

Parent-Student Handbook

2018 - 2019

Archbishop John Carroll High School

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Parent-Student Handbook

2018-2019

SCHOOL MOTTO

Pro Deo et Patria

[For God and Country]

School Colors
Red and White

School Mascot
Patriot

Administration

Mr. Frank Fox '77	President
Dr. Anchen Schulz	Principal
Mr. William Gennaro	Assistant Principal for Academic Affairs
Mrs. Allison Papantoniou	Assistant Principal for Student Affairs
Mr. Daniel Keehn	Assistant Principal for Student Services

Department Chairs

Mr. Devin Gallagher	Business/Technology
Mrs. Julia Young	English
Mrs. Loraine Carpenter	Fine Arts
Mr. Kevin Gallagher	Health/Physical Education
Mr. Billy Mitchell	Mathematics
Mrs. Judith Owens	Science
Mr. Eugene Murphy	Social Studies
Mr. Matthew Wayock	Theology
Mrs. Audrey Bourgeois	World Languages

Department Directors

Mr. Thomas Quintois	Athletic Director
Fr. Michael Speziale	Campus Ministry
Ms. Nora McGeever	Alumni Relations
Ms. Jennifer Kelly	CarrollU Guidance
Ms. Michelle Gatta	Admissions Director
Mr. John Malloy	Technology
Ms. Andrea Holt	Development
Mr. Kevin Keenan	Communications

CONTRACTUAL AGREEMENT

The contents of the Parent-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 John Carroll High School is considered a student 24 hours a day. Any behavior – curricular, non-curricular, co-curricular, or extracurricular – 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 any time 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. Parents/guardians and students will be notified in writing of any changes or amendments made to the policies, rules and regulations in the Archbishop John Carroll High School Parent-Student Handbook.

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 one diocesan priest, Sisters of St. Joseph and lay personnel. Presently the student body numbers approximately 936.

MISSION STATEMENT

We equip saints for life in this world and the next.

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. We urge our students to be academically accountable while participating in a broad array of co-curricular and extracurricular 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 Roman Catholic institution within the Archdiocese of Philadelphia, Archbishop John Carroll High School is a source through which each member may deepen his or her personal relationship with the Living God – Jesus Christ. The Office of Campus Ministry is responsible for providing opportunities for members of the school community to grow and mature in the Catholic Faith. Students are taught to integrate the truths of the Faith learned in the classroom into every aspect of campus life, as well as into the family, parish, and community in which they live. Guided by the spirit of the Rev. John Carroll, America’s first Catholic bishop – priest, patriot, and scholar – a graduate of Archbishop John Carroll High School will become a person of deep faith, responsible citizenship, and intellectual endeavor.

The *CarrollforCe* (**Carroll for Christ everyday**) ministry team furthers this goal by offering students an opportunity to lead their peers in spiritual growth through liturgy, the sacraments, prayer, retreats, faith formation, and Christian service.

LITURGICAL LIFE

§ **Holy Mass** is celebrated daily in the chapel.

§ **Student-led prayer** is offered at the beginning of each lunch period in the Chapel.

§ **Genesis**, weekly adoration and student-led song and praise with confession occurs every Tuesday night year-round in the Chapel.

§ The **Sacrament of Reconciliation** is offered at communal Penance Services during the seasons of Advent and Lent, bi-weekly throughout the academic year, and anytime upon request of the priest on staff.

§ **Liturgies** are celebrated with the entire Archbishop John Carroll and Saint Katherine Day School communities one or more times a month throughout the academic year. Students are invited to participate as altar servers, readers, and cantors, while faculty and staff serve as Extraordinary Ministers of the Holy Eucharist and readers.

SPIRITUAL AND DEVOTIONAL LIFE

§ **Eucharistic Devotion** – Adoration of the Blessed Sacrament is customarily held on First Fridays or another select day in the Chapel throughout the academic year. In addition, the traditional Forty Hours Devotion is held once a year with two full days of Eucharistic Adoration in the Chapel, followed by a communal celebration of Holy Mass, a Eucharistic procession, and Solemn Benediction.

