

ACADEMIC POLICIES AND PROCEDURES

The Administration is responsible for the daily operation of the school. To promote an atmosphere of learning in which each student achieves his/her potential, the following policies and procedures are to be observed:

1. CLASS ATTENDANCE:

- a. Regular attendance is essential if a student is to make satisfactory progress and receive credit for the year's work. **Parents must be sure that their sons/daughters are absent only when absolutely necessary because excessive absenteeism can result in failing grades.** Five absences per marking period in any class can result in a failure in that subject. A student will be considered absent from a class because of absence from school, cutting the class, missing Block I, arriving excessively late to school, missing a class due to early dismissal for a non-school related reason, missing a class due to a uniform violation, or missing class due to suspension.
- b. Students absent for one or two days should check their teacher's homework website for their assignments. If a student is absent for a prolonged period of time due to a serious illness or other extraordinary circumstances, he/she should contact the appropriate guidance counselor for study assignments or tutorial assignments.
- c. Upon return, it is the student's responsibility to see teachers to arrange make-up work.
- d. College visits should be planned for faculty professional days, holidays and planned vacations.
- e. **For a prolonged illness (three or more consecutive days) a doctor's certificate is required.**
- f. Senior privilege is defined as permission to arrive late to school with an assigned first block study or to leave early with an assigned last block study. Seniors may on occasion be dismissed with an assignment last block of the day if a teacher is absent. Parents who do not want senior privilege for their son/daughter should contact the Dean's Office. Senior privilege may be withdrawn by the Academic Dean for poor academic performance. See Section 8 "Scholastic Progress" for more detail.
- g. Suspension is a temporary suspension from school whereby the student cannot attend classes or participate in school related activities. Students are responsible for all academic work missed during suspension. However, the sole obligation of the teacher is to administer quizzes/tests when the student returns to school. All work must be made up within two school days upon the student's return to classes unless a different schedule is approved by the teacher and the Academic Dean. Work not made up will result in a grade of zero. Tests, quizzes and assignments due on the date of return will not be given an extension. An academic penalty for class time missed will result in three percentage points being deducted

from the quarterly grade per class per day suspended, up to a maximum of 15 percentage points per class per quarter. The Academic Dean will oversee this deduction when the quarterly grade is issued.

2. **HOMEWORK:** Students are expected to be fully prepared for their classes each day. This will require considerable homework as well as proper use of study periods during the day. Ordinarily a minimum of two hours should be spent on homework each school night. Students will receive a copy of individual teachers' expectations regarding homework policy. Juniors and seniors are expected to use quiet study halls to complete homework assignments.

3. **LIBRARY/MEDIA CENTER:** In accordance with our school's mission statement, the Library/Media Center encourages students to develop research skills by providing materials and resources that support the academic growth needed to become critical thinkers for the 21st century.
 - a. Passes are issued daily by the librarian for research, reading periodicals, duplicating, and signing out printed materials. No permanent passes will be issued.
 - b. Circulation: Books may circulate for a period of one month with the option of an additional two week renewal. Overdue books carry a fine of ten cents per day.
Lost books must be replaced or reimbursement paid. Students who fail to follow these procedures will be reported to the Administration.
 - c. Reference/research computers: Library/Media Center computers are used for reference and research. **Personal disks may not be used on any school computer at any time.**
 - d. Library/Media Center Hours:
Monday – Thursday – 7:30 AM – 3:30 PM
Friday – 7:30 AM – 3:00 PM

4. **COMPUTER NETWORK AND INTERNET USE POLICY:** Archbishop Williams High School strongly believes in the educational value of technology and recognizes its potential to support and enrich the curriculum and student learning processes. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Archbishop Williams High School will make every effort to protect users from any misuse/abuse as a result of their use of the Network/Internet services at school. Because the Internet is a global network, it is impossible to control all materials that students may encounter. In order to maximize the benefits of Internet use and to minimize the potential dangers, students are required to adhere to these rules and responsibilities for computer use at the school.

