

## ABOUT THIS HANDBOOK

This book serves as a planner, guide and hall pass for all students. All students are required to have the handbook; students who misplace theirs can purchase a new one from the dean's office for \$8. By accepting this handbook and signing the acknowledgement form, students and parents accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal or nonrenewal of re-registration of a student to the school.

Archbishop Carroll High School reserves the right to amend the Parent/Student Handbook and will give notification if changes are made. Archbishop Carroll High School follows the official policies of the Archdiocese of Washington and does not discriminate against an applicant because of sex, race, color, creed, religion or national origin.

## GENERAL INFORMATION

### CONTACT INFORMATION

4300 Harewood Road, N.E.  
Washington, DC 20017  
Main Number 202-529-0900  
Admissions, ext. 135  
Athletics, ext. 115  
Attendance Office, ext. 112  
Dean's Office, ext. 122  
Executive Office ext. 119  
Finance Office, ext. 251  
Latino Family Liaison, ext. 208  
Registrar, ext. 208  
FAX: 202-526-8879

A complete list of voice mail extensions is issued yearly. It can be accessed through the main office number and is available on the school's website, [www.achsdc.org](http://www.achsdc.org)

### OFFICE HOURS

Main Office: Monday through Friday  
7:30 A.M. to 4:30 P.M.  
Finance Office: Monday through Friday  
7:30 A.M. to 4:00 P.M.

### SCHOOL HOURS

7:30 A.M. School opens for early arrivals. Students must go the cafeteria.

### INCLEMENT WEATHER

Archbishop Carroll High School determines its own closings due to snow or other inclement weather. We will post information on closings on our website, via email, television, radio and social media outlets.

If inclement weather occurs during the school day, a decision regarding early dismissal will be made by the administration. Please listen to the radio, tune to the television or check the web site, [www.achsdc.org](http://www.achsdc.org), for this information.

### HEALTH RECORDS/MEDICATION

**ALL** Archbishop Carroll students must have a physical examination and updated immunization record before the start of the school year. Forms are provided by the school and must be returned before the student can attend classes. Examinations are required by the District of Columbia. **Students who do not return health forms in a timely manner may be suspended from school until this requirement is fulfilled.**

Students are permitted to take medication at school only when absolutely necessary and only under the supervision of the Main Office. All medication should be left in the Main Office. A written authorization from the parent and or doctor must be on file for each individual situation.

The school reserves the right to refuse to accept, administer or supervise self-administration of any medication.

### FACULTY COMMUNICATION

The best mode of contact is through email. Faculty email addresses typically follow the format FirstInitialLastName@achsdc.org. For instance, Leo Lion's email address would be LLion@achsdc.org. A full list of faculty email addresses is available on the Archbishop Carroll website. Faculty members endeavor to return emails and calls in a timely manner. All parent/guardian inquiries regarding a student's classroom performance should initially be directed to your student's classroom instructor. If a parent's/guardian's inquiry has not been addressed within 48 hours of submission, please contact the Principal.

## BELL SCHEDULE

Block 1	8:05 - 9:00
Block 2	9:00 - 9:50
Pride/SIS	9:50 - 10:05
Block 3	10:05 - 10:55
Block Y4Z	(Y) 10:55 - 11:30 (4) 11:30 - 12:05 (Z) 12:05 - 12:40
Block 5	12:40 - 1:30
Break	1:30 - 1:40
Block 6	1:40 - 2:30
Block 7	2:30 - 3:20

## Dismissal

## MISSION

Archbishop Carroll High School is a Catholic, college preparatory, coeducational school that welcomes young people and empowers them in an academically rigorous, diverse, and supportive learning environment. Our community works daily to think critically, creatively, and morally so that we can serve God with purpose.

### CHARISM

To be part of the Carroll community is to receive a call to know, love and serve God and each other. So we strive to:

Know God through

- enriching our understanding of God and the Catholic faith
- exploring the wonder of his creation in each school subject and activity
- learning those skills needed to make God's kingdom more present in our world

Love God through

- finding joy in community at Carroll and in our city, our nation and our world

Serve God through

- acting in solidarity with those in need
- engaging in acts of charity
- working for justice at Carroll and in our city, our nation and our world

### BELIEFS

**We are a Catholic school. We believe that each of us is called to be transformed by the saving power of Christ.**

- All students, teachers, staff, administration and parents are expected to embrace the Gospel values of honoring the dignity of all persons and working daily toward the common good.
- We welcome students of all faiths.
- We exist to promote enthusiasm for the Catholic faith.
- All members of our community are expected to appreciate Catholic forms of prayer and worship.

**We believe that thinking critically, creatively and morally enables us to serve God and live with purpose.**

- We are a college preparatory school because that curriculum best honors our students' God-given intellects.
- We also help students develop habits of work and thought that enable them to become independent adults who work for the common good.
- The International Baccalaureate Learner Profile informs the habits of mind we promote for all students.

**We believe that all members of the Archbishop Carroll community will hold themselves accountable for their responsibilities to themselves and to each other.**

- Students accept responsibility for
  - Learning
  - Acting ethically
  - Supporting each other

- Faculty accept responsibility for
  - Teaching students the content and skills they need to excel in college and beyond
  - Modeling ethical and charitable behavior
  - Learning and implementing best teaching practices
- Staff and Administration accept responsibility for
  - Advancing the institution spiritually and operationally
  - Sustaining excellence by having good teachers, high standards and accountability measures
  - Developing and maintaining a diverse learning community
  - Maintaining effective oversight
  - Keeping Carroll financially sustainable and affordable
- Parents accept responsibility for
  - Modeling ethical, charitable behaviors
  - Financially, academically and emotionally supporting their own child's education and promoting its value
  - Collaborating pro-actively with teachers and administration
  - Actively participating in the Parents' Association or other Carroll endeavors

## **PROFILE OF GRADUATES**

As graduates of Archbishop Carroll High School students will be prepared to make meaningful and positive contributions to their communities and society as a whole and continue their journey as lifelong learners.

### Spiritually

- Express their spirituality through right relationships with God, others, self and creation.
- Embrace Gospel values and Catholic Social Teaching during the decision making process.
- Appreciate Catholic traditions, prayer and worship.
- Values and respects all religions.

### Morally

- Act honestly, ethically and responsibly.
- Stay true to themselves regardless of society's influences counter to their values.
- Cultivate mutual interdependence in social and familial relationships.
- Encourage peaceful and innovative resolutions to conflict.

### Intellectually

- Achieve overall proficiency or mastery in all subject areas.
- Think critically, creatively and independently.
- Attain intellectual goals and pursues higher education.
- Develop into a highly motivated inquirer and independent learner with a life-long appreciation for continuing education.
- Use technology and be able to work efficiently and effectively in an ever evolving technological world.
- Communicate effectively orally and in writing and possesses the ability to express opinions in a variety of media.
- Express themselves in a world language in addition to English.
- Apply problem solving and theoretical principles to real life situations.
- Appreciate the arts.

### Socially

- Work collaboratively, appreciating diversity and how differences contribute to the whole.
- Engage in acts of kindness and serves as role models, being particularly sensitive to exercise a preferential option for the poor, and demonstrate awareness of social issues prevalent in all societies and cultures.
- Demonstrate a positive sense of self and a lifelong commitment to personal growth.
- Engage in activities and makes choices that promote safety for themselves and others.
- Commit to serve others.