§ **Marian Devotion** – As a faithful Catholic, Archbishop John Carroll was devoted to the Blessed Virgin Mary, the Immaculate Conception. In imitation of our namesake, devotion to our Blessed Mother is promoted and encouraged through the praying of the Holy Rosary during the month of October and throughout the year. An image of the Blessed Mother is crowned during the celebration of Holy Mass in May by the May Queen and her court, comprised of students chosen by faculty as representative of the virtues of the Blessed Virgin Mary and St. Joseph.

§ **Prayer Life** – As a response to the call to prayer without ceasing, students begin the day and each class with prayer. In addition, students participate in team prayer services before games in the Chapel where they dedicate their efforts to a particular private intention through the intercession of *Our Lady of Victory*.

§ **Student-led prayer** is offered at the beginning of each lunch period in the Chapel.

§ **Genesis**, weekly adoration and student-led song and praise with confession occurs every Tuesday night year-round in the Chapel.

§ **Retreats** – Students participate in a mandatory one-day retreat 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.

§ **Kairos** - In addition to their one-day class retreat, seniors have the opportunity to apply for *Kairos*, a four-day overnight retreat held at a local retreat center. *Kairos* is a Greek term which means “sacred time” or in theology, “the appointed time in the purpose of God.” The *Kairos* retreat employs some of the principles of the Spiritual Exercises of St. Ignatius of Loyola, a priest and mystic who founded the Society of Jesus (the Jesuits). The religious order to which Archbishop John Carroll belonged. *Kairos* is an opportunity to grow in relationship with God and others and to become more aware that each person is created in the image and likeness of God. Through the activities, talks, and conversations shared, retreatants come to recognize God’s presence in all things: family, friendships, music, creation, Sacred Scripture, the Sacraments and even in the crosses they bear.

HUMAN LIFE AND DIGNITY

As a gift from God, every human life is sacred from conception to natural death. Archbishop John Carroll High School 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 principle 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, the school maintains a Respect Life club, which meets weekly and sponsors various activities throughout the academic year which foster appreciation for the precious gift of human life.

CHRISTIAN SERVICE

The Community Service Corps (CSC) works to coordinate Christian service at school and within the local community. Students are encouraged to participate in the various opportunities provided to put their Faith into action through service to God and the community.

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 of study. 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 to participate in any athletic contests/games for fifteen (15) calendar days. Once the fifteen calendar days have expired, the student's grades in ALL courses are reviewed. 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 fewer 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 indefinitely.

If a student is failing 3 or more subjects at the the mid-quarter when progress reports are issued, they must meet with the Principal or Assistant Principal for Academics and will be ineligible for any school activity for five (5) school days.

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 for the next school year.

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, and 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 levels of course. The weighting is accomplished by assigning quality points to each mark (first semester or final grade) according to the level 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, levels 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 level 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 \$50.00 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; course levels are 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 level.

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 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 information quickly.

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 **three** 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 EXAM: Students will take a final exam in all subject areas during the final weeks of school. These exams will constitute 10% of the student's final grade for the year.

· **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/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 by the due date assigned. 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 on-line, 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 or was not completed by the student. The purpose of this letter grade 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 treating the space with respect. Students 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 who do not respect the rules of the Library and the after-school library moderator may be issued demerits or may not be permitted to remain after school. In the event that this occurs, the parent/guardian will be contacted.

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 academic integrity as well as of the school’s rules and Code of Conduct. Students writing research and other 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 English Department provides all students with individual accounts at Noodletools to help achieve this goal.

STUDY HALL PROCEDURES

During the day, students will use the library as study hall. Students 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. 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 Dodgeball Tournament.

.. **Dismissal from NHS:**

1. A student may be placed on probation or dismissed from the NHS if he/she
 - à Falls below the basic standards of election
 - à Drops significantly in class rank
 - à Accumulates 20 or more demerits
 - à Fails to attend two tutoring sessions to which he/she was assigned
 - à Does Not complete required service activities
 - à Misses two or more general meetings without excused absence
 - à 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 teacher should request a meeting with the parent(s) and student. The meetings provide the opportunity for all involved to discuss the steps required for the student to improve his/her grades.

