

ARCHBISHOP JOHN CARROLL HIGH SCHOOL

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STUDENT HANDBOOK 2015-2016

SCHOOL MOTTO

PRO DEO ET PATRIA

[For God and Country]

School Colors
Red and White

School Mascot
Patriot

This agenda book belongs to:

Name _____

Address _____

City _____ **Zip** _____

Phone _____

ID _____

ADMINISTRATION

MR. FRANCIS E. FOX '77	President
DR. PATRICIA A. RIGBY	Assistant Principal for Academic Affairs
MR. JAMES J. CORKERY	Assistant Principal for Student Service
MRS. ALLISON PAPANTONIOU	Assistant Principal for Student Affairs and Athletic Director

DEPARTMENT CHAIRS

MR. JOHN MORRIS	Business/Technology
TBD	English
MRS. LORAIN CARPENTER	Fine Arts
MR. DANIEL KEEHN	Health/Physical Education
MR. WILLIAM HAUBER	Mathematics
MRS. JUDITH OWENS	Science
MR. EUGENE MURPHY	Social Studies
MRS. CYNTHIA HONYARA	Theology
MS. AUDREY KULPA	World Languages

DEPARTMENT DIRECTORS

MR. THOMAS PHILLIPS	Campus Ministry
MRS. MARY ROMANELLI	Guidance Director
MR. MICHAEL A. DUFFY	Admissions
MRS. CHARMAINE GATES	Library
MR. THOMAS SHAW	Technology

CONTRACTUAL AGREEMENT

The contents of the student handbook constitute a contract involving the school, parent, and student. The student must conform to the regulations and policies contained within the text.

School jurisdiction is not limited to school hours or property. A student at Archbishop Carroll High School is considered a student 24 hours a day. Any behavior – curricular, non-curricular, co-curricular, or extra-curricular – in which the school's reputation may be affected falls under school jurisdiction. Students involved in any behavior contrary to school policy or school philosophy will be subject to the same guidelines that regulate the school day and the school grounds.

The Archdiocesan Secondary School System and Archbishop John Carroll High School reserve the right at anytime to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

HISTORY OF THE SCHOOL

Opened in September, 1967 and officially dedicated and blessed on April 28, 1968, Archbishop John Carroll High School for Boys and Archbishop John Carroll High School for Girls were the final secondary schools under the building program instituted by John Cardinal Krol. The schools were named for John Carroll, the first bishop of the Catholic Church in the United States. The two schools merged in September 1986. Archbishop John Carroll High School is staffed by diocesan priests, Sisters, Servants of the Immaculate Heart, Sisters of St. Joseph and lay personnel. Presently the student body numbers approximately 950.

MISSION STATEMENT

Archbishop John Carroll High School, a co-educational secondary school within the Archdiocese of Philadelphia, is committed to excellence in the areas of spiritual, academic, and social development. By guiding our students in the development of their goals within the context of a meaningful relationship with God, others, and self, we challenged them to responsible stewardship in the world. With Christ as our model, the school accomplishes this challenge through the dedication of a professional staff who educates the students by implementing innovative and competitive methodologies.

PHILOSOPHY

Archbishop John Carroll High School, a co-educational academic community in the Archdiocese of Philadelphia, dedicates itself to the living of the Gospel within the Catholic tradition. We endeavor to continue and to enhance the formative role of both parents and parish by creating an authentically Christian environment. Our students come from diverse socio-economic backgrounds and we strive to achieve mutual respect among all members of the faith community. We demonstrate that “Carroll Cares” by the personalized attention we give to every student. Educating the whole person, we guide each student in developing a meaningful relationship with God and all people. We challenge our students to responsible service in the world beyond the school.

Aware of the global need for morally discerning and technically competent leaders, our academic program emphasizes a value-centered approach to critical thinking and decision-making. Our broad-based curriculum is adapted to the students’ varying levels of intellectual capability. We urge our students to be academically accountable while participating in a full array of athletics and extra-curricular activities. We hope to instill in our students the lifelong necessity of personal faith, scholastic achievement, and social involvement. With Christ as our model, we, the Archbishop John Carroll Community, commit ourselves to better America through lives of personal integrity and generous service.

CATHOLIC IDENTITY

As a Christian Community, Archbishop Carroll High School strives to be a source through which each member may deepen his/her personal relationship with Almighty God. The Office of School Ministry, in conjunction with the administration, is responsible for providing

opportunities for the members of the school community to grow and mature in the Catholic Faith.

Through the Office of School Ministry and the administration, the Archbishop Carroll community celebrates our Catholic heritage and identity daily. Students, faculty, staff, and administration are encouraged to participate in the faith experience through the sacraments, especially holy Eucharist and Reconciliation, prayer, reflection and service. The Archbishop Carroll community strives to be a people *pro Deo et Patria* – for God and country – as we follow the model of our patron Saint John Baptist de la Salle and “Live Jesus in our hearts forever.”

The *Memorandum of Understanding*, provided by the Archdiocese of Philadelphia, is distributed to parents and students who “Pledge their support for the” Catholic identity and mission of the school.”

Policies which concern pregnancy, abortion, and aids are on file in the Principal’s office.

LITURGICAL LIFE

- **Holy Mass** is celebrated in chapel each morning at 7:10 a.m.
- The **Sacrament of Reconciliation** is offered at communal Penance Services at the beginning of the academic year and during the seasons of Advent and Lent. Confessions are also offered on a weekly basis and upon request of the priests on staff anytime.
- **School Liturgies** are celebrated with the entire Archbishop Carroll community throughout the academic year. Students and faculty participate as Extraordinary Ministers of the holy Eucharist, lectors, altar servers, and cantors. Members of the Saint Katherine Day School program also participate as altar servers and gift bearers.

SPIRITUAL AND DEVOTIONAL LIFE

- **Adoration of the Blessed Sacrament** is held each First Friday of the month with Exposition from the conclusion of morning Mass until the end of the school day in chapel.
- **Forty Hours Devotion** is held every year to foster a deeper appreciation of our Eucharistic Lord. After the celebration of the opening Mass, there are two full class days of Exposition of the Blessed Sacrament, concluding with Morning Prayer and Solemn Benediction in community on the third day.
- **Devotion to the Blessed Virgin Mary** is fostered communally through the praying of the Rosary in October and the crowning of an image of the Blessed Mother in May.
- **Days of Recollection** - Archbishop Carroll students participate in a mandatory Day of Recollection with their individual class, which allows them to withdraw from the normal daily schedule to spend time with the Lord and one another. Under the guidance of the Holy Spirit, this day provides students with an opportunity to encounter Jesus, reflect upon the movement of God in their lives, and formulate their personal response to the call of discipleship received in Baptism.
- **The Kairos Retreat** In addition to their mandatory class Day of Recollection, seniors have the opportunity to apply for the Kairos retreat. *Kairos* is a Greek term which means “sacred time” or in Theology, “the appointed time in the purpose of God.” It differs from the term *chronos*, which refers to chronological or sequential time. The Kairos retreat

employs some of the principles of the Spiritual Exercises of St. Ignatius of Loyola (1491 – 1556), a priest and mystic who founded the Society of Jesus (the Jesuits). Kairos is an opportunity to grow in relationship with God and others and is also an occasion to become more aware that each person is created in the image and likeness of God. Retreatants come to recognize God's presence in all things, including family, friendships, nature, music, and especially Sacred Scripture and the Sacraments. Hopefully, retreatants will come to see God's presence even in the crosses in their lives.

HUMAN LIFE AND DIGNITY

As a gift from God, every human life is sacred from conception to natural death. The Archbishop Carroll community thus affirms that the life and dignity of every person must be respected and protected at every stage and in every condition. The right to life is the first and most fundamental principal of human rights that leads Catholics to actively work for a world of greater respect for human life and greater commitment to justice and peace.

To that end, Archbishop Carroll maintains a Respect Life Club, which coordinates the participation of students and staff in the annual march for Life in Washington, DC to prayerfully protest the decision of *Roe v. Wade*, which legalized abortion on demand in the United States. The Archbishop Carroll community believes that peaceful witness, education, and, most especially, prayer will help overturn this decision that has killed millions of innocent children and caused psychological, physical, and spiritual harm to countless mothers, fathers, and families. The Respect Life club meets weekly and sponsors various activities throughout the academic year which foster appreciation for the precious gift of human life.

SERVICE

The Community Service Corps (CSC) works to coordinate service in the Archbishop Carroll community and local community. Students are encouraged to participate in the various opportunities provided throughout the year (Thanksgiving Food Drive, Operation Santa Claus, Lenten Mission Drive) to put their Faith into action through service to God and the community.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.

4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic school.

SCHOOL SEAL AND MOTTO

The seal of Archbishop John Carroll High School is cast in an octagonal shape to mirror the shape of the school Chapel which has a most unique design.

The interior field is divided into four chambers, each representing a year of the school's four-year course. A cross and crown symbolize the basic Catholic philosophy of the school. The crown also indicates the devotion of Archbishop John Carroll to Mary, the Mother of God.

The inverted sword and the upright lions are taken from Archbishop Carroll's original coat of arms and symbolize readiness and courage in seeking truth.

The lamp of learning resting on the book of knowledge symbolizes the basic educational purpose of the school.

The thirteen stars surrounding the United States flag represent the original thirteen colonies and indicate the allegiance and involvement of Archbishop John Carroll in the early history of the United States. "*Pro Deo et Patria*" [for God and Country] is the Carroll motto.

STUDENT BODY

Students of every race, color, and national origin are admitted and granted the rights, privileges, programs, and activities accorded or made available to students at this school. Non-Catholic students are welcome, and follow the regular course of instruction in theology and participate in scheduled religious activities.

ALMA MATER

High on the hilltop, over the glen,
Dear to our hearts, Archbishop Carroll forever.
Hold high the candle, brighten the way
We shall be loyal, red and white and pray
God lead us onward through each bright new day.

Joy in our learning, peace in our minds,
Love in our hearts, Archbishop Carroll forever.
Glory and honor, freedom and truth
We shall be loyal, red and white, and pray,
God lead us onward through each bright new day.

[Words and music by William Bless 1970]

ACADEMIC AFFAIRS

ACADEMIC INELIGIBILITY

If a student fails two or more subjects at the quarter he/she is not eligible for fifteen (15) days. Once the fifteen days have expired, the STUDENT must contact the athletic office for an academic review card. The STUDENT must then get his/her teachers to sign this card indicating failing or passing grades. If the student is failing less than two courses he/she is again eligible. Please note that all of the courses are considered, not just the original failed courses. This process must be done each week for the REMAINDER OF THE QUARTER. If the student fails to return the eligibility card on any given week, he/she is ineligible.

ACADEMIC PROBATION AND DISMISSAL

Students who receive three or more scholastic failures for a final grade may be subject to dismissal. Any student with two failures at the end of the school year is to be put on academic probation. If he/she has two final failures while on probation, that student is liable to dismissal. If he/she has one final failure while on probation, that student will remain on probation.