### Physically

- Strive for a healthy, balanced lifestyle, which integrates fitness, stress management, nutrition, and health awareness.
- Engage in responsible activities absent of alcohol and illicit drug use that promote overall wellness.
- Maintain a positive body image, including self-respect and the avoidance of destructive behavior.

# PARENTS

## PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Archbishop Carroll High School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Archbishop Carroll derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Archbishop Carroll. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Archbishop Carroll. The school maintains the right to withdraw a student based on parent/guardian uncooperative or confrontational behavior.

## TEXTBOOKS

Follett is the official textbook provider for Archbishop Carroll High School. Textbooks can be purchased via internet or phone. Search for Archbishop Carroll at [www.efollett.com](http://www.efollett.com) or contact customer service at (888) 382-3383

## UNIFORMS

Flynn O'Hara Uniforms welcomes Archbishop Carroll High School this year. Ordering is available year-round at the online shop site: [www.flynnohara.com/school/dc034](http://www.flynnohara.com/school/dc034), at their retail location: 8807 Annapolis Road, Lanham, MD 20706 (240) 764-4545 and over the phone: (800) 441-4122

## PARENT INVOLVEMENT PROGRAM

### Overview

For the 2016-2017 school year, all Archbishop Carroll families are expected to engage in 15 hours of parent involvement. The hours will strengthen our school and our community. This requirement can be fulfilled with completion of several volunteering opportunities or attendance at specific parent events.

All families will be assessed a parent involvement deposit of \$300 (\$20 per hour for 15 hours) that will be included in their contract and payment plan for the year. Parents who complete hours by April 30, 2017 will have their deposit returned at a rate of \$20 per hour completed. So families who complete 15 hours will be refunded the full \$300 in May. If payment is due at that time and hours have been completed, the deposit will be deducted from the family's balance.

### Purpose

There are two primary purposes of the Parent Involvement Program. The first is to improve services and lower costs by staffing events with volunteers. The second is to encourage involvement of parents in their child's education. We hope that this program also strengthens our relationships within the Carroll community.

### Volunteering

At Orientation in August, parents will be given a list of volunteer opportunities and will have a chance to indicate events for which they would like to volunteer. Those events include:

- Concessions at football and basketball games
- Admissions Open Houses
- Beautification committee planting and clean-up days
- Faculty Christmas Luncheon and Teacher Appreciation events
- Graduation
- Sports team events (such as an end-of-season banquets)
- Development events (such as Hall of Fame Luncheon, and Spring Benefit)
- Fine Arts and Athletic Boosters
- Other events as needed

Once you indicate the event(s) you are interested in, you will be contacted in the weeks prior to an event to schedule service. Parents who are interested in serving as chaperones must be fingerprinted and undergo child protection training by Archdiocesan regulations. Parents will receive four hours of service for obtaining the fingerprinting and attending the training.

Volunteering for organizations other than Archbishop Carroll will not be accepted. **Participation in the Food Drive, which is part of Carroll's service to the wider community, is encouraged but not included in the Parent Involvement Program.**

### Parent Events

Attendance at the following events will earn credit toward the Parent Involvement requirement:

- Orientation (in August)
- Guidance Information Sessions (monthly)
- PAAC Meetings (monthly)

The following events will not earn credit toward the requirement:

- Parent/Teacher Conferences
- Attending sporting events or performances

Unless an activity or event is specifically designated as a Parent Involvement event, attendance cannot be used to fulfill the requirement. There will be sign-in sheets for each event.

### **Guidelines**

Any adult connected to a family is welcome to complete Parent Involvement work. Aunts, uncles, grandparents, adult siblings or cousins, mentors or family friends are welcome to help out.

***Involvement service or parent events must be completed by April 30, 2017, to be included. Service completed in May of 2017 will count toward the 2017-18 requirement.***

Families will not be able to carry hours over from one school year to the next. We encourage families to complete more than 15 hours of involvement and look forward to celebrating those who do; however, each family needs to complete at least 15 hours each school year.

At each volunteering event, a facilitator will circulate volunteer sign-in sheets. They will be turned in to the school's Volunteer Coordinator, who will keep track of all hours and authorize refunds of Parent Involvement deposits as appropriate in May.

### **FINANCIAL INFORMATION –**

Tuition at Archbishop Carroll High School (ACHS) for the 2016-2017 academic year is \$13,146. The \$300 registration is due at the time of enrollment. All other fees (see Incidental Fee schedule below) are billed along with tuition based on the payment schedule elected on the financial contract.

### **TUITION PAYMENT SCHEDULES –**

- Annual Payment - 5% discount on tuition applied if full tuition amount is paid by July 20th. Payment not received by the July 20th will forfeit the discount.
- Semi-annual Payment – Tuition is paid in two installments, July 20th and December 20th Note: No discount is available for this payment plan.
- 10- Month Plan – Tuition is paid in 10 equal installments beginning July 5th or July 20th ending in April 2016.

Parents/Guardians not choosing Payment Plan A must enroll with FACTS Tuition Management. Payments are deducted from the parent/guardian's checking, savings or credit card account by the designated due date (5th or 20th). FACTS charges an annual fee of \$38 for its service, which is automatically deducted upon completion of the agreement.

A FACTS agreement is created by clicking: Admissions – Finance – FACTS at the top of our website homepage ([achsd.org](http://achsd.org)).

### **TUITION ASSISTANCE**

Tuition assistance/scholarship programs are available as follows:

1. Archdiocese of Washington – Available for any family who applies and qualifies for assistance. All families are required to complete the TADS application accessed at [www.mytads.com](http://www.mytads.com) to be eligible for Archdiocesan tuition assistance.
2. Internal Tuition Assistance - Need based aid is provided when available. An application for internal assistance can be accessed on our website: [www.achsd.org](http://www.achsd.org), under Admissions, Finance, or requested from the Finance office. A completed TADS application must be submitted to be eligible for consideration. Renewal applications are due in early December 2016.
3. Academic Scholarships – Tuition aid is intended to reward superior academic achievements regardless of financial need. Those interested may contact the Admissions Director.
4. Music Scholarships – Instrumental and Vocal Scholarships are offered through the Music Department. Contact the Department Chairperson for further information.
5. Catholic Parish Discount- New student who are baptized Catholic and members of a parish with a letter from their pastor will receive \$1,000 discount each year

### **BILLING INFORMATION**

Tuition statements are mailed on a monthly basis.

### **TUITION PAYMENT SCHEDULES –**

#### **Payment Schedules Due Date**

- Annual Plan July 20th \$12,488.70  
5% Discount (Applied to Tuition paid by family)  
After July 20th \$13,146
- Semi-annual July 20th \$6,573  
December 20th \$6,573
- 10-Month Plan 5th or 20th (choose one) \$1,314.60  
July – April

The figures in the above example are only for tuition, and do not include any of the fees, see details below.

## INCIDENTAL FEES

***The following incidental fees are not included with the cost of tuition and are due when billed.***

Registration Fee \$300.00, due upon enrollment

Graduation Fee (Seniors Only) \$250.00

Parent Involvement Deposit (see Program Description) \$300.00

Book Rental Fee (if applicable) \$350.00

Returned Check Fee \$30.00

A 1.5% finance charge may be assessed each month for any unpaid balance of overdue tuition.