PROGRESS REPORTS AND FAILURE WARNINGS

Progress reports are issued electronically at the mid-point of each quarter. The dates are listed on the school calendar. Any student who fails a subject area will have their progress report sent home via the student and mailed home. One copy must be signed by a parent/guardian and returned by the listed due date.

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.** A failure warning may be issued later in the marking period if the student's academic performance deteriorates dramatically, but will also be followed up by a teacher contact with the parent/guardian.

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 report cards 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 prior written permission from the teacher/proctor. Failure to obtain permission may result in the student being issued demerits, a suspension, or dismissal, depending on the severity of the issue.

TEXTBOOKS

Textbooks, with the exception of religion books, certain workbooks, and supplementary reading materials, 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 Theater Society} | Mathletes |
| Art Honor Society | Mock Trial |
| Band/Orchestra | National Honor Society |
| Best Buddies | Origins – Literary Magazine |
| Carroll Chorus | Pro-Life Club |
| The Carroll Times – Newspaper | Reading Olympics |
| Community Service Corps | Red Cross Blood Drive |
| Dance Committees | Robotics |
| Delco Hi-Q | Science National Honor Society |
| Diversity Club | Stage Crew |
| Fencing | Student Ambassadors |
| Game Club | Student Council |
| Ice Hockey | Tri-M Music Honor Society |
| Jazz Band/Drum Line | TV Crew |
| Intramurals | Ultimate Frisbee |
| 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 Executive Board shall consist of one Student Council President, one Vice President, an Executive Chair, an Events Chair, and a Public Relations Chair. In addition, at least two class officers from each class shall represent their classmates on the Student Council. To be a nominee, candidates for Student Council President, Vice President, Executive Chair, Events Chair, and Public Relations Chair, must have one full year of experience on Student Council. All candidates for Student Council Executive Board or Class Officer must have and maintain a “C” average (78) or above during term of office. Additionally, a student who has accumulated more than 25 demerits may be prohibited from running for Student Council or maintaining their position.

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 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 the class officer members.

Any student wishing to run for any office must complete an application and sit for an interview with the Student Council moderators. Students will be notified if they meet the requirements to run for office after applications are reviewed and interviews are conducted. The Student Council President and Vice President will run **independently** and will be elected by the entire student body. The Executive Chair, the Events Chair, and the Public Relations Chair will be appointed by the Student Council moderators. Class Officers will run independently and will be elected by the members of his/her graduating class. Failure to fulfill requirements of office, academic ineligibility, and any discipline issues may result in a review of duties and possible removal from office. 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 Athletic 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 wear costumes, 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 is 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 attend or participate in a game, practice or extracurricular activity 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** directly through Family ID. PIAA Forms are no longer collected through the school. 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 Family ID 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 through Family ID. 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, and the school president.

If a student is failing 3 or more subjects at the the mid-quarter when progress reports are issued, they must meet with the Principal or Assistant Principal for Academics and will be ineligible for any school activity for five (5) school days.

If a student fails two or more subjects at the quarter he/she is not eligible for fifteen (15) calendar 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 until the card is returned.

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

<i>FALL</i> *Starts 8/13	<i>WINTER</i> *Starts 11/16	<i>SPRING</i> *Starts 3/4
Cross Country [B&G]	Basketball [B&G]	Baseball
Cheerleading	Cheerleading	Crew
Crew	Indoor Track	Lacrosse [B&G}
Field Hockey	Swimming [B&G]	Outdoor Track/Field
Football	Wrestling	Softball
Golf [Coed]		Tennis [B]
Soccer [B&G]		
Tennis [G]		
Volleyball [G]		