Twelfth grade students who would be dismissed under this policy may attend summer school to clear the two failures and thus be given a diploma if they pass summer school courses.

Ninth grade students with five failures at the end of the first semester are liable to dismissal. Tenth, eleventh, and twelfth grade students with four failures at the end of the first semester are liable to dismissal. Students on probation who have three failures at the end of the first semester are liable to dismissal.

The Principal, after consultation with the Administration, reserves the right to the final decision regarding dismissal.

CHANGE OF ADDRESS / PHONE / E-MAIL

If a student moves, he/she is requested to submit in writing revised information [new address, phone, parish] to the Office for Academic Affairs—as soon as a change has occurred.

CLASS RANK AND QUALITY POINTS

Class Rank is determined by weighted Quality Point Average which gives greater “weight” to more difficult courses in the higher tracks. The weighting is accomplished by assigning quality points to each mark (first semester or final grade) according to the track of the course, as outlined in the Quality Points Table (See Course Brochure). The student who ranks first in the class has the highest Quality Point Average (total quality points divided by total credits). Two types of class rank appear on the first semester and final report card.

Current Rank: Class rank based on a student’s performance during the current year.

Cumulative Rank: Class rank based on a student’s total performance over all years.

The student who, after seven semesters, is cumulatively ranked #1 will be named **Valedictorian** of the class.

The student who, after seven semesters, is cumulatively ranked #2 will be named **Salutatorian** of that class.

Graduation Speakers: Invitations will be sent in April, only if the class Valedictorian and/or Salutatorian choose(s) not to give his/her speech.

COURSE CHANGES

All courses for the academic year are selected by the student and approved by parents and teachers during the spring of the previous year. **For this reason, tracks and courses (including electives) are not changed, added or dropped in September.** In exceptional cases and for valid reasons Archbishop Carroll High School permits limited roster changes in August and up to and including the completion of the first academic cycle (six days). No changes will be processed after that time without a serious and compelling reason - failing a class is not a sufficient reason to drop a class after it has begun. The steps in the roster review process are meant to ensure that the change is really in the student's best interest, that individual class size and total teacher load are not compromised, and that a "domino effect" is not produced involving course changes or track changes in subjects other than the one requested. Therefore, requests for the following reasons are generally unacceptable:

- Dissatisfaction with a Course/Teacher/Schedule
- Change of Mind
- Desire for Early Dismissal/Different Lunch or Study Period

During the designated time in August, students may complete roster review application forms. There is a fee of \$75.00 for the application which will be refunded if the change is not made. This charge is meant both to emphasize the seriousness with which roster changes should be requested, and to offset the real costs involved — updating the data base, and producing new rosters for the student and the various school offices. The student is notified upon return to class in September if the request is approved or denied.

COURSE OFFERINGS

Course offerings include complete academic programs for the college-bound student, as well as vocational training through arrangements with available county vocational-technical schools. Course brochures are available online at www.jcarroll.org. Registration takes place in February for the following academic year.

CRITERIA FOR HONORS

The Honor Roll is determined by general average; tracking is not considered. The numerical grade is meant to indicate whether or not the student is working to his or her ability level; it is independent of the track.

To attain **first honors recognition**, a student must have a general average of 93 with no grade lower than 90 in any subject (required or elective, major or minor).

To attain **second honors recognition**, a student must have a general average of 88 with no grade lower than 85 in any subject (required or elective, major or minor).

First and Second Honors are calculated on a quarterly basis and will not include semester assessments or semester grades.

CYCLE

Archbishop John Carroll High School employs a six-day cycle in its academic calendar. School days are identified by the number 1 through 6. Thus, if Monday is Day 1, the following Monday is Day 6 (and Tuesday is Day 1 again). If the sequence of days is interrupted by a holiday, the sequence resumes with the next numerical day; therefore, labs and classes which do not meet daily are never skipped.

EDUCATIONAL INTEGRITY

Integrity is that quality by which a person is true to his/her convictions in the face of opposition. It is a value that Archbishop Carroll wholly endorses. Consequently, any student who violates educational integrity and engages in any form of cheating, plagiarizing, or stealing of academic material is subject to severe discipline penalties, up to and including dismissal.

1. **Cheating** is defined as the giving, receiving or copying of information for classwork, homework, reports, projects, quizzes, tests, assessments, etc.
2. **Plagiarism** is defined as the submitting of work that is judged not to be one's own.
3. **Stealing** is defined as the taking, copying or examining of a teacher's or student's academic materials without permission.

Penalties will be determined by the Principal in consultation with the Assistant Principal for Student Services and may include:

1. Immediate dismissal.
2. Demerits/Detention.
3. Denial of graduation.
4. Other consequence deemed appropriate.

The student's parents will be notified by the teacher in writing (notation on Progress Report or Report Card) or by phone call.

FAILURES AND SUMMER SCHOOL

Archdiocesan policy stipulates that **seniors with final failures** (major or minor, required or elective) for the school year **do not participate in the baccalaureate or graduation exercises**. Seniors with any failures for the year (including one-semester courses that end in January and/or June) must successfully make up those failures in Diocesan Summer School in order to receive the diploma.

Underclassmen with one or two failures for the year must successfully make up those failures ON-LINE through the Diocesan Summer School in order to return to Archbishop Carroll High School in September.

Failed courses may not be retaken the following year. Students with three or more academic failures for a final grade may be liable for dismissal.

Archdiocesan regulations also state that students with excessive absences do not successfully complete the school year until they make up the time they have missed in Diocesan Summer School. This applies even if the student has no academic failures; in this case, the student attends the classes in which he/ she received the lowest grade. Diocesan Summer School is held in an on-line environment.

ON-LINE GRADING

Archbishop Carroll High School utilizes an on-line grade reporting system. Information will be provided at the beginning of the academic year. This system gives the student and parent much more information quickly; and the system is better suited for educational use.

GRADING AND REPORT CARDS

The highest report card grade that may be given is 100; the lowest passing grade is 70; and the lowest "recorded" failing grade is 60. The use of an earned grade less than 60 to calculate the average requires the explicit permission of the Principal.

- **QUARTER GRADE** is determined by the teacher and, depending on the academic discipline, will include major tests, projects, quizzes, term papers, homework, and classroom participation. At least four major marks are included in the quarter grade; major tests are distributed over the quarter and returned to the student in a timely fashion so that the student is aware of his/her progress.
- **SEMESTER GRADE** is the average of the two quarters. First semester [average of first quarter and second quarter]; Second semester [average of third quarter and fourth quarter].
- **FINAL GRADE** is the average of the two semester grades: first semester = 45%, second semester =45%; final exam = 10%.
- Students who alter or forge the report card are liable for detentions and/or demerits.

MAKE-UP WORK/MEDICAL INCOMPLETES

If a student is absent from class **the student** is responsible for contacting each subject teacher to make up work from the classes missed. If, because of illness, a student will be absent for an extended period of time (one week or longer) assignments should be requested from the Office for Academic Affairs. Completed assignments should be returned to each subject teacher as quickly as possible. Additional assignments will not be issued until the prior assignments are returned.

It is the responsibility of the parent to contact the school and to monitor the completion and return of assignments. Students absent for fewer than five days are to contact peers for assignments and/or check the on-line grading management system, and then to speak to the subject teacher upon return to school.

Teachers are not obligated to give make-up work, tests or assessments to students who are suspended or miss school time to go on vacation or to athletes who miss school to attend unendorsed camps or events. No vacations are to be scheduled during the academic year.

Students who are requesting a Medical Incomplete (I) for a marking period, semester exam, or final grade must provide documentation from a doctor specifically stating the following:

1. the medical reason for the request,
2. the skills affected by the medical condition (e.g., “cannot use a computer screen”, cannot read for more than 15 minutes without a break”),
3. the length of time during which a student may need work to be modified and/or during which he or she may not be able to complete specific academic assignments.

During the Medical period, no student may be permitted to be involved in any extra-curricular activities until the time he or she is cleared to complete all academic work. Also, a Medical Incomplete cannot be retroactive, once a grading period has closed, we will not change a grade based on medical documentation submitted after the final, marking period, semester, or exam grade has been entered by the teacher.

An “I” is a non-grade. It indicates that the student was incapable of completing work or the work had to be modified to a documented medical condition. An “I” is not counted in the GPA and credit will not be awarded for a course if the final grade is an “I”. We reserve the right as an academic institution to attach a letter to

any transcript describing the work which was and was not completed by the student; the purpose of this letter is to represent the course accurately and to maintain the school's academic integrity.

MEDIA CENTER/LIBRARY

The library is open to students daily from 7:30 a.m. to 5:00 p.m., with the exception of Fridays when the library is open until 2:30 p.m. If for any reason the library is closed, it will be announced. Students are requested to help maintain an academic atmosphere, by bringing work with them and treat the space with respect and are reminded that the Acceptable Use Policy applies to the use of the library computers as well as all other points of computer access in the building. Students are encouraged to take advantage of the wide range of materials available for use. Books and other circulating material are signed out by the student using a school ID. Most loans are for three weeks with the option of renewing for another three weeks. Reference books and other reserve material circulate on an overnight basis only. Materials borrowed on this basis must be returned before the beginning of the next school day. Interlibrary loan service is also available to all students through ACCESS PA.

COPYRIGHT and RESEARCH

Copyright is a form of protection provided by the laws of the United States to the authors of *original works of authorship*, including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Students are reminded that this applies to internet sources as well.

Students who ignore these provisions are guilty of plagiarism which is a violation of school rules. Students writing research papers are reminded that they are responsible to properly cite sources and include them in a bibliography. The Archdiocese of Philadelphia uses the current MLA style sheet as a standard. The library provides all students with individual accounts at Noodletools to help achieve this goal.

STUDY HALL PROCEDURES

During the day, students may sign out from study hall to use the library and are reminded that study hall policies apply in the library.

Students must sign out with the moderator and are reminded that attendance will be taken in the library which must tally with the study hall attendance sheet. Students who wish to use the library at lunch for more than a brief (5 minutes) time must have permission from the lunch moderator.

LIBRARY DATABASES

The library also has a variety of computer databases. These include but are not limited to POWER library, ProQuest, Wilsonweb and ABC-CLIO history sources as well as the Library Card Catalog. We also subscribe to Noodletools which helps students with research papers and MLA format. All of these resources are accessible through www.jcarroll.org under the tab Library Databases. Passwords for home use and further instructions are available from the librarian. Please ask for a brochure. Passwords are also posted in the library and computer lab.

NATIONAL HONOR SOCIETY

◆ **Basic Requirements for Eligibility:**

1. A student must have been in attendance at this school for a period equivalent to one semester.
2. Any junior or senior who has a minimum cumulative grade average of 92, or above, is notified that he/she is **scholastically** eligible.
3. Additionally, to be considered, a student must have the approval of the Principal and the Assistant Principal for Student Services. A student who has accumulated thirty or more demerits for the previous year may be disqualified from consideration.