## ARCHBISHOP CARROLL HIGH SCHOOL TUITION POLICIES

1. All tuition payment schedules begin in July. To begin classes in the fall semester, all tuition and fees billed to the account (i.e. July and August) must be paid.
2. The registration fee is NON-REFUNDABLE. For the Parent Involvement Deposit you will receive a credit of \$20 per hour worked up to 15 hours.
3. Annual tuition payments not made by the scheduled due date will initiate a forfeit of the discount and may accrue a finance charge of 1.5% per month on any unpaid balance.
4. All accounts with a past due tuition balance may accrue a finance charge of 1.5% per month.
5. Students with a past due balance exceeding one monthly payment may be suspended at any time. Return to the classroom would be dependent upon satisfaction of the outstanding balance.
6. Archbishop Carroll High School reserves the right to refuse to provide official school records, including report cards, transcripts, and diploma to parent(s), student or other educational institution until all tuition, fees, and other financial obligations to Archbishop Carroll High School are satisfied in full.
7. Any senior with an outstanding financial obligation is not permitted to participate in the year-end Baccalaureate Mass, Graduation, or the Prom.

### Billing Schedule

JULY	Annual tuition and fees, Semi-Annual tuition, Monthly tuition and prorated fees
AUGUST	Monthly tuition
SEPTEMBER	Monthly tuition
OCTOBER	Monthly tuition
NOVEMBER	Monthly tuition
DECEMBER	Semi-annual tuition, monthly tuition
JANUARY	Monthly tuition
FEBRUARY	Monthly tuition
MARCH	Monthly tuition
APRIL	Monthly tuition

### Refund Policy

Should a student leave voluntarily during the school year refunds will be processed based on the following:

Payment Schedule A (Annual):

- Through August 3rd - 100% refund
- Through August 15th - 75% refund
- Through September 26th – 50% refund
- Through December 1st – 25% refund
- After December 1st – no refund

Payment Schedule B (Semi-Annual):

- Through August 3rd - 100% refund
- Through August 15th - 50% refund
- Through September 26th – 25% refund
- After September 26th – no refund

Payment Schedule C

- No refund provided

Parents who select payment Schedule C will be responsible for all tuition billed through the month of departure. Charges are billed on the 1st of each month and may not be prorated. Tuition or fees will not be refunded if a student is asked to withdraw or is expelled.

## **MISCELLANEOUS INFORMATION**

### **PARENT INVOLVEMENT PROGRAM**

All families are assessed a parent involvement deposit of \$300, at a rate of \$20 per hour for 15 hours. The deposit will be included in the contract and payment plan for the year. Parents who complete their hours by April 30, 2016, will have their deposit returned at a rate of \$20 per hour completed. Families who completed 15 hours and do not have an outstanding tuition balance will be refunded the full \$300 in May, or they can apply it towards the next school year's registration fee.

### **GRADUATION FEE (Seniors Only)**

Seniors are assessed a fee of \$250. This fee covers all costs associated with the Baccalaureate Mass and Graduation. These costs include the diploma and covers, graduation announcements,, cap and gown, honor stoles and rental of the Basilica of the Immaculate Conception.

### **FINANCE OFFICE STAFF & CONTACT INFORMATION**

Ph. 202-529-0900 Fax 202-529-6235

Mrs. Lisa Ring, Director of Finance, Ext. #126

Ms. Edythe White, Accounts Payable Associate, Ext. #125

Mr. Amanda Lucas, Accounts Receivable Associate, Ext. #251

Mr. Dessalegn Binalfew, Staff Accountant, Ext. #127

## **ACADEMIC LIFE**

Students at Archbishop Carroll are offered the opportunity for a rich, diverse, educational experience. To earn an Archbishop Carroll diploma, a student must earn the required number of credits as noted below, must pass all courses taken during the senior year, and must cooperate with all school policies, rules and regulations.

### **PLACEMENT**

All courses offered at Archbishop Carroll High School are college preparatory. A student is placed in courses best suited to his/her needs. Archbishop Carroll High School offers honors and I.B. courses in most disciplines. Placement is determined by the faculty, guidance department, and principal.

Students are offered the opportunity for admission to the I.B. program at the end of 10th grade.

### **SCHEDULE CHANGES**

Students are given their final class schedule at orientation in August. Students have a drop/add period at the beginning of the course during which they can make schedule adjustments. After this period, student schedule changes will be made only through the guidance office based on placement concerns. All requests to change a student's schedule must be submitted in writing to a student's guidance counselor and approved by the Principal. Any change made following the drop/add period for a reason other than placement as determined by the school will result in the use of the WP or WF grades on the transcript to denote that the student opted to withdraw.

Course descriptions are available online at [www.achsd.org](http://www.achsd.org)

### **GRADUATION REQUIREMENTS**

(Typically a year-long course earns one credit).

<u>Course</u>	<u>Credit(s)</u>
Religion	4.0
English	4.0
Mathematics	4.0-5.5
Social Studies	3.5
Foreign Language	2.0
Science	3.0
Fine Arts	1.0
Health	0.5
Physical Education	1.0
Business/Computer Science	1.0

Note: Most students will have 27 or 28 credits upon graduation.



## PHYSICAL EDUCATION REQUIREMENT

Students at Archbishop Carroll must successfully complete at least two physical education experiences; one should be completed in grades 9-10, the second should be completed in grades 11-12. Each experience will earn 0.5 credits toward graduation and will be graded on a pass/fail basis.

Learning how to incorporate routine physical activity into a busy schedule is one of the keys to lifelong physical fitness. Archbishop Carroll seeks to assist students in exploring those physical fitness activities that provide them a combination of exercise, skill development, social development, and lifelong healthy habits. Being able to choose activities that best interest a student is one way of helping students develop lifelong habits.

Students may earn each P.E. Credit in the following ways:

1. Participation in an Archbishop Carroll athletic team (1 season= ½ credit)
2. Participation in an Archbishop Carroll Lifelong Wellness Activity (1 season=½ credit)
3. Participation in courses approved by the administration for Physical Education credit
4. Participation in an Independent Study for Physical Education

Please see the Archbishop Carroll website for more detailed information regarding the P.E. Credit policy.

TYPICAL COURSE OF STUDY	
Freshman Year	Sophomore Year
Carroll Seminar Catholicism English 1 Foreign Language (or Lab Class in English or Math) Introduction to Technology or Introduction to Civilization Conceptual Physics Mathematics Fine Arts	Christ: Mission, Church, Sacraments English 2: Literary Analysis Foreign Language World History Biology Mathematics Health Fine Arts/ Math lab/Elective
Junior Year and Senior Year	
Religion: Social Justice, World Religions, Vocations, and Peer Ministry American Literature, World Literature or IB English Language and Literature IB Foreign Language US Government, History of US and the World, IB History of the Americas; Business and Technology electives Chemistry, IB Biology, IB Chemistry Algebra 2, PreCalculus, IB Mathematics IB Music, IB Art, Fine Arts electives	

Note: Seniors are expected to pass all credits in a full course load during their senior year.