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 offenses 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 Christmas, 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 considered for eligibility 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 that specializes 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. As of the 2017-2018 school year, Archbishop Carroll will allow students to purchase single tickets for their particular prom. For students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender. Students from outside of Archbishop Carroll must have the guest approved by The Office of Student Affairs. In order to be an approved guest of Archbishop Carroll, the guest must be of the opposite gender and must be under 21 years of age.
3. Students wishing to attend the Prom are reminded that their tuition payments must be up to date and that they must be in good disciplinary standing with The Office of Student Services.
4. Tickets are nonrefundable and nontransferable.
5. Administration reserves the right to revoke any and all dance privileges. [See *Proms / Dances*]

6. A student must be in school the day of the dance.
7. A student must arrive on time—no later than 30 minutes past the starting time.
8. 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.
9. **Guest 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.**
10. **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. Students attending formal school dances or proms should choose neat and clean clothing that reflects modesty. Dress length and neckline should be appropriate and no bare midriffs are permitted. Two-piece dresses must overlap at the waist. Garments that are tight or low-cut are unacceptable. If you are bringing a date from another school, it is your responsibility to make the date aware of our dress code policy. We hope to maintain the integrity and formality of these special events by implementing this dress code. Any questions about the appropriateness of formal dance attire should be directed to the Assistant Principal for Student Affairs.
11. No student may leave early without **written** parental permission.
12. No book bags or back packs are permitted at school dances.
13. **Any student who has been dismissed from ACHS for discipline reasons may not attend a Carroll dance.** ACHS reserves the right to deny the purchase of a ticket to any student/guest at the Administration's discretion.
14. 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.
15. **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.**
16. 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 own behavior reinforce the ideals expressed by the code and encourage every student, staff and faculty member 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, seven days a week, and twelve months a year.** 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 will include 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, and denied 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, and 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 book bags or back packs are permitted at athletic or social events.

GUM

Students are forbidden to chew gum at any time in the school building.

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, **electronic cigarettes**. These materials are subject to confiscation and violators will receive appropriate penalties.

SMOKING

Archbishop Carroll 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, including electronic cigarettes of any kind 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 are found in possession of tobacco products or a device that may contain them, will be subject to the following disciplinary actions:

- 1. First Violation - The student will be issued 15 demerits and 5 detentions (which will also result in at least one Saturday detention), a parent or guardian will be contacted via e-mail or phone by the Assistant Principal for Student Services, and the student will be required to pay a \$100 fine. The student(s) in question may not participate in any school-related activity until the fine is paid. Failure to pay the fine may result in a student's report card being held.**
- 2. Second Violation - The parent/guardian of the student will be called immediately to pick up their child from school, and will be suspended for three (3) school days and will be required to pay a \$200 fine. Upon their return to school, the student and their parent/guardian will meet with the Principal and Assistant Principal for Student Services, where a discipline contract will be presented that may include: required meetings with guidance counselor, participation in school-related activities, additional demerits and detentions, and/or outlines for the length of the contract. Again, a student will not be permitted to participate in any school related activities until the fine is paid and as the discipline contract states.**

- 3. Third Violation - The parent/guardian of the student will be called immediately to pick up their child from school, and the student will be reviewed by the school administration for 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.

Harassment 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 racially/ethnically offensive language;
5. Display of sexually suggestive or racially/ethnically offensive objects or pictures;
6. Unwelcome notes, e-mails and other communications that is sexually suggestive or racially/ethnically offensive.

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 witnesses, or has knowledge of an incident of bullying, will report the incident to the 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:

- à **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.**

- à **A discipline failure or major breach in Carroll's discipline code**

- à **An egregious offense on or off school property**

- à **Failure to comply with rules/regulations governing graduation, etc.**

- à **Excessive absence (22 or more days)**

- à **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

Absent / Late / Early Dismissal Notes:

A parent/guardian must call 610-688-7610 ext. 112 before 10:30 a.m. the day of your student's absence and give the student's name and specific reason for the absence. If there is NO phone call, the absence will be regarded as an unexcused absence.

Any day school is in session and you are absent, an absence card is required regardless of the reason. Even if you have a doctor's note, an absent note signed by a parent/guardian is still required. (Please attach the absent note to the doctor's note.) Extra absence cards are available in the Main Office.