◆ **Selection of Students for National Honor Society:**

1. Students must complete all application forms and submit them to the moderator by the due date. These will include service activity forms as well as teacher recommendation forms.
2. Scholastically eligible students must be involved in at least **TWO** activities, one of which must be service. The activities are to be cumulative and **active throughout the year**. If the activity is for only a season, then there should be at least three activities. The activity should meet with frequency. Single day events may be used as an example of the service activities of a particular organization but cannot be considered as cumulative.
3. If all basic eligibility requirements are met, a student is **considered** for membership on the basis of character, leadership and service to the school and/or community, as determined through faculty and staff input.
4. Candidates receiving a MAJORITY vote of the Faculty Council will be inducted into the chapter.
5. A Faculty Council of five voting faculty members (the Chapter Adviser is an ex-officio non-voting sixth member) meets to review the Student Activity Information forms, the faculty evaluations, and any other verifiable information about each candidate.

“While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone . . . Schools that select membership solely on the basis of scholarship are violating the Constitutions and placing their Chapter in jeopardy.” [NHS Handbook]

◆ **Membership Requirements:**

- ⇒ A student must maintain his/her academic standing.
- ⇒ A student must present a verified service sheet indicating at least five hours of service per quarter. These activities may be school, parish, or community-related.
- ⇒ A student must attend Seventh Grade Visitation Day and at least one Open House.
- ⇒ A member must attend regularly scheduled NHS meetings. There will be at least one meeting per month. Attendance at meetings is required.
- ⇒ If a member misses two meetings, he/she will be put on probation. Excused absences are given by the moderator only.
- ⇒ A member must conduct himself/herself in a manner befitting an outstanding member of the student body.
- ⇒ A member must uphold the mission of the school.
- ⇒ A member is expected to participate fully in all NHS activities including, but not limited to tutoring, Career Day, and the Pierce Clancy Tournament.

◆ **Dismissal from NHS:**

1. A student may be placed on probation or dismissed from the NHS if he/she
 - ◇ Falls below the basic standards of election
 - ◇ Drops significantly in class rank
 - ◇ Accumulates 20 or more demerits
 - ◇ Fails to attend two tutoring sessions to which he/she was assigned
 - ◇ Not completing required service activities
 - ◇ Misses two or more general meetings without excused absence
 - ◇ Fails to comply with school's policy on **Educational Integrity**
2. All cases of dismissal will be reviewed individually by the NHS moderator and the school Administration.
3. If a student is to be dismissed both the student AND his/her parents will be notified in writing.

PARENT-TEACHER-STUDENT MEETINGS

When a failure occurs or poor performance is indicated, the parent(s) and student are requested to meet with the teacher. These meetings are scheduled four times a year usually during the week of progress report distribution. The meetings provide the opportunity for all involved to discuss the steps required for the student to improve his/her grades. The dates and times are listed on the school calendar and the report card. After the first PTS meeting, all remaining PTS meetings are by appointment only.

PROGRESS REPORTS AND FAILURE WARNINGS

Progress Reports are issued at the mid-point of each quarter. These reports provide teachers with the opportunity, if they choose, to comment on a student's academic performance. Additionally, in keeping with Archdiocesan policy, **failure warnings for a semester or final failure** are indicated on the progress report. Teachers are encouraged to keep parents aware of scholastic difficulties. A failure warning may be issued later in the marking period if the student's academic performance deteriorates dramatically.

Progress Reports are distributed directly to the student; dates are indicated on the school calendar. **It is the responsibility of the student to deliver the Progress Report to his/her parents, to obtain a parental signature and to return the Progress Report to the homeroom moderator by the designated date.** Failure to comply, may result in detention and/or demerits. Students who alter the Progress Report or forge parental signatures are liable for detentions and/or demerits.

RELEASE OF RECORDS

Parents/Guardians requesting a release of records to another educational institution must sign a release of records form and bring the student's financial account up to date. Students delinquent with tuition payments, as well as books and/or equipment fees will not receive TRANSCRIPTS for transfer and/or college. In addition, DIPLOMAS, FINAL REPORT CARDS AND ROSTERS for a new school year will be retained until all financial responsibilities have been satisfied.

REPORT CARDS

Report cards are processed electronically four times a year. In addition to grades, the report cards provide an opportunity for teacher comments; the report also contains the student's absence, lateness, and conduct history. Report cards are distributed in November, February, and April; final reports are mailed to the parents at the end of June, if all financial obligations have been met.

Unlike Progress Reports, report cards are retained by the parents. Pastors of Roman Catholic parishes receive copies of their students' academic reports. Only the first semester grade and the final grade in June appear on the student's permanent record card which becomes the transcript. The record of absence and lateness (but not conduct) is also part of the permanent record.

ELECTRONIC DEVICES

Students are permitted to record classes with written permission from the teacher/proctor.

TEXTBOOKS

Textbooks, with the exception of religion books, certain workbooks, and supplementary reading are loaned to the student through state aid programs. If a school-loaned textbook is damaged or lost, the student is obligated to pay the **full** replacement cost of the book.

Final report cards and rosters are held until all textbook fees are paid. Religion books must be purchased. All textbooks must be labeled with the student's name.

TRANSFER POLICY

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdrawn from school, and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school

TRANSFERS/WITHDRAWALS/DISMISSALS

To transfer or withdraw from Archbishop Carroll High School, a student must have the written permission of a parent or guardian. The Office for Academic Affairs will provide the appropriate form.

Transcripts and health records cannot be forwarded to the new school until a withdrawal form is completed.

Students who have been dismissed may not attend functions for Carroll students. Dismissed students are not permitted on the Carroll campus or other sites during Carroll sponsored/participated events.

TUTORING/RESOURCE ROOM

Tutoring is available each morning starting at 7:30 am in the library. Tutoring is done by National Honor Society students. The student needs to sign in when they enter the library. A Resource Room is available to students who need support. The room is open during the lunch periods. Math and English support will be provided by the Delaware County Intermediate Unit staff during the school day.

▪ ▪ **STUDENT AFFAIRS** ▪ ▪

ACTIVITIES/CLUBS

Co-curricular and extracurricular activities are provided to meet spiritual, physical, emotional, social, recreational and leisure needs and interests of individual students. Among these activities are:

ACTS [Archbishop Carroll Theatre Society]	Mathletes
Art Honor Society	Mock Trial
Band/Orchestra	National Honor Society
Best Buddies	Origins –Literary Magazine
Carroll Chorus	PJAS [PA Junior Academy of Science]
The Carroll Times –Newspaper	Pro-Life Club
Community Service Corps	Reading Olympics
Dance Committees	Red Cross Blood Drive
Delco Hi-Q	Rugby
Drum Line	Stage Crew
Environmental Science Club	Student Ambassadors
Fencing	Student Council
Forensics	Technology Club
Game Club	Tri-M Music Honor Society
International Club	TV Drew
Intramurals	Ultimate Frisbee
Jazz Band/Drum Line	
Legacy –Yearbook	

STUDENT COUNCIL

PREAMBLE: We, the students of ACHS, in cooperation with the faculty and administration, to secure student participation in the government of the school, to promote school spirit and loyalty, to encourage unity among students, faculty, and administration, to support all activities of the school, to encourage greater appreciation of the Archbishop Carroll community, and to maintain high standards of conduct, do hereby establish the Student Council of ACHS.

The purpose of the Student Council shall be: to voice student opinion, to introduce and vote upon legislation and programs deemed conducive to the fulfillment of its purposes, to hold school elections, to promote school spirit, to raise funds necessary for projects and expenses of the Student Council, and to serve as a liaison between the students and the administration.

The Student Council shall consist of one student council President, one Vice-President, one Secretary, Treasurer, Events Chair, or a Public Relations Chair, at least two class officers from each class and Class Representatives. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Events Chair, and Public Relations Chair with prior input from the Class Officers. To be a nominee, candidates for Student Council President, Vice-President, Secretary, Treasurer, Events Chair, Public Relations Chair, and Class Officer must have two years experience on Student Council, must have and maintain an average of 80 or above during term of office. Additionally, a student who has accumulated more than 31 demerits may be prohibited from running for Student Council.

Executive Board and class officer members may participate in other activities as long as they are not involved in the same activity at the same time. Members of the Executive Board and class officers may not hold an officer position in another

activity, but may participate in a seasonal sport as long as there is an equal distribution of work and responsibility between the Executive Board and class officer members.

The Student Council, President, Vice-President, Secretary, Treasurer, Public Relations chair, and Events Chair will run **independently** and will be elected by the student council. Class Officers and Class Representatives will be elected by their respective class. Student Council members who accumulate 25 demerits may be dismissed from Council. Academic Ineligibility is found in the Academic Affairs section of this document.

ATHLETICS

An interscholastic sports program and an intramural program to promote athletic competition that is consistent with the religious philosophy of the school are available to all students. The **Board of Governors of the Catholic League has promulgated the following code of conduct:**

ATHLETIC COURTESY

Athletics should foster sportsmanship. It is the privilege of each one of us associated with athletics to bear witness to our principles in our own actions.

1. Visiting teams and spectators are guests of the home team and should be treated as we would like to be treated.
2. The rules of the game are to be regarded as mutual agreements, the spirit or the letter of which no honorable person should break.

ETHICS PERTAINING TO CATHOLIC HIGH SCHOOL ATHLETICS:

This code of ethics is to be regarded not simply as recommendations but as rules governing the conduct of student-spectators, student-athletes, coaches, and athletic directors.

The Student-Spectator should:

1. Realize that he/she represents his/her school just as an athlete does.
2. Appreciate and give suitable recognition to the good in others.
3. Cheer positively and avoid *booing*, abusive language or vulgarity. Negative cheers are clearly a lack of charity that breeds the same in opponents.
4. Not use face paint, musical instruments, noisemakers, signs, and streamers, as these are annoying to some and inflammatory to others.
5. Regard officials and opponents as honest; officials' decisions should be abided even when they seem unfair.
6. Be aware that if he/she continually evidences poor sportsmanship, he/she will be requested not to attend future contests.
7. Realize that a contest ends with the final whistle or other signal; post-game injury to others or damage to property is unchristian and irresponsible behavior.

The Student-Athlete should:

1. Develop a deeply ingrained conviction that he/she represents a long tradition of fairness and competition.
2. Develop the self-control necessary for best performance in competition and life; losing his/her temper and consequent fighting or abusive language are failures in this regard.
3. The student-athlete who flagrantly abuses these rules, even one, may be dropped by his/her school from the team as he/she is unworthy to represent this League or his/her school.

Student Athlete and Attendance: Students may not participate in a game or practice if they are absent from school. The student athlete must be present for at least four class periods, excluding lunch and study hall to be eligible to play or practice that day. Student athletes are to be in school at the start of the day following a contest. If the student is not present, they may forfeit the right to play in the next game.

The Philadelphia Catholic League demands that all members of the League—administrators, coaches, players, and spectators—should demonstrate their Catholic identity through good sportsmanship and spirituality.

