on a long term basis.

5. Students with valid school decals are allowed to park in the designated student parking areas. Students are not allowed to park in faculty parking areas, St. Mary's Church / School lots, the Seton Center lot, in front of the CYO Building, or area business lots. Students who park their vehicles on the public right-of-way or on private property are subject to having the vehicle ticketed or towed away at the vehicle owner's expense. Advanced warning in such cases is not given.
6. Certain parking areas are closed for special events on campus. Appropriate announcements will be made over the PA system indicating the affected areas and giving directions for alternative parking arrangements. Tickets for parking violations are issued on these days.

STUDENT ACTIVITIES

7. Vehicles parked on campus illegally and/or without a valid parking decal are subject to fines/penalties as follows:

- * Parking on campus without proper display of a validly purchased school decal – \$5.00
- * Parking on campus or restricted areas without purchasing a valid school decal – \$20.00
- * Parking on sidewalks or blocking fire lanes or driveways -- \$10.00
- * Parking in faculty lots, St. Mary's Church/School, Seton Center, CYO – \$10.00
- * Underclassmen with a valid school decal parking in the senior lot – \$5.00
- * Parking on the curb – \$5.00
- * Students who misuse parking facilities, abuse the parking decal registration system, or who accumulate parking fines will be required to forfeit their decal and the privilege of parking on campus. In such cases, the purchase price of the decal is not refunded.
- * Students who are in possession or control of a decal which they did not purchase and/or who alter a decal are subject to suspension, a \$50.00 fine, forfeiture of the decal, and/or other disciplinary action.
- * The school reserves the right to have illegally parked vehicles towed from the campus at the vehicle owner's expense.

8. If a student wishes to appeal a school issued parking ticket, he/she must submit the appeal (stating the reasons for such in writing) to the Student Activities Office within one week of the issue date of the ticket.

Use of School Name: No one must use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on t-shirts, for example, without the expressed written permission of the principal.

Student Clubs and Organizations

Student Activities Policy:

The purpose of the Student Activities program is to extend the school's educational endeavors outside of formal class time. Whenever possible, these activities must emanate from curricular activities and serve to enhance the curriculum. Student Activities must serve to develop responsible leaders, promote individual creativity, and furnish a basis for school spirit. Student activities at McGill-Toolen Catholic High school are evaluated in light of the following criteria:

1. Is the activity worthwhile to the student and the school?
2. Is there sufficient student interest to warrant the inclusion of the activity in the school's student activities program?
3. Is there sufficient time, facilities, personnel and financial resources to support the activity?
4. Is there an approved faculty advisor to direct the activity?

STUDENT ACTIVITIES

Eligibility:

- a. Eligibility requirements must reflect the purpose and nature of the activity. The school administration is responsible for approving and/or administering eligibility requirements for individual activities. As a minimal academic requirement for participating in the activities program, any student who has 2 or more failing grades on a quarter grade report is ineligible to participate in the student activities program until the next grade reporting period. An “I” grade will be considered a failing grade until the “I” grade is removed.
Note: This rule is supplementary to and does not overrule the eligibility requirements of local, state, or national organizations with which the school is to be affiliated.
- b. Students participating in school sponsored events/practices must be in school by 10:00 a.m. in order to be eligible to participate in the event or practice that day. Students who leave school before dismissal for the day are ineligible to participate in a school sponsored event or practice later in the day.
- c. In order to make leadership opportunities available to a greater number of students, no student may hold more than two major offices at any one time.

Advisors:

An activity advisor is an approved faculty member who directs the operation of the activity. The proper functioning of the activity must feature the advisor working with the students encouraging them to assume responsibility for and duties within the organization.

List of Current Clubs/Organizations:

African-American Club	Friends of Exceptional	Pro-Life Club
Ambassador Club	Children	Scholars Bowl
Art Club	Golf	Servants of the Poor
Band	Hi-Q Bowl	Soccer
Baseball	Key Club	Softball
Basketball	Magic Club	Spanish Club
Campus Ministry	McGillian: Student	Student Government
Cheerleaders	Newspaper	Swimming & Diving
Color Guard	McT School Pride Club	Tennis
Cross Country	Model United Nations	Track & Field
Drama Club	National Honor Society	Volleyball
Football	Physics Club	

Updated: 6 Jul. 12

Catholic Archdiocese of Mobile Policy Statements

Harassment

No student, parent, or employee of the Archdiocesan Catholic School System shall be subjected to any type of harassment. Our school system is dedicated to the Christian principle that all people are created in the image of God and therefore must be treated with dignity and respect. Respect for others is shown through language, behavior, and personal interaction. Therefore, any type of demeaning behavior involving verbal, physical, or sexual affronts will not be tolerated.

Child Abuse Reporting

The faculty and staff of McGill-Toolen Catholic High School comply with the child abuse reporting laws of the State of Alabama. Reporting procedures established by the Mobile Archdiocese are followed when making reports to the Alabama Department of Human Resources.

Counseling Services

School counseling services are available at McGill-Toolen Catholic High School. Students and faculty may see the counselor on as-needed basis. School counselors also provide classroom services and follow the Mobile Archdiocese School Counseling Curriculum.

Principal's Right of Amendment

The Principal of McGill-Toolen Catholic High School reserves the right to amend any portion of this Handbook for any reason deemed appropriate by the Principal. Parents and students will be given prompt notification if changes are made.

ALMA MATER

Our colors now wave in triumph,
McGill-Toolen banner on high.
We will sing of our Alma Mater,
Songs of spirit and of tender love.
Proudly will our voices proclaim thee;
Yellow Jackets swell the roar
Always I will remember,
Thy love shall rule for aye.

FIGHT SONG

We're here to help you, Alma Mater,
we'll always be staunch and true.
Whether our hopes be bright or cheerless,
You know that we're always backing you.
FIGHT! FIGHT! FIGHT!

Come on, you fearless Yellow Jackets,
we know that you can and will;
Come on, and show them the fighting spirit,
The spirit of old McGill.