Students who do not have absent notes on file for all absences at the end of the year will have their report card withheld until notes are received.

Any student who needs to leave school early for any reason MUST have a signed note from a parent/guardian to leave. The note should be given to the student's homeroom teacher at the start of the day. Students may also not take any other students with them when dismissed unless there is a signed note from that child's parent/guardian on file as well. **NO PHONE CALLS OR WALK-INS FOR EARLY DISMISSAL WILL BE ACCEPTED.** Requests must be in writing. Requests are to be submitted to the Office of Student Services before homeroom or placed in homeroom folder. The person picking up the student must report to the Office of Student Services to sign the student out. If the student is driving, permission from the parent must be included in the letter.

Attendance:

Any student whose absences are deemed to be excessive by the school and the Archdiocese (22 or more days) may be subject to discipline summer school to make up the missed time, withholding of report cards, or review for admission for the following school year.

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 jackets, sweatshirts, book bags or electronic devices 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 3:00pm. The Hageney Student Union Lounge or School Cafeteria will be which open until 5:00pm for students who wish to or need to remain after school. Students found outside of these areas without permission will receive demerits and/or detentions. Those students 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 will be notified by the *School Reach System*. Parents and students should also listen to the local news stations and websites for official information. The announcement “All Philadelphia public and parochial schools are closed” does NOT apply to ACHS.**

At times, Archbishop Carroll might have school, yet the local district will not provide transportation. In that case, students are expected to come to school via alternate means.

- **If your school district provides transportation, wait for the district bus to bring you to school. If your district is on-time, but ACHS is on a delay, there will be supervision for you when you arrive to school. If your district is on a delay but ACHS is on-time, please wait for your bus and then proceed to the Office for Student Services upon your arrival.**
- **Sague bus riders operate on the same schedule as ACHS.**

In the event of an EARLY DISMISSAL due to inclement weather:

- **ACHS will dismiss students on their school district buses when contacted by the school district. ACHS has no control over the school district’s respective decisions, but will have personnel on-site until all students have safely departed ACHS.**
- **If inclement weather is predicted, ACHS strongly encourages student drivers to utilize alternate transportation (district busing, parent transportation) to and from school. In the event of inclement weather, student drivers will only be dismissed early if their school district**

dismisses early, or if a signed early-dismissal note is provided by a parent/guardian. For the safety of your son or daughter, a phone call or e-mail is not acceptable. The signature provides an extra level of security to know that we have spoken to the correct guardian.

- **If a parent or guardian is coming to pick up their child in inclement weather, please proceed to the Office for Student Services to sign your child out for dismissal. A student will not be permitted to leave without a hand-written note or a parent present in the office.**
- **Please keep in mind, in the event of inclement weather that warrants an early dismissal, ACHS's main priority is the safe departure and arrival home of all of our students. In these instances we will follow the plan outlined above and work as diligently as possible to ensure that every student gets out of school and home safely.**

CONSTANT CONTACT: The school has a contract with *Constant Contact*, 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, and 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

.. For 7th grade: 1 dose of Tdap and 1 dose 1 dose meningococcal conjugate (MCV) vaccine

.. For 12th grade: 1 dose of MCV; if one dose was given at 16 years of age or older, that dosage shall count as the 12th grade dose

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. Any student found going to their vehicle or leaving school grounds during the day without permission will be considered out of bounds. 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 or School Cafeteria 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

No food or drink is permitted outside of the School Cafeteria or Hageney Student Union during regular school hours (7:45 am – 2:25 pm). Students are not permitted to bring any food or drink into homeroom or any other class without permission from the Nurse's Office.

During their lunch period, 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

During school hours (7:45 am – 2:25 pm), students are not permitted to use their cell phones, iPods or other personal devices except for in the School Cafeteria and Hageney Student Union during their lunch periods. This includes the use of headphones in the hallways. The school-issued Chromebook is the only permissible electronic device during school hours.