Students on a team must be present for a minimum of four (4) class periods in order to participate in after-school games and practices. Students participating in active sports must submit a completed **PIAA Comprehensive Initial Pre-Participation Physical Evaluation** to the Athletic Director. The form consists of four sections: 1] Personal and Emergency Information; 2] Certification of Parent/Guardian; 3] Health History; 4] PIAA Comprehensive Initial Pre-Participation Evaluation and Certification of Authorized Medical Examiner.

Each student athlete is encouraged to participate in concussion impact testing. This testing is conducted prior to each season by the Carroll athletic trainer.

If a student chooses to participate in more than one sport, he/she must submit a completed Section 7 of the PIAA CIPPE Form for recertification by the parent or guardian to the athletic director before each sports season begins. Note: If any supplemental health history questions are either circled or checked yes, the student is required to submit a completed Section 8 prior to being eligible to participate in his/her next sport.

These forms may be downloaded from the school website—www.jcarroll.org.

Students may not participate or try out without completing and submitting these forms. Financial responsibilities for athletes are listed with tuition/fee information. None of our sports teams may fundraise unless explicitly approved by the athletic director, principal, advancement director, and the school president.

If a student fails two or more subjects at the quarter he/she is not eligible for fifteen (15) days. Once the fifteen days have expired, the STUDENT must contact the athletic office for an academic review card. The STUDENT must then get his/her teachers to sign this card indicating failing or passing grades. If the student is failing less than two courses he/she is again eligible. Please note that all of the courses are considered, not just the original failed courses. This process must be done each week for the REMAINDER OF THE QUARTER. If the student fails to return the eligibility card on any given week, he/she is ineligible.

Students who have two or more failures at the end of the school year will begin the next school year under review. This will require the student to complete the academic eligibility card each week until the end of the first quarter.

S P O R T S T E A M S

FALL *Starts 8/17
Cross Country [B&G]
Field Hockey
Football
Golf [Coed]
Soccer [B&G]
Tennis [G]

WINTER *Starts 11/16
Basketball [B&G]
Fencing
Ice Hockey
Indoor Track
Cheerleading
Swimming [B&G]

SPRING *Starts 3/7
Baseball
Lacrosse [B&G}
Outdoor Track/Field
Softball
Tennis [B]
Crew

Volleyball [G]
Cheerleading
Crew
Ultimate Frisbee

Intramural Bowling [Coed]
Wrestling

Rugby
Cheerleading
Volleyball [B]
Ultimate Frisbee

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO EXCLUDE STUDENTS ON ACADEMIC OR DISCIPLINARY SUSPENSION/PROBATION FROM ANY AND ALL SCHOOL ACTIVITIES/ATHLETICS USING THE SCHOOL NAME. Students who commit one or more egregious offense on or off school property may also be excluded from any or all school activities/athletics using the school name for up to one year. Practices/contests may not begin before noon on Sundays or holy days of obligation. No practices/games may be held on Holy Thursday, Good Friday and/or Easter Sunday.

TRANSFER STUDENT ATHLETES must submit the PIAA required *Transfer of Eligibility* waiver. This form must include the signatures of the sending school principal and Archbishop Carroll principal in order to be eligible for varsity athletics.

ATHLETIC TRAINER

ACHS employs a trainer for 30 hours per week on a flex schedule to accommodate our game schedule. Although every effort will be taken to safeguard our athletes during practices and competition, it is not a state requirement that an athletic trainer be present. ACHS does not guarantee that an athletic trainer is present for every event, home or away.

BAND

Students who elect membership in ACHS's Band are rostered for a music class and earn one credit in Fine Arts. Students who are rostered for Band at eighth period are encouraged to participate in the Marching Band. Students in Band will also receive lessons once or twice a week by ACHS staff who specialize in percussion, woodwind, or brass. Additionally, Band is treated as an extracurricular activity. Students participating in Band events are expected to represent the school appropriately. Students are responsible for all school work missed while attending Band-related engagements. Other activities that are band-related, include orchestra, drum line, pit band, and jazz band. Each group is looking for new members with or without experience. The Band Director will teach new students how to play an instrument.

BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information and specific instructions for the day and important upcoming events are announced over CN [Carroll News], the student-run television station, during the homeroom period each day as well as being posted on the school website. Students are held responsible for the contents of these daily announcements; hence the importance and necessity of silence and attention during announcements. All activity announcements must have the signed authorization of the moderator or the coordinator of the activity.

DANCE REGULATIONS

1. ALL TICKETS ARE SOLD IN ADVANCE IN SCHOOL. Students must have a valid school ID at the time of purchase. Carroll students may purchase tickets for themselves and their guests of the opposite sex during all lunch periods. Tickets are usually sold one week prior to the scheduled dance. No tickets will be sold the day of the event or at the door, even for guests.
2. Tickets are nonrefundable and nontransferable.
3. Administration reserves the right to revoke any and all dance privileges. [See *Proms / Dances*]
4. A student must be in school the day of the dance.
5. A student must arrive on time—no later than 30 minutes past the starting time.
6. If a student purchased a ticket and is unable to attend the dance due to an unforeseen circumstance, a parent must notify the school the evening of the dance by calling 610-688-7610, extension 113.
7. **Guests forms must be on file in the Student Affairs Office when the ticket is purchased.** A guest will be admitted:
 - *only with the ticket which was purchased in advance and a valid photo ID.
 - ***only WITH the Carroll student who has purchased the guest ticket. (If the Carroll student decides not to attend the dance, the guest may NOT attend the Carroll dance.) Carroll students are responsible to inform their guests of ACHS policies and procedures.**
8. **Dress Code:** The Administration reserves the right to make final decisions on dress code/appearance. Neatness, good grooming and modesty are expected of students who attend extracurricular events, regardless of fashion trends. If a student is inappropriately dressed, a parent will be notified and asked to come for the student.
9. No student may leave early without **written** parental permission.
10. No book bags or back packs are permitted at school dances.
11. **No student who has been dismissed from ACHS for discipline reasons may attend a Carroll dance.** ACHS reserves the right to deny the purchase of a ticket to any student/guest at the Administration's discretion.
12. The possession or use of alcohol or other drugs is strictly forbidden on school property and during school-related functions.

Consumption of alcohol and/or the use of drugs, or the possession of the same will result in suspension, failure in conduct and immediate notification of parents. In addition, a student will be scheduled for assessment with a counseling team at parental expense. Civil authorities may be notified. The school considers the consumption of alcohol or the use of drugs as a very serious matter; therefore, any senior who violates this rule before or during the Senior Prom will NOT participate in ANY of the Baccalaureate/Graduation ceremonies.
13. **SMOKING AND THE USE OF TOBACCO IS NOT PERMITTED. The NO SMOKING or USE OF TOBACCO rule applies at all dances, including the Senior Prom.**
14. The Senior and Junior Proms are date-dances. Per diocesan policy, students may invite a date of the opposite sex to the prom.
15. Rules apply to guests as well as Carroll students.

POSTERS, LEAFLETS, FLYERS

No literature of any type (posters, leaflets, flyers, handbills, etc.) may be posted, distributed or sold anywhere on school property without the approval of the Assistant Principal for Student Affairs.

SCHOOL EVENTS

During assemblies, plays, musicals, athletic and social events, students are expected to conduct themselves according to the standards of common courtesy. A student involved in any type of disorder at a school sponsored event will be held accountable for his/her actions.

STUDENT SERVICES

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self and to others. An effective discipline code contributes toward establishing a proper educational atmosphere in school thereby promoting personal, social, academic and spiritual growth. Students expect to attend classes in a well-ordered atmosphere conducive to learning. This presupposes clean, healthful surroundings in an environment of Christian concern. Regulations are developed to support the student in the pursuit of self-discipline and the development of mutual respect and trust. School is a social situation, therefore, the right of the majority to learn always supersedes the right of the individual to disrupt. Violations of the rights of others incur automatic consequences and each student is expected to know this and to assume responsibility for his/her actions. While the Assistant Principal for Student Services [APSS] is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone —students, parents, administration, faculty and staff. Students, staff and faculty should, through their behavior reinforce the ideals expressed by the code and encourage every student to do likewise.

This handbook constitutes a contract of the school with parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the Carroll administration are equally binding. School jurisdiction is not limited to school hours or school property. **A student at Archbishop Carroll High School is considered a student 24 hours a day.** Any behavior in which the school reputation may be affected falls under school jurisdiction; this includes any fighting or misconduct that involves Archbishop Carroll students. **Students involved in behavior contrary to school policy or school philosophy are subject to the same academic and disciplinary policies that regulate the school day and the school grounds, including the possibility of expulsion.**

GENERAL SCHOOL POLICIES

BEHAVIOR IN PUBLIC

Any student acting inside or outside of school in a manner which is alien to our Catholic philosophy or in a way which would cast shame or cause embarrassment to Archbishop Carroll High School is liable for any or all of the following: suspension, expulsion, or denial of public graduation.

YOUR SCHOOL AND THE LAW

1. Any student taking part in any unlawful act on or off campus or in any outside community is liable for suspension, expulsion, or both. Police will be notified.

2. If a student is presently attending or is applying to admission to ACHS and is found guilty of a juvenile or adult crime and it is reported to the school administration, the student is liable for dismissal from ACHS or may be denied admission to ACHS.

Violations With Aggravating Circumstances: Certain types of student behavior are beyond the norm of student behavior as covered by the school policies. These would include but not be limited to: violent behavior, terroristic threats (whether written, verbal or via computer, or other electronic device), thefts of large amounts of money or items, thefts from faculty or staff, public drunkenness or drug use at or associated with school activities or behavior outside of school that is scandalous to the reputation of the school. At the discretion of the administration, these types of behavior will result in dismissal from school and in certain situations the involvement of the police. In the event the student is retained, in addition to suspension, demerits and detentions, the student will be subject to administrative review and may also be subject to an immediate failure in conduct, discipline summer school, immediate removal from teams and extra-curricular activities, no participation in socials, dance or proms. If the student is a senior, he/she may lose the right to graduate or attend Baccalaureate ceremonies in public with the class.

ALCOHOL/DRUGS

The possession or use of alcohol or other drugs is strictly prohibited on school property and during school-related functions, on or off campus. Consumption of alcohol and/or the use of drugs, or the possession of the same will result in serious consequences. These consequences include, but are not limited to, immediate suspension, notification of parents, loss of privileges, including all dances and proms, and possible expulsion from Archbishop Carroll High School. Individual circumstances may warrant dismissal or denial of public graduation. In addition, a student will be scheduled for assessment with a counseling team at parental expense. Civil authorities may be notified.

BOOKBAGS AND BACK PACKS

Sports bags are stored in Room 219 and must be retrieved by 3:00 pm each day. No bookbags or back packs are permitted at athletic or social events.

CONTRABAND

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, which are a source of disturbance, or which do not promote the common good. Among these are items forbidden by regulation, e.g. drugs/alcohol, weapons/firearms, tobacco. These materials are subject to confiscation and violators will receive appropriate penalties.