## INTERNATIONAL BACCALAUREATE

I.B. is a program of studies as well as a philosophy of education. It emphasizes international-mindedness, strong critical thinking skills, service to and communication with others, and balance. The full profile of an IB Learner can be found on the school website.

Students apply for participation in the I.B. Program during the Spring of their sophomore year. Archbishop Carroll believes strongly that all students can be successful in I.B. courses and we encourage every student to find at least one course to challenge them and help them explore a passion. I.B. courses take place during 11th and 12th grades. Details about participation in the program are available from the I.B. Coordinator.

Students enrolled in I.B. courses are expected to complete all requirements for the course set either by Carroll or by the I.B. program. Failure to complete an IB requirement will likely result in removal from the I.B. course or a change in designation on the school transcript.



## ADDITIONAL PATHWAYS AND PROGRAMS

### STEM Pathway

Archbishop Carroll has a formal STEM Pathway option to study Engineering during your 4 years in high school. This program gives students the opportunity to explore real-life questions and seek answers. As our world becomes more technologically complex, the careers of the future will continue to demand higher levels of critical thinking, problem solving, and innovation. Engineering students at Carroll will develop and use these skills every day in the classroom, preparing them to become highly competitive in college and beyond.

Our Engineering Pathway is provided through a partnership with Project Lead the Way, a national leader in STEM Education. Students may join the program as freshmen or sophomores, participating in a total of 3 or 4 yearlong courses. These courses are hands-on and highly engaging.

### CUA Partnership

Archbishop Carroll students can earn credits by taking classes at Catholic University for little or no cost.

## GRADING SCALE

<u>Letter &amp; Meaning</u>	<u>Quality Points-</u>	<u>Quality Points-</u>
<u>Numeric Range</u>	<u>Regular</u>	<u>Honors/IB</u>
A+ Extraordinary; highest possible level of work 97-100	4.0	5.0
A Excellent; work exceeds expectations/requirements 90-96	4.0	5.0
B+ Superior work 87-89	3.0	4.0
B Good; work meets expectations/requirements 80-86	3.0	4.0
C+ Competent 77-79	2.0	3.0
C Competent; needs improvement 70-76	2.0	3.0
D Below expectations; barely competent 65-69	1.0	1.0
F Failure; not adequate to demonstrate proficiency below 65	0.0	0.0
*Note: an F in an honors or I.B. class indicates that students' work does not demonstrate proficiency even according to non-honors standards.		
I Incomplete	0.0	0.0
WP Withdrew passing*	0.0	0.0
WF Withdrew failing*	0.0	0.0

\*NOTE: These grades are used only for ACHS students who drop a course during the school year after completing a substantial portion of the course. These grades are used to indicate that the student had been enrolled in the course, and they become part of the end-of-year record for that student.

## GRADING POLICY

A student's quarter grade is determined on a points system. Each assignment or assessment is given a total points value, and a student's letter grade is determined by dividing the points earned by the total number of points available. Each instructor determines a fair and accurate balance of assessments, homework and participation for each course.

The semester grade is determined by using the grade from the end-of-semester examination (20%) and the two quarter grades (40% each). The final grade of a year-long course is computed by averaging the first and second semester numerical grades.

Teachers will update families on a student's progress regularly. These are updates, not grade reports, and a student's grade may change from the time a progress report or My Backpack update appears.

## GPA CALCULATION

A student's GPA is determined by multiplying the quality points earned for a class and the number of credits earned for that class. Those products are added together and divided by the number of credits a student attempted during that school year.

## **FAILURES**

Students are required to make up any final grade of F for a year-long or semester class in Carroll's summer school. Students who do not make up Fs in summer school may not be allowed to return to Carroll in the fall.

Any student who fails the equivalent of three credits or more in an academic year may not be permitted to return to Archbishop Carroll High School the following year.

## **SENIOR FAILURES**

Seniors must pass all courses, required or elective, taken during the senior year. Failure of any course during the senior year will mean that the student may not participate in baccalaureate or graduation ceremonies. Courses failed must be made up during summer school before the diploma will be released.

## **SUMMER SCHOOL GRADES**

If students attend summer school and repeats a course, both their grade from summer school and their grade from the school year must appear on the transcript. All students who fail courses must make them up in summer school to return to Archbishop Carroll the following year. Students may take in summer school courses they did not fail during the school year; however, both grades will appear on the students' transcripts.

Both grades are given the appropriate weight. So, for example, a student who received an F in a year-long class and a C for the same class in summer school will have a zero and a 2 added into the total number of quality points for the class; the GPA will be determined by dividing that total by the number of credits attempted, including both the course failed during the year and the summer school credit.

## **ACADEMIC PROBATION**

### **Strict Academic Probation**

All students whose quarter or semester GPAs fall below a 2.0, or who have two F's on a quarter or semester report card, will be on Strict Academic Probation. Students on SAP will begin the following term with additional academic supports and requirements in place. These supports are administered through the guidance department. Failure to fully engage in the support process of SAP may result in academic and disciplinary consequences including rendering the student ineligible to participate in co-curricular activities. Students on SAP will also be ineligible to participate in field trips during the school day unless granted permission by the Principal.

A student is not considered college-ready by most universities with a GPA below a 2.3. As a college preparatory school, we owe our students the standards that will help them achieve that goal.

Students' academic probation status will be reviewed each quarter; if sufficient, sustained progress has occurred, the student will be removed from Strict Academic Probation.

## **ACADEMIC INTEGRITY**

Each member of the Archbishop Carroll community is called by our school's mission to "think critically, creatively and morally, and to serve God with purpose." Critical thinking, morality, and service to God require honesty and integrity.

Unless clearly articulated as a collaborative assignment, all students' work should be authentically their own, a product of each student's individual creativity, research, effort and learning. All members of the Carroll community are expected to give proper credit when using others' ideas. Academic honesty is expected in all forms of work at ACHS including classwork, homework, drafts, and formal assignments. Students are expected to value the authenticity of their own thoughts and ideas and to respect and acknowledge the work of others.

Academic malpractice includes all forms of academic dishonesty, especially plagiarism on a written assignment, collusion in any school endeavor, and cheating on an examination. These actions can take a variety of forms and the school reserves the right to identify behavior accordingly. All instances of academic dishonesty break down the trust built as a community.

Personal integrity is at the heart of any academic endeavor. Students are expected to be responsible for their actions and to engage in truthful behavior.

Understanding plagiarism is especially critical given the ease with which students can access electronic information. In this age of easy access to global information, teachers explicitly teach responsible internet use. Students are expected to exercise responsible Internet use, as well as the use of other sources, as basic research skills.

Examples of plagiarism include but are not limited to:

- presenting a work written by someone else as student's own work
- including verbatim any source material in student's work without properly acknowledging source
- insufficiently paraphrasing source material
- failing to cite paraphrased source material
- including source material without including a bibliography or 'works cited' list

Examples of collusion include but are not limited to:

- receiving unacceptable help on a homework assignment, essay, or project.
  - Teachers are responsible for defining acceptable limits of help
  - Students are responsible for asking before they act when they are in doubt about what constitutes acceptable help.
- completing and submitting work identical to another student's work without acknowledging help given or received

Other examples of academic malpractice include but are not limited to:

- receiving unacceptable help on a test, quiz, or examination
- using the work of another student without that student's permission
- using outside material without teacher permission in order to gain an advantage on a test, quiz, or examination
- resubmitting one's own previous work for a subsequent assignment with little or no new effort and without the teacher's permission to do so
- any violation of IB exam policies, provided to students before each exam session

Any student suspected of engaging in academic dishonesty will be referred to the principal or her designee. The principal or her designee will work with all involved to ascertain the facts of the case. If fault is found, the administrators involved will determine consequences focused on maintaining accountability and rebuilding trust. Repeated incidents of academic malpractice will carry significant disciplinary consequences.