Violations of this policy are as follows:

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

STUDENTS MUST PRESENT THEIR SCHOOL ID AND PAY THE FINE AT THE END OF THE SCHOOL DAY TO HAVE THEIR DEVICE RETURNED TO THEM.

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	*o	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)	10/5	Leaving School Premises	*o
Cut Detention (Private)	5/2	Littering	
Cut Detention (School)	5/2	No Absence Card	
Defiance*	5/3	No ID Card	1/1
Disobedience*	3/1	Out of Bounds*	5/1
Disrespect*	5/3	Possession/use/distribution of Alcohol/Drugs	*o
Dress Code Violation	1/1	Stealing	*+o Restitution
Fighting	*+o	Tobacco Violation	Fine *o
Forgery	10/5	Truancy	*o
Food Outside Cafeteria	1/1	Vandalism	*+o 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.**

oParent 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.

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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 or 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)

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 Room 201 in their 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.

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 Hageney 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 the beginning of 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 during Liturgies: Students should be in formal dress code for all school liturgies.

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).
- Undershirts should be of a solid color with no graphics or lettering that show through the school shirt. The shirt sleeves should also not extend past the sleeves of the school shirt.
- 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 at a reasonable length. **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 should be of a solid color with no graphics or lettering that show through the school shirt. The shirt sleeves should also not extend past the sleeves of the school 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.
- Undershirts should be of a solid color with no graphics or lettering that show through the school shirt. The shirt sleeves should also not extend past the sleeves of the school shirt.
- 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 should be of a solid color with no graphics or lettering that show through the school shirt. The shirt sleeves should also not extend past the sleeves of the school shirt.

Sweatshirts/Jackets/Long-Sleeved Shirts

Unless permission is granted by an Administrator, students are not permitted to wear any sort of jacket, sweatshirt or other garment on top of their regular school uniform during the school day. If a student is in violation of this policy, the garment will be taken and turned in to the Office of Student Services. Demerits for a dress code violation will be given and students must present with their school ID to the office at the end of the week in which it the garment was taken to have it returned.

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.

Any dress down day for athletic teams or clubs must be approved by the Assistant Principal for Student Services at least 24 hours ahead of time.

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]	Ms. Jen Kelly
Counselor [F/T]	Ms. Kathleen Landrum
Counselor (IU Staff)	Mrs. Kathie Sheffler-Collins
Advisor [P/T]	Mr. Walter Weinrich
College Preparatory Officer [P/T]	Sister Marianna Fieo, SSJ
College Preparatory Officer [P/T]	Mrs. Meredith Fleming
College Preparatory Officer [F/T]	Mr. Francis Lynam
Math Specialist (IU Staff) [P/T]	Mrs. Kelly Schwartz
Reading Specialist (IU Staff) [P/T]	Mr. Jim Denny
Psychologist (IU Staff)	Ms. Suzanne Mallaghan-Rasco
Advisor [P/T]	Mr. Paul McGeehan
Administrative Assistant [F/T]	Mrs. Theresa Nardelli

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 10, 2018.**

Advanced Placement Examination Dates are:

The weeks of May 6th and 13th, 2019.

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, administrations, 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 Guidance 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 requested transcript, official or unofficial.

TECHNOLOGY

· Purpose

Technology is a valuable educational tool. Our schools are committed to teach our 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, and email, voice over ip, chat rooms and instant messaging.

· Goal

The school's goal is to prepare its members for life in a 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 school 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 accurately 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:**

- à Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- à 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.
- à Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- à Create any site, post any photo, image or video of another except with express permission of the individual and the principal.
- à Attempt to circumvent system security.

à 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.

à Violate license agreements, copy disks, CD-ROMs, or other protected media.

à Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

à Breach confidentiality obligations of school or system employees.

à Harm the goodwill and reputation of the school or system in the community.

à 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 falls 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 2018—2019

TUITION

Tuition for the Class of 2022 is \$10,200; Class of 2021 is \$10,200; Class of 2020 is \$9,500; Class of 2019 is \$8,200. Parents must pay a supplemental tuition fee of \$250 if the student is not Catholic or if the family is not registered in any Catholic parish.