SMOKING

Our campus is smoke and tobacco free. In accordance with the legal code of the Commonwealth of Pennsylvania, smoking is not permitted on the school campus. Cigarettes or other tobacco products are not permitted on the school grounds or in the building. All tobacco products will be considered contraband and will be confiscated. Students found to be smoking, using tobacco products or electronic cigarettes on school property will receive appropriate demerits and a \$100 fine. Civil authorities may be notified. **Multiple violations of this rule will result in increased fines, suspension and/or dismissal.**

UNIVERSAL SEARCH POLICY

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his/her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by school authorities may include, but not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

HARASSMENT

Harassment in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community, is prohibited by this policy.

Harassments because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Examples include:

1. Threatening adverse action if sexual favors are not granted;
2. Promising preferential treatment in exchange for sexual favors;
3. Unwanted physical contact;
4. A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language;
5. Display of sexually suggestive objects or pictures;
6. Unwelcome notes, e-mails and other communications that are sexually suggestive.

Any student who feels he/she has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Archbishop Carroll High School is committed to providing a compassionate, safe and non-threatening atmosphere in which each student can learn and succeed. We have adopted a strong policy against bullying; meaning that bullying of any sort is unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying, will report the incident to administration or the Guidance Office immediately. Bullying is a form of harassment and subject to the same sanctions established by the Archdiocese of Philadelphia.

- If a student is presently attending or applying to ACHS and is found guilty of a juvenile or adult crime, the student is liable for dismissal from ACHS or may be refused admittance to ACHS.
- ACHS is located in Delaware County and in this county all threats of violence become police matters.
- Policies on pregnancy, abortion, and AIDS are on file in the Office of the Principal.

GRADUATION CEREMONIES

Participation in the commencement exercises in a diocesan high school is a privilege. Only those students who have completed all requirements for a diploma may participate.

Students may be excluded from participation in the commencement exercises and denied a diploma for any of the following:

- ◇ **Archdiocesan policy stipulates that seniors with final failures (major or minor, required or elective) for the school year do not participate in the Baccalaureate or Graduation exercises. Seniors with any failures for the year (including one-semester courses that end in January and/or June) must successfully make up those failures in Diocesan Summer School in order to receive the diploma.**
- ◇ **A discipline failure or major breach in Carroll's discipline code**
- ◇ **An egregious offense on or off school property**
- ◇ **Failure to comply with rules/regulations governing graduation, etc.**
- ◇ **Excessive absence (22 or more days)**
- ◇ **A failure to fulfill financial obligations (all tuition and fees)**

ALL QUALIFIED SENIORS MUST ATTEND, BOTH CEREMONIES, BACCALAUREATE AND GRADUATION.



REGULATIONS OF THE SCHOOL DAY

ASSEMBLIES

Students are to be with their homerooms in assigned seats in the auditorium during all assemblies. They are to be on time and in full uniform. No textbooks or coats are to be taken to assembly programs. Follow the directives of the APSS and homeroom moderator when moving into and out of the lobby and auditorium areas.

AUDITORIUM

Students must be supervised at all times when using the Auditorium. Scheduling for the use of the Auditorium is arranged through the Assistant Principal for Student Affairs.

AUTOMOBILES

Student drivers must apply for a parking permit by registering their automobiles in the Office for Student Services within the first two weeks of school. A student parking permit costs \$50.00 [reduced from previous fee of \$100.00]. Students must park in **an assigned spot**. Any illegal parking will result in demerits, detentions, and a fine of \$50.00. Repeated offenses will result in loss of parking privileges. Careless driving will necessitate suspension of the parking privilege. Speed must not exceed 5 mph on school property.

All parking and use of vehicles are at the owner's/user's risk. Drivers are responsible for their own safe arrival and for the safe arrival of their passengers. Students should be aware of changing weather and road conditions and plan to allow sufficient time to travel to school.

The school assumes no liability associated with vehicle use. Any vehicle parked on school property may be searched at any time by school officials or their designee who have probable belief that weapons, illegal or controlled drugs, alcohol or other contraband or harmful items are contained therein.

BUILDING/PROPERTY

Students are expected to maintain the cleanliness of the building and property by using the proper containers. Marking or defacing school property is a serious offense and punishable by suspension or dismissal. In addition, a student who damages school property must pay for the repairs. Fire extinguishers and alarm boxes must be in good working order in case of emergency. The school considers it a most serious offense if a student tampers with a fire extinguisher, its wall case, or the fire alarms in any way. Students should not remain in the academic areas or school lobbies after 3 pm unless they are in the Hageney Student Union Lounge, which is open until 5:00 pm, Monday through Thursday. Those involved in extra-curricular activities must remain under the supervision of a faculty member or coach. They should remain only in the area of that activity. Any exception to this must be cleared through an administrator.

CAFETERIA

Seating in the cafeteria at lunch time is by grade level. It is the responsibility of every student to keep the cafeteria clean and orderly. Cafeteria moderators will direct students to dispose trash properly. Students will be assigned to sweep the floor and clean the tables.

ELEVATOR

Riding the school elevator is a privilege extended to students because of illness, injury or other extenuating circumstances. No student is to ride the elevator without explicit authorization from either faculty or administration. Students are responsible to return the key in a timely manner. A \$50.00 replacement cost will be assessed for those who fail to return the key.

EMERGENCY SCHOOL CLOSING/SNOW CLOSING

In the event of emergency conditions, parents and students should will be notified by the *School Reach System*. Parents and students should also listen to KYW [1060 am radio], Channel 6 [WPVI TV], or FOX 29 for official information. The announcement "All Philadelphia public and parochial schools are closed" does NOT apply to ACHS. **SCHOOL CODE #472 Delaware County must be announced for ACHS to be closed.**

For students transported to ACHS by school buses from local school districts, listen also for the number of that school district:

Colonial	305	Marple	454	Radnor	457
Great Valley	855	Methacton	316	Tred/East	854
Haverford	455	Norristown	304	Upper Darby	452
Lower Merion	302	Phoenixville	856	Upper Merion	307

At times, Archbishop Carroll might have school, yet the local school district will not provide transportation. In that case, students are expected to come to school via alternate means. If the local district transportation is running late, wait for the district bus to bring you to school.

EXAMPLE I: Should Carroll have a two-hour delay and Colonial District follows the regular schedule, the Colonial bus will pick you up and deliver you to Carroll. There will be supervision in the cafeteria in that case. Please check your local school district for specific transportation policy.

EXAMPLE II: Carroll follows a regular schedule and Haverford School District bus has a two-hour delay, the Haverford bus will pick you up two hours later than usual and you will report to the Attendance Office to sign in upon your arrival at Carroll.

Sague bus riders will operate on the same schedule as ACHS.

If snow or ice is predicted student drivers should find alternate transportation. Student drivers will be dismissed only if the school districts close early. Passengers will need parental permission notes to be dismissed with a student driver.

SCHOOL REACH: The school has a contract with *School Reach*, which is a voice and email alert system, in order to communicate with families regarding snow or school emergencies. It is the responsibility of the parent to ensure that the school has up-to-date phone and email contact numbers for use with these systems. Updated information should be provided to the Main Office.

GROUP TRAVEL AND STUDY

Diocesan policy clearly states that no diocesan high school, individual department, extra-curricular club or school-related organization may sponsor or organize travel-study programs either for teachers or students. Therefore, ACHS or any diocesan high school will assume no responsibility or liability for any students who participate in such programs.

GYMS/WEIGHT ROOM

Students may use the gyms/weight room only when the faculty/staff or the coaching staff is present to supervise. Permission to use the facilities for events other than practices or games must be granted in advance by the Athletic Director. Gym shoes or sneakers must be worn when using the gym facilities. Take proper care of the gyms and gym equipment. The facility should be left exactly as you found it.

HALL PASSES

Hall passes are required by students traveling through the building during class periods. Students must exchange their ID card for the teacher's **Hall Pass**. Any student walking the halls without a pass will be considered out of bounds.

HEALTH ROOM

If a student becomes ill during the day, he/she should report directly to the nurse. If the Health Room is closed, the student should report to the Office for Student Services. When the student returns to class, the student will give the teacher a signed pass from the nurse. If a student is sent home by the nurse, he/she must give the pass to the Office for Student Services.

Under no circumstances are students to call home for transportation because of illness. The nurse will judge if a student is to be sent home, and will contact the parents or guardian directly.

Physicals

- ◆ Archbishop John Carroll High School requires a physical examination, including all immunizations, for all **new students** to Carroll and all **eleventh** graders. Physical forms are due the first day of school (Forms are available online).
- ◆ Physical forms for athletic participation are required by the PIAA Association and are different from the school physical requirements. These forms are obtained in the Athletic Office or on the Carroll website..
- ◆ Please keep the school nurse informed of any medical changes, treatments, or immunizations that your child has received so that his/her health record is current. Up-to-date information is essential in all emergency situations.

Immunizations

- ◆ Proof of immunization means a written record showing the dates (month, day, year) your child was immunized.
- ◆ Children in ALL grades (K-12) need the following vaccines:
 - ◆ 4 doses of tetanus [usually given as DTP or DT or Td]
 - ◆ 4 doses of diphtheria [usually given as DTP or DT or Td]
 - ◆ 3 doses of polio
 - ◆ 2 doses of measles [usually given as MMR]
 - ◆ 2 doses of mumps [usually given as MMR]
 - ◆ 1 dose of rubella [German measles]
 - ◆ 3 doses of hepatitis B
 - ◆ 2 doses of varicella (chickenpox) or evidence of immunity

The only exemptions to the school laws for immunizations are: 1) medical reasons; 2) religious beliefs; or 3) philosophical/strong moral or ethical conviction.

If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA Code Ch.23 (School Immunization).

Keep a record of your child's immunizations. Keep this record in a safe place. Your doctor's office, medical clinic, or hospital may ask for this record. As your children become adults, they may need the record for college, job, or travel.

Medications

- ◆ The only medications that are on hand in the Health Room for students are Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), and Tums. Parental permission must be given before any of these medications can be administered.
- ◆ Over-the-counter medication, other than the ones mentioned above, along with prescription medications, will not be administered in school without specific orders from a physician and a parental signature.
- ◆ Students are not permitted to carry or self-administer any medication, even over-the-counter medications, without written permission.
- ◆ For students who have medication that they self-administer (insulin, inhalers, epi-pen, etc.), the following still applies. It must also be noted by the physician that the student is to self-administer the medication according to all details that follow. The Medication Administration Form (available online) must be completed and should accompany the prescription to be kept on file in the Health Office for the current school year. Medication should be brought to the

school nurse in the original container which includes the following information on the label: student's name, date prescription was filled, medication name, time and dosage to be administered, and name of the prescribing physician.

- ◆ Each school year the paperwork must be updated.
- ◆ At the end of the school year, remaining medications should be picked up before the last day of school, otherwise they will be destroyed in the presence of a school administrator.
- ◆ Please notify the school nurse of any medication changes.