- a. Acceptable Use:** The use of any material in violation of any United States legal code or any state legal code is prohibited. Illegal and/or unethical activities are strictly forbidden. In addition:
1. Students may use school computers for **school assignments only**.
 2. Instant messaging, games, personal email, web surfing, and any other recreational activities are not permitted at any time.
 3. Students may request permission to use email to send or receive school assignments.
 4. Students may not utilize any personal devices in conjunction with school equipment, including headphones, floppy disks, or other storage devices unless given permission by the Coordinator of Technology.
- b. Network Etiquette and Privacy:** Students are expected to use and to share computer resources courteously and efficiently, respecting the privacy of individuals and the integrity of electronic documents. Users should not reveal personal identifiable information to others over the Internet. Student use of computers may be monitored for appropriate use and recorded. The school reserves the right to manage the contents of student files and folders.
- c. Services:** Students will be assigned a username and password account that must be used to access student workstations in the computer labs and library. Archbishop Williams High School makes no warranties of any kind, whether expressed or implied, for the services it provides.
- d. Security:** Security on any computer system is a high priority because there are so many users. If a user identifies a security problem, he/she must notify his/her teacher or the Network Administrator at once without discussing it or showing it to other students. Students must not use another individual's account or allow others access to their account. Any user identified as a security risk will be denied access to the Network. **Personal laptop computers are not to be used in the school buildings without written permission from the Academic Dean.**
- e. Vandalism:** Vandalism may be defined as, but not limited to:
1. Any attempt to harm or destroy the computer system, the hardware, the software, or the data of another user, or any other agencies or networks that are connected through the Internet.
 2. The uploading or creating of computer viruses.
 3. Disturbing a workstation set up (including wires, cables, mouse, keyboards, CPU, etc.).
 4. Saving files to locations other than assigned folders.

5. Attempting to access unauthorized programs, settings, or network location (i.e. security software, control panels, or any other files).

f. Sanctions: Archbishop Williams High School has the right at any time for any **reason** or no reason to terminate any user's access to and the use of computers, the Network, and/or the Internet.

Any violation of the above stated Network/Internet Policy will result in the **immediate loss of computer privileges** for a period to be determined by the Dean of Students. In addition, further disciplinary action may be taken, including suspension, expulsion, and/or legal action in accordance with the appropriate state/federal laws.

5. SEMESTER EXAMS

- a. Semester exams will be given in all subjects in January and June. **EXCEPTION:** Seniors will sit for exams in January and May. An absence from an exam will result in a zero unless proof of serious illness or a family emergency is presented to the Dean's Office. Students must take their exams on the days assigned unless a serious illness occurs. In this case a doctor's certificate must be presented to the Dean's Office and there will be a fee of \$25.00 for each make-up exam.
- b. The maximum length of semester exams is 90 minutes.
- c. Cheating will result in a mark of zero.
- d. Seniors with a 90% year's average in a given subject, including the 4th quarter grade, will be exempt from the May semester exam in that subject.

6. PROMOTION

- a. No student can pass on to the next level with a failure on his/her record.
- b. One or two failures can be made up in summer school or by thirty hours of tutoring by a qualified person approved by the school.
- c. Thirty hours of tutoring or a passing grade in summer school will be reflected as a 60% on the student's permanent record.
- d. Three or more failures mean an automatic transfer to another school.

7. HONOR ROLL

The honor roll has three categories:

PRINCIPAL'S LIST – all grades are 90 and above

FIRST HONORS - all grades are 85 and above

SECOND HONORS - all grades are 80 and above

8. SCHOLASTIC PROGRESS

- a. There are four report cards and four mid-quarterly reports issued during the year. Mid-quarterly reports will be brought home by the student. Report cards will be mailed home. Please make note of these dates on the calendar.
- b. A grade of 60 or above is passing.