## **GUIDANCE AND COUNSELING SERVICES**

Each student has a guidance counselor who will assist the student with academic and personal counseling issues. The counselor schedules meeting dates for each student during the academic year. Guidance services include:

- Individual inventory services
- Counseling services
- College counseling
- Individual/ Group counseling
- Placement services
- Occupational information services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Archbishop Carroll High School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

## **HOMEWORK**

As a college preparatory school, one of Archbishop Carroll's goals is to prepare students for the rigors of college study. Developing the self-discipline and organization necessary for such study requires the student to work hard outside of class. Homework assignments are an integral part of each discipline at Carroll. They are designed to reinforce newly acquired skills or knowledge. Completing daily homework is an expected and vital part of the educational process. Students should expect to have 30-45 minutes of homework per class, per night.

If a student is absent from a class, whether because of illness, a field trip, or other reason, the student must make an arrangement with each teacher regarding when assignments will be submitted. Students are expected to proactively meet with their teachers to discuss missed homework from excused absences.

When students fail to complete homework, there are a variety of negative consequences: their educational progress suffers, their performance on quizzes and tests falls, and since teachers count homework as a significant course evaluation method, the student's grade declines.

## **MY BACKPACK**

My Backpack allows students and parents to access grades, homework, attendance information, and schedules, through the World Wide Web. Teachers will update My Backpack. My Backpack is a powerful tool for communication among parents, students, and the school.

Parents are encouraged to monitor students' progress. We must all remember that our goal involves students' becoming independent learners and responsible young adults so we also encourage parents to work with students on developing the skills to monitor their own progress.

For questions regarding My Backpack accounts, please contact the school registrar at (202) 529-0900 ext. 208 or via email at [jcondezo@achsd.org](mailto:jcondezo@achsd.org)

## **HONORS**

Students with strong academic performances will receive honors at the end of each quarter, based on quarter grades. Students who have an incomplete when teachers are required to submit grades will not be eligible for honors that quarter.

The honors students may receive include:

- Principal's List: An average of a 4.00 or higher, with no grade lower than a B.
- Distinguished Honors: An average of 3.50 to 3.99, with no grade lower than a B.
- Honor Roll: An average of 3.00 to 3.49, with no grade lower than a C.

# STUDENT LIFE

## SCHOOL HISTORY

In October 1945, while Washington was still part of the Archdiocese of Baltimore, a committee of priests, led by the Bishop John M. McNamara, purchased a site for a new archdiocesan high school. The 12-acre property was purchased from the Franciscan Friars of the Atonement; it had been a portion of an estate known as “The Vineyard.” Parishes throughout the D.C. area made contributions to the building fund, and ground was broken November 7, 1949. The school opened on September 7, 1951.

We are named for John Carroll, the first bishop of the United States. He sought to build up the Catholic Church in the new nation and to assure non-Catholics that those of us who belong to a universal church still have a particular loyalty to this nation. In 1951 Cardinal O’Boyle chose Carroll as our name and “pro deo pro patria” as our motto. In a time when there was still prejudice in the U.S. against Catholics, our name and motto were reminders of what Cardinal O’Boyle saw as our purpose: to serve as a beacon for the nation of “the right conception of the nature, value and dignity of the human person.”

The Augustinian Fathers of the Province of St. Thomas of Villanova were invited to operate the school; with the lay faculty and staff, they provided an outstanding college preparatory education for young men for nearly forty years. St. Augustine remains our patron saint. His own life as a leading intellect in Roman North Africa lacked fulfillment until he united his learning with faith in God. He founded a monastery in which monks’ treatment of each other was to reflect the love God had for each of them. So Augustine inspires us to learn, to pray, to reflect God’s love for each of us in our kindness to each other.

When Cardinal O’Boyle opened Carroll in 1951, he quietly ordered it racially integrated—one of the first integrated D.C. schools. The standard bearers for integration were the Carroll basketball teams of 1958-60, who amassed a 55-game winning streak despite racist pressures. Since then, Carroll has had a strong commitment to the social justice teachings of the Catholic Church. In the 1980’s and 90’s teacher Robert Hoderny began the social justice course and demanded students be critical thinkers, social activists, and filled with school spirit. His spirit lives on in the Fence Party, the soup kitchen service, and the zeal for social justice inculcated in the hearts of so many Carroll graduates.

In 1989, Cardinal Hickey, Archbishop of Washington, ordered three diocesan high schools—All Saints, Holy Spirit and Mackin--merged into Carroll. Students from the Academy of Notre Dame and Regina High Schools were also invited to attend. Cardinal Hickey created a legacy at Carroll in three ways: by declaring the school coeducational at the merger; by maintaining a consistent call for Catholic institutions to serve others “not because they are Catholic, but because we are Catholic”; and by calling us to effective financial stewardship of our mission. Since the merger, Carroll has maintained and expanded the spirit of excellence, inclusiveness, service and camaraderie that have been its legacy from the beginning.

Today Archbishop Carroll High School is a dynamic educational community under the direction of the Archdiocese of Washington. We are accredited by the Middle States Association of Colleges and Schools, approved by the D.C. Office of the State Superintendent of Education, and certified by the International Baccalaureate Organization as an I.B. World School. Archbishop Carroll is a member of the National Catholic Educational Association. We offer students a rigorous program of intellectual, artistic, and athletic opportunities, preparing them for excellence and success in college and beyond.

## BEING A LION

During students’ time at Archbishop Carroll High School, faculty and staff empower students to think critically, creatively and morally to serve God and others with purpose. In doing so, we believe all of our students will develop and exhibit the virtues necessary for a successful, loving school environment where students feel safe to grow and succeed.

## LIVING THE VIRTUES

*If I speak with the tongues of men or angels, but have not love, I am only a resounding gong or a clanging symbol. If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but do not have love, I am nothing. If I give all I possess to the poor and give over my body to hardship that I may boast, but do not have love, I gain nothing.*

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but always rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.*

--1 Corinthians 13 --

Archbishop Carroll is a school full of people who work hard and enjoy life. In 2015-16, the students of Archbishop Carroll collaborated to define three virtues that we vow to place at the heart of all we do, to make our work and our relationships even more enjoyable:

**Faith**

Believing in the unseen, following your beliefs and trusting in God

**Caritas (Charity)**

The strength of being selfless and the act of caring for others

**Temperance**

Controlling our actions, words and deeds without being watched over

This school year, we will renew and expand our understanding of these virtues together. We will also continue to identify real, workable strategies for helping us all demonstrate temperance, caritas and faith in our interactions with each other.