Allergies / Asthma / Diabetes

- ◆ All students who have asthma and/or allergies, either mild or severe, have the option of keeping a back-up inhaler and/or epi-pen in the Health Office. This is advisable because students might get separated from their medications. This can happen even to the most responsible student. If you wish to have an extra inhaler and/or epi-pen in the Health Office in case of an emergency, please turn in the proper paperwork and medication to the school nurse.
- ◆ Diabetics should also have extra supplies in school just in case the student runs out or is separated from his/her supplies. Please contact the school nurse to discuss this individually.
- ◆ Parents whose child has specific health concerns are advised to schedule an appointment or phone conversation with the school nurse before the start of school.

Medical Concerns

- ◆ Please be advised that if you choose to disclose your child's medical information to his/her teachers, there are two options for communicating this information: 1] You may notify the teachers directly; or 2] You can notify the nurse by email or phone and have the nurse pass this information to the teachers.
- ◆ Because of legitimate concerns over issues of confidentiality expressed in the HIPPA and FERPA guidelines established by the federal government, you have the right to decide how the school is to handle your child's personal medical records. There is no blanket policy set by the school to alert teachers of a student's medical issues.
- ◆ Outings or excursions that take students away from the school setting can be fun for the teachers and students alike. When your child or student has an outing that takes them off campus either for several hours, a day, or several days, please always make arrangements for their medications and all health care needs ahead of time. Students who have diabetes, allergies (Epi-Pens / Benadryl), cardiac conditions, asthma and/ or seizures are responsible to have their own medications and ample supplies with them throughout the entire field trip. If your child has daily medications, parent/guardian should make provisions that medications are available to the student when such an outing is scheduled.
- ◆ As always, please feel free to contact the school nurse at 610-688-7610, extension 155.

IDENTIFICATION/SWIPE CARDS

All students will be provided with one ID Card at no cost to the student. This ID card will grant the student access to the building. Students are responsible for these cards. **All students are required to wear the ID card on a lanyard around their neck at all times in school.** The loss of the ID card must be reported at once to the Student Services Office where a new card will be issued. The charge for replacement is \$20.00.

LEAVING SCHOOL PROPERTY

Archbishop Carroll High School maintains a closed campus. Students are not permitted to leave the school property from the time they arrive in the morning until they are officially dismissed at the end of the day. Students with early dismissal should leave the school grounds promptly and not loiter in the parking lots. Those who remain, because of transportation or activities, MUST report to the Hageney Student Union immediately upon dismissal.

LECTURE ROOMS

Rooms 200 and 201 are not to be used as thoroughfares from one floor to another. Traffic between the first and second floors should be confined to the main stairways on either side of the building.

LOCKS AND LOCKERS

Lockers are the property of the school and may be inspected at any time. A school locker will be assigned to each student for use throughout the school year. Sharing of lockers is not acceptable. Lockers must be locked at all times with school locks. A lock was provided to each freshman and new students as part of their fee. [Replacement locks are \$5.00.] The APSS will remove and discard any unregistered or non-regulation lock. Gym lockers are for the storage of sports equipment ONLY. Students are responsible for the contents of his/her locker. ACHS is not responsible for lost or stolen items from a student's locker. Students are urged not to bring valuables to school.

LUNCH PERIODS

Students must report promptly to the WEST CAFETERIA. Students are to follow all procedures set by the cafeteria moderators. Further, students are responsible to clean their own assigned area and share the responsibility for wiping tables, sweeping, etc. After eating, students may go outside with a moderator except during inclement weather.

The baseball field, the football field, both parking lots and all alcoves are out of bounds. No student may leave the cafeteria area before the end of the period without the permission of the cafeteria moderator.

PERSONAL PROPERTY

Students are responsible for their books, clothes and other personal property. The school assumes no responsibility in this regard. All items should be marked clearly and indelibly with the student's name. When using the gym locker rooms, students are to lock all valuables in the lockers provided for that purpose. Any books, school bags, etc. that have inappropriate or suggestive writing will be confiscated

PUBLICITY

To promote and market our school and school events, contact with the media may occur. Many times this contact takes the form of an interview, press release, picture, or web site posting. These materials may include, but are not limited to, the school yearbook, newspaper, video productions, advertising material, student accomplishments and/or external publicity. The school assumes the unqualified right to use these materials in an appropriate manner. Students and parents should be aware of this policy and accept its conditions.

SNOW CLOSING -See Emergency School Closing.

STUDY HALLS

All study halls, including the eighth period, are conducted in silence. Students are to come prepared with written and/or study work to last the duration of the period. Students are to work individually, except when a proctor at his/her discretion, grants permission for small group work.

TELEPHONE

There is a telephone in the Student Services Office for students to use to contact their parents in case of an emergency.

CELL PHONES

Cell phones are part of our **BYOD** program. It is our expectation that students will use these devices in an appropriate, educational fashion in the classrooms. This being said, cell phones are not permitted in a classroom where the teacher has indicated they will not be used. Cell phones are also not permitted to be out in the hallways during the school day. Cell phones **are permitted** in the following areas: cafeteria, library, study hall, and classrooms where teachers permit it.

Violations of this policy are as follows:

- **First Offense:** Cell phone confiscated, plus five demerits, three detentions, and a \$10 fine.
- **Second Offense:** Cell phone confiscated, 10 demerits, 5 detentions, and a \$15.00 fine.
- **Third and Subsequent Offenses:** Cell phone confiscated, 10 demerits, 5 detentions, and a \$25 fine.

NO PHONE WILL BE RETURNED UNTIL THE FINE IS PAID.

TRANSPORTATION -Students are expected to cooperate in the efficient and safe transport of riders to/ from school. Misconduct by bus/train passengers may result in transportation privileges withdrawn and appropriate disciplinary action.

VISITORS All visitors on official business must report to the Main Office. No visitor is permitted to roam the building for any reason.

DISCIPLINE CODE

• Conduct Grades

Conduct grades are recorded numerically; one point is deducted for each demerit from a possible grade of 100. Conduct grades are determined at the first and second semester. **A conduct grade below 85 is considered unsatisfactory.**

• Demerit/Detention System

Violation of school regulations results in demerits and/or detentions. Both are cumulative for the school year. The number of demerits/detentions assigned for some infractions is listed below; however the school administration makes the final decision regarding sanctions and applications. In this code any demerits/detentions should be cause for concern for both the parents and the students.

In addition to the disciplinary actions listed below the school may require that students perform an appropriate amount of hours of community service either at ACHS or an outside entity. Detentions are to be served starting the day after the offense was committed.

Actions detrimental to ACHS	* <input type="checkbox"/>	Gum	1/1
Cafeteria Violation	1/1	Late for Class	1/1
Class Cut*	10/5	Late for School	3/1
Electronic Devices* [see policy above]		Leaving School Premises*	10/5 <input type="checkbox"/>
Cut Detention (Private)	5/2	Littering	1/1
Cut Detention (School)	5/2	No Absence Card	1/1
Defiance*	5/3	No ID Card	1/1
Dishonesty*	5/3	Obscene/Vulgar Language*	5/1
Disobedience*	3/1	Out of Bounds*	5/1
Disrespect*	5/3	Possession/Distribution/ Use of Alcohol/Drugs	* <input type="checkbox"/>
Dress Code Violation	1/1	Stealing	*+ <input type="checkbox"/> Restitution
Fighting	*+ <input type="checkbox"/>	Tobacco Violation	Fine * <input type="checkbox"/>
Forgery	10/5	Truancy	* <input type="checkbox"/>
Food Outside Cafeteria	1/1	Vandalism/Graffiti	*+ <input type="checkbox"/> Restitution

***Penalties for these actions may include: Demerits/Detentions, Suspension, Disciplinary Probation, Mandatory Counseling, Notification of Civil Authorities or Dismissal as determined by the Assistant Principal /Student Services.**

+Individual circumstances may lead to dismissal and/or notification of civil authorities.

***Parent will be contacted by teacher via e-mail or phone.**

Parent will be required to meet with the Assistant Principal. Amount of demerits will be determined on an individual basis.

1. Demerits will be retained entire school year for expulsion purposes.
2. The conduct grade will only be reset to 100 at the beginning of the school year and the second semester.
3. Homeroom teachers will do daily uniform checks.
4. Sneakers may only be worn with a doctor's note.
5. Repeated offenses will have serious consequences.

• **Disciplinary Actions**

The following actions are based upon **accumulation of total demerits at any time during the school year.**

If a student accumulates 15 demerits, a letter of notification will be sent to the parents. This letter must be signed and returned to APSS.

If a student accumulates 25 demerits, a letter of notification will be sent to the parents. Parents must contact the APSS for a telephone conference and sign and return the letter to the Office for Student Services.

If a student accumulates 35 demerits, a letter of notification and request for a meeting with the APSS will be sent to the parents. Parents should call the Student Services Office to set up an appointment.

If a student accumulates 45 demerits, a letter of notification will be sent to the parents. A parental conference will be held. Student may be placed on probation and a behavioral contract will be formed.

If a student accumulates 60 demerits, a letter of notification will be sent to the parents. Student is liable for suspension from school. The student will have to appear before the Discipline Review Board who will review the student's discipline record. The Board will recommend either further probation or dismissal.

• **Discipline Review Board**

The purpose of the Discipline Review Board is to provide the administration with objective information regarding the student's conduct, attendance and academic

record. The Discipline Review Board consists of members of the Administration, Guidance Department and Faculty. A student who appears before the Discipline Review Board is in serious danger of being dismissed.

- **Conduct Failure**

If a student receives a conduct grade of less than 70 that student has failed conduct for the semester and will be placed on probation for the following quarter. The student may lose privileges of athletics, activities and dances. A parental interview will be required. A fourth quarter failure will result in probation for the following year or dismissal.

- **Proms/Dances**

Participation in school activities including the class prom/dance is a privilege and may be revoked due to behavioral issues. Should a student fail discipline in either or both semesters, that student will be ineligible to attend his/her class prom/dance or any school dance. **The administration reserves the right for all final decisions on this issue.**

- **Discipline Summer School**

Discipline summer school will be held Monday through Friday of the week immediately following the end of school. **Students eligible for discipline summer school must attend in order to be readmitted to ACHS.** Tuition for discipline summer school will be \$150 a week and can be paid the first day of summer school. Students are to report in school uniform with their summer reading assignments.

If a student accumulates 60 or more demerits for the academic year, he/she will be required to complete one week of discipline summer school. All students who accumulate 60 or more demerits will be reviewed for dismissal. Should a student fail both semesters that student's discipline record will be reviewed for dismissal. Should the student be retained, they will have to complete the discipline summer school program and will be placed on probation for the first semester of the following school year. Any senior required to attend discipline summer school must do so. Failure to comply will result in the student not receiving a graduation diploma. In addition, transcripts will be withheld.