- c. Any student who receives an “I” (incomplete) on her/his report card must complete all make-up work within two weeks of the date the report card is issued or he/she will receive a failing grade.
- d. Parents may call teachers, department chairpersons, the Academic Dean, or the guidance counselors regarding the academic program or progress of their son/daughter.
- e. Senior privilege is withdrawn for students who fail a course until the next report card is issued. In addition, senior privilege may be withdrawn for seniors at mid-quarterly for students failing a course or at the request of the classroom teacher for seniors not working to potential.
- f. Poor academic performance may result in a student being placed on Academic Probation.
- g. Cheating, including plagiarism, is considered a serious breach of trust within the Archbishop Williams community. Students found cheating will receive a zero for the academic work in question. The parent/guardian will be informed and a record will be kept in both the Dean’s Office and the Academic Dean’s Office. Repeated cheating offenses may result in expulsion.

9. EXTRA HELP AND SPECIAL SERVICES

Students are encouraged to seek extra help from teachers after school until 2:45 P.M. or before school by appointment.

Archbishop Williams High School does not provide special accommodations for students who have IEPs formulated by other schools. Parents are encouraged to contact the student’s Guidance Counselor to discuss what arrangements may be made for the student here at Archbishop Williams.

10. TUTORIAL

If a student is experiencing difficulty in a subject, the student should first approach the teacher for extra help, then the guidance counselor or the moderator of the National Honor Society for special tutorial help from a member of the National Honor Society. However, extra help from the subject teacher is the primary method to remedy an academic difficulty.

11. MAKE-UP WORK

Each student is responsible for make-up work as soon as possible if absent for a legitimate reason. Teachers are not obligated to give make-up work to students with unexcused absences.

12. PARENTS AND TEACHERS

On specified dates in November and February, parents will have the opportunity to meet teachers and to discuss their son's/daughter's progress. (Please note these dates on the calendar.) If further consultation is needed, parents should make a personal appointment with the teacher by calling the school during the school day.

13. GRADUATION REQUIREMENTS

- a. To qualify for graduation from Archbishop Williams High School, a student must have successfully completed the following:

FOUR credits in THEOLOGY

FOUR credits in ENGLISH

FOUR credits in MATHEMATICS

THREE credits in SOCIAL STUDIES (U.S. History required)

TWO credits in the same FOREIGN LANGUAGE

TWO credits in LABORATORY SCIENCE

FIVE credits in ELECTIVES – (one being Fine Arts)

Students are required to complete a total of 70 hours of community service over four years to graduate from Archbishop Williams. Detailed information concerning this requirement will be included in the Freshman orientation packet.

In addition to the above requirements, freshmen will complete one course in Skills, which includes PHYSICAL EDUCATION (unless excused by a doctor), HEALTH EDUCATION, and STUDY SKILLS. Honors students taking two math courses are waived from this requirement. Seniors enrolled in courses requiring Senior Projects must successfully complete the Senior Project to graduate.

- b. All courses must be passed before a diploma is awarded. A senior with failures for the year must make them up in summer school or by thirty hours of tutoring before he/she receives a diploma certificate. It is school policy not to allow thirty hours of tutoring between completion of May semester exams and graduation exercises. A senior who fails one or more courses may not participate in graduation exercises. No senior is allowed to participate in graduation exercises with an end of the year failure in any course.

- c. Students must be enrolled for a minimum of three (3) semesters to be eligible to graduate.
- d. To qualify for valedictorian/salutatorian, a student must be enrolled at AWHS at the beginning of the junior year. Valedictorian/salutatorian designation will be determined at the end of the third marking term in the senior year.

14. TRANSCRIPTS

A transcript of student's records will be sent to any college designated by the student. Seniors should apply early. There will be a charge of \$3.00 for each transcript sent. Mid-year grades will be sent to colleges only at the student's request. End of year grades are automatically sent to the college by the Guidance Office. **The Guidance Office will send student/parent identifying information to appropriate colleges, scholarship services, etc. as necessary unless specifically instructed in writing not to do so.**

15. TRANSFER STUDENTS

Transfer students are accepted into Grades 9, 10, and 11 only.