Let everyone understand these truths about Archbishop Carroll, demonstrated by the way we pursue virtue:

- We are idealistic. We believe that these virtues allow us not only to see the best in each other but also to glimpse the face of God in our everyday lives.
- We collaborate and empower. Everyone, from the newest freshman to the most senior faculty, builds up Carroll and has a share in thinking about, talking about, and living out the virtues.
- We are practical. The pursuit of virtue is heroic, and with good humor and faith, we can figure out ways to make it easier for all of us to act with temperance, caritas and faith.

Archbishop Carroll is a college preparatory school. Yet no goal, even that of preparing for college, makes sense for a Christian outside our quest for closeness to God. Everything we do—studying for a test, playing a sport, expressing ourselves artistically, or just enjoying each other’s company—is a chance to enjoy the gifts God has given us, and to experience God’s presence in our lives. And that is a high school experience worth celebrating.

**SCHOOL COLORS: GREEN AND GOLD**

**MASCOT: LIONS**

**FIGHT SONG:** COME ON LET’S FIGHT FOR CARROLL HIGH  
COME ON LET’S FIGHT FOR VICTORY  
FIGHT FOR THE GREEN, FIGHT FOR THE GOLD  
LET THEM BEWARE THE LIONS BOLD  
COME ON LET’S FIGHT FOR CARROLL HIGH  
COME ON LET’S FIGHT FOR VICTORY  
YOU DO YOUR BEST TEAM, WE’LL DO THE REST TEAM  
FIGHT ON TO VICTORY!

**LIONS CHEER:** WE ARE THE LIONS AND  
WE CAN’T BE BEATEN AND  
IF YOU CAN’T HEAR US  
WE’RE GONNA SHOUT A LITTLE BIT LOUDER

**PRIDE**

Each student is a member of a Pride. Pride students and Pride leaders function like a family, meeting for fellowship, communication and skill development. Pride periods provide students the chance to develop the relationship and communication skills that help foster strong friendships, professional relationships, and Christian community. Participation in Pride is expected of all Carroll students.

## DRESS CODE AND UNIFORM

Archbishop Carroll High School expects that all students will be neat, well-groomed and in complete uniform at all times.

Students are expected to come to school dressed for school. Archbishop Carroll students will be required to come and leave school with their shirts tucked into their pants and skirts anytime they are on school property. Any student who chooses not to comply will be in direct violation of the uniform policy. Any student in violation of the uniform policy may be sent home by the Dean of Students.

The Fall / Spring uniform is worn from the beginning of the school year through the first Monday in November and from first day after spring break through end of the school year.

<p><b>BOYS--Fall and Spring</b></p> <p>Slacks (gray monogrammed)</p> <p>Polo Shirt (white, green or gold)</p> <p>Sweater Green (V-neck, cardigan, pullover or vest)</p> <p>Senior Varsity Sweater (seniors only)</p> <p>Belt (black or brown)</p> <p>Shoes (all black athletic or dress shoe)</p> <p>Socks: black, grey, or green</p>	<p><b>BOYS--Winter</b></p> <p>Shirt (Oxford, white long or short sleeved)</p> <p>Tie green and gold striped (9th - 11th). Gold Tie (12th only)</p> <p>Slacks (gray monogrammed)</p> <p>Belt (black or brown)</p> <p>Sweater Green (V-neck, cardigan, pullover or vest)</p> <p>Senior Varsity Sweater (seniors only)</p> <p>Shoes (all black athletic or black dress)</p> <p>Socks: black, grey, or green</p> <p>Blazer, Green (Carroll Crest logo) - <i>Optional</i></p>
<p><b>GIRLS--Fall and Spring</b></p> <p>Kilt plaid green and gray</p> <p>Or slacks (gray monogrammed)</p> <p>Belt(black or brown)</p> <p>Polo Shirt (white, green or gold)</p> <p>Sweater Green (V-neck, cardigan, pullover or vest)</p> <p>Senior Varsity Sweater (seniors only)</p> <p>Shoes (all black athletic or flat-heeled black dress)</p> <p>Socks: black, white, grey, or green</p>	<p><b>GIRLS--Winter</b></p> <p>Shirt (Oxford, white; long or short sleeved)</p> <p>Tie green and gold striped (9th - 11th).Gold Tie (12th only)-<i>Optional</i></p> <p>Kilt plaid green and gray,</p> <p>Or slacks (gray monogrammed)</p> <p>Sweater Green (V-neck, cardigan, pullover or vest)</p> <p>Senior Varsity Sweater (seniors only)</p> <p>Belt(black or brown)</p> <p>Tights/stockings (natural, green, white, or gray)</p> <p>Shoes (black athletic or flat-heeled black dress)</p> <p>Socks: black, white, grey, or green</p> <p>Blazer, Green (Carroll Crest logo) - <i>Optional</i></p>

## ID CARDS

ID Card pictures will be taken in conjunction with yearbook pictures during orientation and one additional day after the start of school. Only Archbishop Carroll students who take yearbook pictures will be issued an Archbishop Carroll High School Identification Card. Students will be required to present their Student ID cards at any time and are required for all school dances and events. Lost ID cards can be replaced for an administrative fee of \$2.00. As an additional form of identification, we encourage all students and especially DC residents to get a DC One Card. For more information, visit <http://octo.dc.gov/page/dc-one-card>

## MOTOR VEHICLES AND PARKING PERMITS

Driving a motor vehicle to school is a privilege afforded to seniors and juniors only. Student drivers must be considerate of other drivers and pedestrians. If a student is planning to drive a vehicle to school, he/she must register the car to receive a parking permit. A valid driver's license and proof of insurance is required. The parking fee for the school year will be \$10.00. All vehicles must have a parking sticker visible at all times. Students should not park in the front of the school building or in the first three lanes directly behind the building. These spaces are reserved for faculty, handicapped persons and visitors. Students are not permitted to go to their cars during the school day without the permission of an administrator. The school has the right to inspect any student vehicle that is parked on school property. Any student observed driving recklessly on or off school grounds, or not registered properly, will lose parking privileges.



# ACTIVITIES AND CLUBS

## PHILOSOPHY OF ACTIVITIES

A fully integrated student is one who involves themselves academically, socially, and physically in activities which result in their full development as a person. Archbishop Carroll High School provides a variety of activities for its students.

The primary goal of the extracurricular program at Archbishop Carroll High School is to involve as many students as possible in activities that will:

- exemplify Carroll's Catholic mission
- promote school spirit
- provide a healthy outlet for adolescent energy
- develop recreational interests and skills
- develop knowledge of and skills in functioning as a leader and/or member of a group
- increase and use constructively whatever unique talents and skills the student possesses
- develop a positive attitude toward school as a result of participating in school activities
- build community

## ACTIVITIES OPEN TO ARCHBISHOP CARROLL HIGH SCHOOL STUDENT CLUBS/ACTIVITIES/PROGRAMS

Clubs and Activities vary each year depending on student interest. Typically options include:

Augustinian Scholars	Peer Tutoring Program
Dance Team	Photography Club
Environmental Club	Ping Pong Club
International Club	Step Team
Latin Dance Team	Student Athletic Trainer
Lions Den	Student Ambassadors
Marching Band	Student Government
Metal Lions Robotics Club	Virtues Committee
Mock Trial Team	Walking Club
Peer Ministry	Women of Carroll

New club/activity applications will become available in May for the upcoming school year. All applications must be submitted by mid-October for that school year.