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 students' names, their grade and high school. The family rate does not apply to students in parish schools or in private high school.

TUITION PAYMENTS

Tuition payments are not collected by the tuition office. All payments, made by credit card, direct debit to your bank account, or by mail must be handled by FACTS Tuition Management. Parents may access their accounts by logging on to *factsmgt.com*. Tuition payments will be billed over an 11 month period from June through April. The school fee will be spread over the eleven month payment schedule, as well. 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. The yearly setup fee of \$42 will be billed to your account in June, or your first month of billing.

Checks must be made payable to Facts Tuition Management and must include your 9 digit Facts agreement #. Mail payments to FACTS Management Company, P.O. Box 2597, Omaha, NE 68103. Please allow several days for the payment to post to your account. A late fee of \$30 will be charged to your account each month the balance due is not paid by the invoice due date. Please call FACTS customer service number, 1-866-441-4637, should you have questions regarding your account.

NON-REFUNDABLE FEES

Students pay three additional mandatory non-refundable fees per year. For 9th, 10th, 11th grade students, these fees are the computer insurance, school and registration fees. For 12th grade students, they are the computer insurance, school and graduation fees. Students who participate in athletics, theater productions and who take AP courses will be required to pay additional fees, which will be billed on your FACTS tuition account.

· **The School Fee** of \$1845 per student is spread over the eleven-month schedule. The school fee for the third and fourth students in the same family is \$100.00 each. The fee funds internal administrative and academic expenses, supports various student activities and clubs, 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, basketball games, wrestling matches, the Fall and Spring Theater productions and the Homecoming and Snowball dances. Student I.D. is required for admission to these events.

· **The Registration Fee** remains at \$225 and is due at the time of enrollment from all new students and in February 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 in January to cover graduation expenses and the school yearbook.

The Computer Insurance Fee is \$50. Chromebook manufacturer defects only are covered by this fee.

· **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 \$830; second, third and fourth child in family pay half price. Fall Crew is \$310 per athlete; novice Crew is \$160 per athlete. Cheerleading is \$260 for freshman and junior varsity squads; \$360 for varsity. Ice Hockey is \$810. Athletic fees are billed when the final team rosters are received from the head coaches. Fall sports fees are due with your October FACTS tuition invoice, winter sports fees are due with your December FACTS tuition invoice,

and spring sports fees are due with your March FACTS tuition invoice. 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 this 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 show for each student is required for the Fall and Spring theater participants to offset the cost of each production. Stage crew and pit band fee is \$175 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 March 2019; the test will be given in May.

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. Tuition assistance for 2018-2019 has already been determined.

Parents seeking financial aid for 2019-2020 must complete a FACTS Grant & Aid application between October 1, 2018 and March 15, 2019, submitting the required tax returns 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. The tuition assistance application is available on our website, www.jcarroll.org on the Tuition page or on the FACTS Tuition Management website: www.factsmgt.com. There are no paper applications, you must apply online. **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 June and ending in April. You are responsible for paying the 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.

TUITION REFUNDS

Students, who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a prorated 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 be dismissed for non-payment of tuition. **Any student with a 90 day delinquent tuition account will be withdrawn from the enrollment.** Student may be readmitted when the delinquent amount due is paid.
- Students may not begin the second semester unless they have made a minimum of five monthly tuition payments.
- Seniors who have not fully met their financial obligations may not participate in Baccalaureate and graduation ceremonies and may not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom) 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.
- Report cards may not be released if there is a past due tuition balance.

Rosters for a new school year may not be released unless all tuition for the previous school year and the first two monthly payments for the new school year have been paid.

BELL SCHEDULES FOR THE 2018-2019 ACADEMIC YEAR

SCHEDULE A [45 Minutes]

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

SCHEDULE B [43 Minutes]

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

SCHEDULE C (40 Minutes)

SCHEDULE D (36 Minutes)

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

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

SCHEDULE E (38 Minutes)

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