- **Probation**

Students who fail conduct in the first semester will be placed on discipline probation for the second semester. A discipline contract will be formed and signed by both the student and parents. Failure to adhere to this contract may result in dismissal from ACHS.

- **Disciplinary Dismissal**

A student may be dismissed immediately for:

1. Sale, possession and/or distribution of alcohol or other drugs
2. Endangering the health or safety of another person
3. Vandalism of destructive behavior
4. A criminal offense committed on school property or at school sponsored/related events
5. Charged with a juvenile or adult crime

DETENTION (School)

General school detention is held on Tuesday, Wednesday (when there is no faculty meeting) and Thursday. Detention is held in Room 201 from 2:30 until 3:15 pm on Tuesdays, Wednesdays, and Thursdays. Students are to report on time in school uniform and remain silent throughout the detention. Students are urged to bring school work with them. Students with conflicts should see the APSS before the scheduled detention. Detention takes precedence over work and participation in school activities. Students who fail to attend detention when assigned are subject to additional demerits/detentions.

DETENTION (Teacher/Private)

Teachers may assign private detention. The teacher will give the student one day's notice for such detention. In case of conflict, teacher/private detention is to be served. School detention is to be rescheduled.

SATURDAY DETENTION

Saturday detentions are scheduled from 9:00 a.m. to 11:00 a.m. Saturday detentions are assigned to students who receive 15 demerits and an additional Saturday detention will be assigned for every 10 demerits above 15 demerits. Students and parents will be notified of the detention through a letter from the APSS. **Students will be charged \$20 fine for every Saturday detention they receive.** The fine can be paid the day of the detention. Students are to report to the library in school uniform with school work and are to remain silent throughout the detention. Students should enter the building through Door A. Failure to attend Saturday detention will result in additional demerits/detentions.

ATTENDANCE

Students are expected to attend school each day unless there is an important reason for absence. They will be responsible for making up all school work missed during the period of absence, regardless of the reason. **If absent from school or sent home sick, the student may not participate in any co-curricular activity or sporting event that day.**

In order to enable the school to determine the validity of an absence, the following procedures must be observed:

1. **Before 7:30 a.m.** on the day of absence, the parent or guardian must call the Attendance Office at **610-688-7610, ext.1** and give the student's name, ID number and reason for absence. This does not replace the need for a note.
2. **On the first day back after the absence**, the student is to present an absence card to the Office for Student Services. If after three days this is not complete, the local district will be informed that the student is truant.

Failing to follow absence procedures may result in student being listed as truant. Students absent 22 or more days or with significant lateness of more than five days will be liable for Diocesan or Disciplinary Summer School to make up the missed time. Tuition will be charged. Repetition of a poor attendance record could result in dismissal. The attendance record is part of the permanent student record. A full school day requires that a student be present for at least four (4) class periods, excluding lunch and/or study hall.

EARLY ARRIVAL

Students who arrive early on the school property must go to the West Cafeteria. The academic area will be open to all students at 7:35 a.m.

EARLY DISMISSAL FOR APPOINTMENTS

Early dismissal is discouraged and should be requested only for very important reasons. Dental, medical, college interview, and other appointments should be scheduled at times which do not conflict with class attendance. Early Dismissal cards for doctor's appointments must be presented to the Student Services Office **at least one day in advance of the appointment**. Early Dismissal cards will not be accepted the day of the appointment. Additionally, phone calls for early dismissals due to doctor's appointments or for other reasons will **not** be accepted. If an emergency situation necessitates an early dismissal, the parent must come in person to sign-out the student.

EARLY DISMISSAL—EIGHTH PERIOD

Only juniors and seniors who are rostered for early dismissal at eighth period may be dismissed. Students are to leave campus immediately — or report to the Hageny Student Union. Any student found not in compliance will be rostered back to study hall, as per the signed early dismissal contract.

LATENESS

LATE FOR SCHOOL: Students are expected in Homeroom by the 7:40 am warning bell. Students who arrive to Homeroom after the 7:45 am bell are considered late for school and must report to the Student Services Office for a late pass and appropriate demerits/detentions. **Students who drive and are late will not be excused** since reliable transportation is available via school bus or public transportation.

Students who arrive late because of detained buses, etc. must report directly to the APSS. Lateness in this case is excused.

Any student who arrives late for school after 4th period is considered absent and is responsible for any missed work. Also students arriving after 5th period may NOT participate in any extra-curricular activity that day.

LATE FOR CLASS: Students late for any class during the day are to report directly to class and will be assigned a school detention. If a student is detained by a faculty member, the faculty member must sign a note for the student.

DRESS CODE/PERSONAL APPEARANCE

Neatness and good grooming are expected of students who attend Archbishop Carroll. Parents are expected to assist the school by supporting the dress code as stipulated by the school. **Students must be in full dress code from the start to the end of their academic day.** Any student with a legitimate reason to be out of uniform must present a parental note of explanation to the Office for Student Services. A time limit must be specified in the note.

The only acceptable dress code for ACHS is listed below. **The school ID is part of the dress code for everyone and must be worn on a lanyard around the neck.**

DRESS CODE FOR ALL STUDENTS TO CARROLL

GENTLEMEN

Winter Dress Code:

- Pants (*Flynn and O'Hara* only) - khaki pants worn at the waist with a belt.
- Sweater (*Flynn & O'Hara* only) - black v-neck sweater with red and white trim and school seal.
- Shirt (*Flynn & O'Hara* only) – white or blue button-down dress shirt (short or long sleeve).

- Tie – ACHS tie
- Shoes (*Flocco's Shoe Store* only) -available at Flocco's.
- Belt – brown or black dress belt must be worn at all times with khaki pants.
- Jewelry - one small pair of earrings may be worn. No other piercings are permitted.
- Hair - cut neatly, well groomed and not below the collar. No extreme styles, ponytails, or unnatural colors are permitted. Boys must be clean shaven, no facial hair. If facial hair is found, the boy will be mandated to shave and receive a \$5 fine or dismissed for the day. Hair must not obstruct/cover student's face or eyes.

Summer Dress Code (optional)

1. School sweater is optional. Students may wear either a white or red golf shirt with the school seal and must be tucked in at all times. Students may also choose to wear a white dress shirt with a tie.
2. The golf shirt is available in the School Store and at Flynn and O'Hara.
3. Undershirts must be solid white in color without writing or graphics that would show through the uniform shirt.

LADIES

Winter Dress Code:

- Skirts (*Flynn & O'Hara* only) - grey skirt with red plaid trim. Skirts are not to be altered and must be no shorter than one inch above the knee, per the requirement of the Office of Catholic Education.
- Students who wear the grey skirt must wear black spandex bicycle shorts.
- Sweater (*Flynn & O'Hara* only) - black v-neck sweater with red and white trim and school seal.
- Shirt (*Flynn & O'Hara* only) - a white or blue short or long sleeve oxford button-down blouse with only the top button unbuttoned.
- Tights (*Flynn & O'Hara* only) - black opaque stockings are to be worn. Stockings should be free of holes and tears.
- Shoes (*Flocco's Shoe Store* only) -available at Flocco's
- Jewelry – Two pair of **small** earrings may be worn. No other visible piercings will be permitted. Excessive or distracting jewelry is not permitted.
- Hair - groomed neatly. No extreme styles or unnatural colors are permitted. Hair must not obstruct/cover student's face or eyes.

Summer Dress Code (optional)

1. School sweater is optional. Students may wear a red or white golf shirt with the school seal. Non-banded golf shirts must be tucked in at all time. Students may choose to wear the white button-down oxford blouse.
2. The golf shirt is available in the School Store and at Flynn and O'Hara.
3. Ladies may choose to wear black sports socks in place of the stockings.
4. Undershirts must be solid white in floor without writing or graphics that would show through the uniform shirt.

N.B. Any student in violation of this dress code will be issued demerits and detentions. Failure to correct the violation will result in the student being sent home until said violation is corrected.

CARROLL PRIDE DAYS: Those students who participate in *Carroll Pride Day* may wear ACHS t-shirts or sweat shirts, and jeans or sweat pants, and sneakers only, or they may wear their school uniform.

Again, students are reminded that final decisions on the appropriateness of the student's appearance rest with the Assistant Principal for Student Services or the ACHS Administration.

GUIDANCE AND COUNSELING CENTER and CARROLLU

Director [F/T]	<i>Mrs. Mary Romanelli</i>
Counselor [F/T]	<i>Ms. Kathleen Scheidel</i>
Counselor (IU Staff)	<i>Mrs. Kathie Sheffler-Collins</i>
Counselor [P/T]	<i>Mr. Walter Weinrich</i>
College Preparatory Officer	<i>Sister Marianna Fieo, SSJ</i>
College Preparatory Officer	<i>Mrs. Meredith Fleming</i>
College Preparatory Officer	<i>Mr. Francis Lynam</i>
Math Specialist (IU Staff) [P/T]	<i>Mrs. Kelly Schwartz</i>
Reading Specialist (IU Staff)[P/T]	<i>Mrs. Sharon Kinch</i>
Psychologist (IU Staff)	<i>Dr. Charles Gallagher</i>
Counselor Liaison	<i>Mr. Paul McGeehan</i>
Administrative Assistant	<i>Mrs. Theresa Nardelli</i>

The primary purpose of the Guidance and Counseling Service is to help each student realize his/her potential. To this end, the following specific services are offered:

- Group and individual counseling
- Personal, academic, college and career counseling
- Assistance with the college application process
- Standardized testing
- Help with study skills and decision making
- Referrals when necessary

Assistance is offered through the Guidance Department to help students make informed decisions concerning:

- Personal issues
- Academic problems
- Selection of a career or vocation
- Selection of a college, university, trade/technical school, or military service
- Identification of, and application for possible sources of financial aid, including scholarships, loans and grants
- Part-time or full-time employment

Counselors at ACHS are available during the school day for consultation with parents and students. Appointments can be arranged by calling the Guidance Office, 610-688-7610, extension 171.

STANDARDIZED TESTING

Archbishop Carroll High School is a Test Center for the administration of the SAT Reasoning Test, the SAT Subject Tests, and the ACT.

PSAT/NMSQT - Grades 9, 10, & 11- Test Date: **Wednesday, October 14, 2015.**

Advanced Placement Examination Dates are:

The weeks of May 2nd and 9th, 2016.

Performance Series Testing will be administered to freshmen, sophomores, and juniors three times per year. This test gathers data on gains or losses in student achievement in the area of Math and Language Arts.

Achievement Series: These tests will be administered to all students at the end of the year in Algebra I, Geometry, Algebra II, and Language Arts. These tests serve as the student's final test and are based on national Standards.

AFFIRM

Archbishop Carroll recognizes the need to intervene in a crisis situation involving its students where there is evidence of self-destructive behavior. The AFFIRM Team (Student Assistance Program) is an intervention program with an emphasis on drug and alcohol use. The team is made up of counselors, teachers, administrators, and the school nurse. The team works together to identify *high-risk* students whose behavior may be dangerous to themselves or those around them. Anonymous referrals can be made by students, parents, faculty and staff through the Guidance Office.