## PUBLICATIONS

Literary Magazine AND Yearbook

## HONORARIES

## NATIONAL HONOR SOCIETY

The National Honor Society (NHS) acknowledges those students who are outstanding in the four critical areas of scholarship, leadership, character, and service. High schools who qualify establish a local chapter, sponsored by the National Association of Secondary School Principals, which oversees these chapters with written guidelines and helpful suggestions to the moderators.

Students must maintain a cumulative GPA of at least 3.0 to qualify scholastically. Juniors and Seniors who meet this standard will be considered.

The process for entrance into the NHS is rigorous. The first level is scholastic; afterwards the issues of character, leadership and service are taken into account. The application process includes autobiographical information as well as teacher recommendations and an essay. By national NHS bylaws, the selection is made by a 5-member faculty committee and involves both objective and subjective considerations.

The National Honor Society will perform a variety of services of benefit to the student and the school community as a whole. To remain in good standing, NHS members must attend meetings, complete required service, and uphold the four pillars, including maintaining academic integrity at all time.



## SPECIAL ACTIVITIES

Advent Celebration  
Black History Month Concert and Talent Showcase  
Career Day  
Catholic Schools Week Celebration  
Christmas Show and Holiday Extravaganza  
Dances and Mixers  
Fall Festival  
Field Day  
Food Drive  
Homecoming Week  
National Student Leadership Week  
New Student Ice Cream Social  
Spring Fine Arts Festival  
Student Socials  
Virtues Convention

**Major activities and fundraisers for classes may be added throughout the school year**

### **REQUEST FOR MAJOR OR SPECIAL ACTIVITY**

The Vice Principal for Student Affairs approval is necessary if any part of the school campus is to be used for an activity. All major or special class or club activities must receive approval from the Vice Principal for Student Affairs.

### **PROCEDURES TO BEGIN A NEW CLUB / ACTIVITY**

A new club/activity may not begin during the current school year. Applications for new clubs/activities (for the following school year) will be available in the Main Office beginning on May 1st.

All applications for new clubs/activities must be completed and submitted to the Vice Principal of Student Affairs by October 15th. If there is an application submitted after October 15th it will be at the discretion of the Vice Principal of Student Affairs to review and accept or deny the application.

An ACHS faculty/staff member or an approved off-site adult must agree to be the Moderator. She/he must attend all officer and general membership meetings and activities.

Initial student membership of 10 is required for a club/activity to be considered. Students must indicate willingness to regularly attend club/activity meetings.

A new club/activity must be approved by both the school Principal and Vice Principal for Student Affairs.

Wherever possible, new club proposals will be integrated into existing clubs, not establishing a new club.

### **DANCE POLICIES**

To enter the dance, each person MUST present an ID along with their ticket, which indicates his or her name. All ACHS students must present his/her ACHS ID card along with the ticket. If the guest is not an ACHS student, he/she must have a completed Guest Permission Slip plus Photo ID. ACHS students and their guests must enter the dance at the same time.

All guests must conform to ACHS regulations. Guest permission slips are available in the main office.

Once dance guests leave the dance, re-entry to the dance is not permitted.

**Tickets are nontransferable and nonrefundable.** This means the person buying the ticket is the person who attends the dance and brings photo ID. No refunds will be given if a student is directed to leave before the end of the dance. ACHS is not responsible for any costs incurred in preparation for the dance (dresses, tuxedos, limousines, etc.).

**School Substance Abuse Policy** mandates that students arriving at school functions, such as the dance, under the influence of a controlled substance may not be admitted. Such students will be isolated immediately until custody can be arranged with the individual's parents or local authorities. Students who choose to violate this policy will be subjected to disciplinary consequences. **No smoking is allowed** at the dance or on the premises where the dance is held.

**The ACHS Administration** reserves the right to search students and their possessions prior to entering the venue. Items that are deemed inappropriate may be confiscated at the discretion of the administration

## **Dress Code**

**Homecoming - Semi-Formal**; slacks, polos, oxford shirts and ties are appropriate. No denim. **Prom – Formal**; tuxedos, suits and ties are appropriate. No denim

Extremely brief garments are not appropriate. No dress, skirt, pant or shirt should be so short (hem must reach the tip of the middle finger when the arms are relaxed at the sides) as to show undergarments while seated or standing by exposing bare skin. Inappropriate items include, but are not limited to the following: bare midriff tops, see-through garments, low cut garments showing cleavage or lower back, any clothing that reveals undergarments. Clothing should remain on for the duration of the dance (Boys – shirts are not to be removed. Girls – Clothing that covers otherwise revealing attire must not be removed). Inappropriate dress for an ACHS activity (as determined by ACHS administration) may result in non-admittance to or removal from the dance.

**Dancing must be respectful at all times.** Dancing in a suggestive or explicit manner will not be tolerated. Dancing styles that involve intimate touching of your dance partner or that imitate sexual activity are NOT allowed. When dancing back to front, all dancers must remain upright--no squatting or bending is allowed. Students dancing inappropriately (see above) will be issued a verbal warning supervisory staff or administration. If a second incident occurs, students will be asked to leave the dance and their parent or guardian will be notified.

## **FUNDRAISING POLICIES**

All Archbishop Carroll High School individuals, clubs/activities, and teams wishing to conduct fundraising activities must receive prior approval for their project/event from the Vice Principal for Student Affairs.

The Vice Principal for Student Affairs will calendar all planned fundraising activities for implementation during the school year. The fundraising calendar item will include the event name, date and responsible party.

Any group or individual wishing to propose a fundraiser must submit a Fundraising Event/Project Request Form to the Vice Principal for Student Affairs at least two (2) weeks in advance of the proposed event. The form can be printed from the school's website or obtained from the Main Office.

***Fundraising may not proceed until written approval has been received.***

### **Recognized Purposes for School-Related Fundraising:**

1. Supporting activities of school organizations, teams, clubs and/or classes.
2. Supporting activities that benefit the student body.
3. Providing supplemental funds that help defray the costs of optional activities that support school programs.
4. Providing supplemental materials or equipment that enhance the instructional program of the school.

Funds raised to support trips or activities must equally support all members of the club or team.

# **ATHLETICS**

## **ATHLETIC PHILOSOPHY**

Athletics are an integral part of the educational program at Archbishop Carroll High School. As with the other aspects of the school, the athletic program reflects, supports, and strives to achieve the mission of the school. The Athletic Program at Carroll seeks to assist the participants in developing:

- confidence, positive self-esteem and moral character;
- the social skills to effectively interact and cooperate with others(teamwork);
- self-discipline, sound work habits, and perseverance;
- character traits necessary to be a positive leader;
- an understanding of commitment, responsibility, and loyalty;
- an ability to control emotions and display good sportsmanship;
- skills and knowledge necessary to compete successfully in a given sport;
- an appreciation for health, physical conditioning, and lifetime recreation;
- an ability to keep sports competition and activities in the proper Christian perspective.