COLLEGE REPRESENTATIVES VISIT CARROLL

Representatives from colleges and universities make scheduled visits to Carroll to meet with students interested in their college or university. The visits will be published to the Carroll students who can reserve time to speak with these representatives and gain some personal knowledge of their college of choice.

NAVIANCE

Archbishop Carroll has subscribed to Naviance, a web-based college search and planning tool that allows students and families to investigate, research, track, and plan for the college admission process. Students can search for scholarships, explore careers, take interest inventories and investigate their learning style and ultimately apply to college.

GUIDANCE RESOURCE CENTER

Students and their parents are encouraged to use the Guidance Resource Center to review college materials. Several computers are available with Internet access. Students are asked to make appointments one day in advance if they wish to use the Resource Center. Parents may make appointments by calling extension 171.

TRANSCRIPTS

Students are advised to allow ten (10) school days for processing of both official and unofficial transcripts. The transcript fee is \$5.00 for each transcript, official or unofficial, requested.

TECHNOLOGY

- **Purpose**

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* [AUP] applies to students, faculty, administrators, staff, volunteers or community members allowed to access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

- **Scope of Use**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances

apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

- **Goal**

The school's goal is to prepare its members for life in an digital, global community. To this end, the school will:

- * integrate technology with curriculum to enhance teaching and learning
- * encourage critical thinking, communication, collaboration and problem solving skills
- * facilitate evaluation and synthesis of information
- * encourage ethical practices and provide education for internet safety and digital citizenship
- * provide a variety of technology based tools and related technology skills

- **Responsibilities of User**

Our schools will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use. In the Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- * **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- * **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people.
- * **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- * **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- * **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

Technology Use Guidelines

- **Educational Purpose / Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.
- **Copyright/Intellectual Property:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

- **Communications:** Electronic and/or digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- * Teacher school web page
- * Teacher school email
- * Teacher school phone number
- * Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

- **Examples of Unacceptable Uses - Users are not to:**
 - ◇ Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ◇ Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
 - ◇ Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
 - ◇ Create any site, post any photo, image or video of another except with express permission of the individual and the principal.
 - ◇ Attempt to circumvent system security.
 - ◇ Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
 - ◇ Violate license agreements, copy disks, CD-ROMs, or other protected media.
 - ◇ Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ◇ Breach confidentiality obligations of school or system employees.
 - ◇ Harm the goodwill and reputation of the school or system in the community.
 - ◇ Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
 - **Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by user.
 - **Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia,

Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

- **Personal Use of Social Media:** This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube, Snapchat, and Instagram.
- Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech fails under applicable constitutional protections.
- ‘Friending’ of current students by teachers is forbidden on a **teacher’s personal social networking site**. Personal posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

- **Policy Violations:** Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:
 - * Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
 - * Issuance of demerits/detentions, if applicable.
 - * Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.



TUITION RATES AND FEES FOR 2015—2016

TUITION Tuition for students in in Archbishop John Carroll High School, a secondary school of the Archdiocese of Philadelphia is \$7300.00 for the 2015-2016 fiscal year. Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Office with a list of the students’ names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Parents must pay a supplemental tuition fee of \$1000.00 if the student is not Catholic or if the family is not registered in any Catholic parish.

TUITION ASSISTANCE AND SCHOLARSHIPS

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, the Tuition Assistance Program (TAP) and BLOCS have been established.

Parents seeking financial aid must complete a financial aid application between October 14, 2015 and March 14, 2016, submitting the required forms to verify income. The application process is not intended to intimidate, rather, it ensures that the amount of aid given to each family is objective and that as many needy students as possible receive help. Tuition assistance applications are available in the Tuition Office, and on our website. Families currently receiving tuition assistance must reapply for the next school year.

If a student receives a scholarship or tuition assistance from other sources, the Archdiocese reserves the right to reduce the TAP grant so that these funds may be allocated to other students. Notification of adjustments to TAP awards will occur by August 15th or within 30 days of the school's notification of other awards.

If a student receives a scholarship or grant, it will be allocated to the student's account each month beginning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

TUITION LOANS

The school's Tuition Office can provide information on how to apply for educational loans which provide eligible borrowers with up to the cost of education including tuition, fees and related expenses. Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

FEES

In addition to tuition, every Archdiocesan secondary school must provide its own funding in order to run its internal programs. In light of this, a list of school fees for students attending Archbishop Carroll can be found on a separate page.

TUITION PAYMENTS

Tuition payments are no longer collected by the tuition office. All payments, made by mail, credit card or direct debit to your bank account, must be handled by Smart Tuition. Parents may access their accounts by logging on to *parents.smarttuition.com*. You may choose the due date of the 1st or the 15th of the month, from July through April. Tuition may also be paid in full in July; in half payments in July and December; in quarter payments in July, September, December and February. Fees will also be paid to Smart Tuition. The setup fee of \$35 will be billed to your account in July.

Checks must be made payable to Smart Tuition and must include your Smart Tuition Family ID#. Mail payments to Smart Tuition, PO Box 11371, Newark, NJ 07101-4731. A late fee of \$35 will be charged to your account each month the balance due is not paid by the invoice due date. Please call their customer service number, 1-888-868-8828, should you have questions regarding your account.

TUITION REFUNDS

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. The school fee is non-refundable. In the event of a withdrawal, scholarship and grants are pro-rated in the same manner as tuition.

EXTENDED ABSENCE

If a student is absent for any reason from school for an extended period of time, the parent or guardian is still responsible for the payment of tuition accrued.

DELINQUENT TUITION

According to Archdiocesan policy, delinquency in payment of tuition and fees has

the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year. There will be no exceptions to this policy.
- Students may not begin the second semester unless they have made the first five monthly payments for the year.
- Students may be dismissed for non-payment of tuition. Seniors who have not fully met their financial obligations may not participate in graduation ceremonies and may not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore-Freshman Dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.
- Rosters for a new school year may not be released unless all tuition for the previous school year, the first tuition payment, and the school fee for the new school year have been paid.

NON-REFUNDABLE FEES

The restructured fee schedule requires that students pay only two mandatory non-refundable fees per year. For 9th, 10th, 11th grade students, these fees are the school and registration fees. For 12th grade students, they are the school and graduation fees. Students who participate in athletics, theater productions and who take AP courses will be required to pay additional fees.

- **The School Fee** of \$1845 is due June 15th and may be paid in three installments of \$615 each, in June, August and October. The school fee for the third and fourth students in the same family is \$85.00 each. It includes the fundraising, book, and Parents' Association fees which were previously billed separately. The fee, which had not increased in seven years, funds internal administrative and academic expenses, supports various student activities and clubs, provides each student with a Handbook and Agenda book, pays for student accident insurance and covers the cost of required textbooks for English and Theology. A portion of the school fee is also earmarked for updating technological education and hardware. We will continue to offer free admission to regular season home football and basketball games and wrestling matches, the Fall and Spring Theater productions and the Homecoming and Snowball dances. Student I.D. is required for admission to these events. \$600 of this fee may be recouped should you choose to sell the sweepstakes tickets that each student is given during the first week of school, rather than remit the ticket stubs with your own name.
- **The Registration Fee** remains at \$225 and is due at the time of enrollment from all new students, and on February 15th from all current students who plan to continue their enrollment for the next school year. This fee assists in covering expenses that the Office of Academic Affairs incurs in preparing and maintaining the school curriculum.
- **The Senior Graduation Fee** remains at \$235 and is due January 15th to cover graduation expenses and the school yearbook.

- **The Athletic Fee** is \$235 per athlete per sport played, with the exception of the following: football, tennis, wrestling and swimming which is \$360.00 per athlete. Spring Crew (rowing) fee is \$810; second, third and fourth child in family pay half price. Fall Crew is \$260 per athlete; novice Crew is \$160 per athlete. Cheerleading is \$260 for freshman and junior varsity squads; \$360 for varsity. Intramural bowling is \$185. Ice Hockey is \$810. Athletic fees are billed when the final team rosters are received from the head coaches. Fall sports fees must be paid by October 15th; winter sports by December 15th, and spring sports by March 15th. Please note that some sports require an equipment resale fee for items kept by the athlete, which is **in addition to the athletic fee**. Head coaches will collect the fee before distributing equipment. Failure to pay athletic and resale fees by the end of the season may jeopardize the student's eligibility to participate in another sport.
- **A Drama Fee** of \$235 per student is required for the Fall and Spring theater participants to offset the cost of each production. Stage crew and pit band fee is \$110 per show to offset the cost of materials.
- **An Advanced Placement Test Fee** of approximately \$95 (per test) is required for those students rostered for Advanced Placement courses. Your tuition account will be billed in January with payment due by April 15, 2016; the test will be given in May.

BELL SCHEDULES FOR THE 2015-2016 ACADEMIC YEAR

SCHEDULE A [45 Minutes]

=====	
Warning	7:40
Homeroom	7:45 - 7:53
1 st Period	7:57 - 8:42
2 nd Period	8:46 - 9:31
3 rd Period	9:35 - 10:20
4 th Period	10:24 - 11:09
5 th Period	11:13 - 11:58
6 th Period	12:02 - 12:47
7 th Period	12:51 - 1:36
8 th Period	1:40 - 2:25

SCHEDULE B [43 Minutes]

=====	
Warning	7:40
Homeroom	7:45 - 8:09
1 st Period	8:13 - 8:56
2 nd Period	9:00 - 9:43
3 rd Period	9:47 - 10:30
4 th Period	10:34 - 11:17
5 th Period	11:21 - 12:04
6 th Period	12:08 - 12:51
7 th Period	12:55 - 1:38
8 th Period	1:42 - 2:25

SCHEDULE C [40 Minutes]

=====	
Warning	7:40
Homeroom	7:45 - 8:01
1 st Period	8:05 - 8:45
2 nd Period	8:49 - 9:29
3 rd Period	9:33 - 10:13
4 th Period	10:17 - 10:57
5 th Period	11:01 - 11:41
6 th Period	11:45 - 12:25
7 th Period	12:29 - 1:09
8 th Period	1:13 - 1:53
Meeting	2:00

SCHEDULE D [36 Minutes]

=====	
Warning	7:40
1 st Period	7:45 - 8:21
2 nd Period	8:25 - 9:01
Hm/Assembly	9:05 - 10:25
3 rd Period	10:29 - 11:05
4 th Period	11:09 - 11:45
5 th Period	11:49 - 12:25
6 th Period	12:29 - 1:05
7 th Period	1:09 - 1:45
8 th Period	1:49 - 2:25

SCHEDULE E [38 Minutes]

=====	
Warning	7:40
Hm/Assembly	7:45 - 8:49
1 st Period	8:53 - 9:31
2 nd Period	9:35 - 10:13
3 rd Period	10:17 - 10:55
4 th Period	10:59 - 11:37
5 th Period	11:41 - 12:19
6 th Period	12:23 - 1:01
7 th Period	1:05 - 1:43
8 th Period	1:47 - 2:25