## **FAN BEHAVIOR**

All Lions Fans should behave in a way that reflects positive school spirit. Booing, taunting and opposing player, team, fan or game official is unacceptable. Cheers or chants that are obscene, mocking or derogatory will not be tolerated. Carroll fans or visitors will be asked to leave the venue if they are disturbing or harassing others during any athletic contest. The Dean of Students and Athletic Director will meet with any student whose behavior before, during or after a home or away game discredits or embarrasses the school in any way. The student may face disciplinary consequences and may be banned from future athletic events.

## SCHOOL SPONSORED SPORTS

VARSITY SPORTS	JUNIOR VARSITY SPORTS
Men's Basketball	Men's Basketball
Women's Basketball	Baseball
Cheerleading	
Cross Country	Softball
Football	Football
Men's Soccer	Women's Soccer
Track & Field	
Men's Volleyball	
Women's Volleyball	Women's Volleyball

### ATHLETIC INSURANCE

All students competing in athletics must have proof of medical insurance. No student will be permitted to practice or participate in athletics without a physical examination and proof of insurance coverage on file in the main office.

### PHYSICAL EXAMINATION

Prior to participation or tryouts, a student should turn in a physical form to the Athletic Director or Athletic Trainer. Physical examinations forms must be signed and dated by a physician and a parent/guardian. Physicals are valid for 1 year and must be current and should not expire during the course of an athletic season. Each student who participates in any interscholastic athletic competition must provide proper documentation of a physical examination by a physician in order to satisfy the Athletic Department regulations.

### ATHLETIC LOCKERS

Athletic lockers are for the use of students participating in sports. These lockers should be used for athletic equipment only.

## DISCIPLESHIP SERVICE PROGRAM

Students are required to complete a minimum of **ten hours per year** of Discipleship Service, for a total of 40 hours by graduation. Students are *strongly* encouraged to complete more than ten hours per year and to continue submit service hour forms so that they can be recognized at assemblies and other gatherings. The minimum requirement needs to be met by the end of third quarter each year for a student to begin the following year in good standing.

### JUNIOR CLASS THRIVE D.C.

In conjunction with the Social Justice Class, juniors embark on a Service Learning Program about hunger and homelessness. As a part of this program all Juniors are assigned to serve 2-3 times at a soup kitchen during the school year. More information will be provided by the Social Justice Teachers. These hours will be performed during the school day, and **do not** count toward the minimum Discipleship Service requirement for the Junior Year.

### JUNIOR CLASS ACTIVISM PROJECT

In conjunction with the Social Justice Class, students create an Activism Project. Five hours of service for the project may be counted towards the yearly service requirement once they are approved by the social justice teacher.

### ACCEPTABLE TYPES OF SERVICE

Students are encouraged to seek Discipleship Service opportunities aligned with the Corporal Works of Mercy:

- Feed the hungry
- Shelter the homeless
- Clothe the naked
- Visit the sick and imprisoned
- Bury the dead

### DIRECT SERVICE

Students should engage in direct service to others. Students are required to complete at least 20 of their 40 hours as direct service. The Christian Service Coordinator will sponsor and lead several Discipleship Service opportunities throughout the school year. Students should also arrange service opportunities for themselves outside of school. Suggestions and contact information for Discipleship Service sites can be found in Campus Ministry. Students should also check the ACHS website for Ongoing Service Opportunities and Approved Community Service Sites.

**Note: Service hours completed on campus during ACHS events do not qualify as direct service hours.**

**The following types of service would be acceptable according to this policy:**

- A. Nursing Homes
- B. Assisted living facilities
- C. Rehabilitation Centers
- D. Hospitals
- E. Soup Kitchen
- F. Food Banks/Pantries
- G. Participation in fundraisers that raise awareness for life-threatening diseases and illnesses such as:
  - 1. Breast Cancer- "Avon Walk"
  - 2. Cystic Fibrosis- "Walk for a Cure"
  - 3. Am. Diabetes Association
- H. Mentoring/Tutoring Programs
- I. Campus Ministry Sponsored Service Trips & Events (i.e. Food Drive, Christian Service Club)
- J. Environmental work for freshmen and sophomores only.

**UNACCEPTABLE TYPES OF SERVICE**

- A. Work for which the student is paid
- B. Off-site Clerical Work– filing, telephones, etc.
- C. Overnight Retreats
- D. Service not approved by the Christian Service Coordinator
- E. Service completed during the school day.

**SUBMITTING HOURS**

Service hours should be submitted online at [www.x2vol.com](http://www.x2vol.com). Log in to the account you created, click on the "Activity Hours" tab and then click "Add an activity of your own." From there, fill out the required form which includes the name of the organization you worked with, the date of service, the amount of hours served, a description of your service and a reflection on it, and contact information (name, phone number, and email) for a supervisor at your service site.

Please make sure to get the CONTACT INFORMATION at your site so that you can accurately submit the form. Site supervisors will be contacted to verify service so hours submitted without this information will be denied.

After service hours have been logged, the Christian Service Coordinator will accept or deny the hours. You will be able to see the status of your hours on the website and if they are denied, an explanation will be provided. Some reasons for denial may include- forms are not filled out completely, hours submitted do not meet the acceptable types of Christian service provided, hours are not submitted in a timely manner, or accurate dates of service are not provided.

If you experience difficulty logging onto the website or adding hours, please contact either the Christian Service Coordinator or the website's help service. The site has a password retrieval function if needed. Do not create a new account.

*NOTE: the online forms are meant to be filled out each time a student performs service. However, a student may submit one form for a range of dates as long as the service is performed at the same service site and a supervisor can account for all hours worked. Please list the dates and times of service in the service description or note section of the form.*

**ADDITIONAL INFORMATION**

- 1. When in doubt, students should get approval from the Christian Service Coordinator prior to engaging in service. Failure to do so may result in completed hours being disqualified if the hours do not meet the given criteria.
- 2. The Christian Service Coordinator has ample resources to assist students in contacting agencies and organizations to complete their service requirement. Please stop by the campus ministry office or check the school's website (under campus ministry) for a list of possible service sites.

**NOTES:**

- 1. Summer hours must be logged within the first quarter.
- 2. We cannot accept summer hours for Incoming Freshmen.
- 3. ALL senior hours must be submitted by May 1st.

**FAILURE TO COMPLETE**

Students must complete the required number of discipleship service hours each year. Freshmen, Sophomores, and Juniors who do not complete their minimum required hours by the deadline will be placed on Discipleship Service Probation. **They will not be permitted to participate in sports, clubs, or other activities until all Discipleship Service hours for the prior year are turned in and verified.** Students must log make-up hours by **August 1st** to begin participating in activities for the new school year.

Seniors must complete their minimum required hours by the end of third quarter to be allowed to attend the prom. Seniors must complete their required hours by the fourth quarter deadline established by Campus Ministry in order to participate in graduation and baccalaureate.

# CODE OF CONDUCT

A Catholic school has as its basic purpose teaching responsibility to God, to self, and to others. School is a social situation. The right of the majority to learn always supersedes any individual urge that might disrupt the overall school climate. The code of conduct promotes personal, social, academic, moral and spiritual growth. All Archbishop Carroll students deserve to attend classes in a well-ordered atmosphere conducive to learning. Rules exist to guide and support each student in the pursuit of self-discipline, responsible independence and the development of mutual respect and trust.

While the Dean of Students is directly responsible for supervising and coordinating school wide responses to rule-breaking it is the responsibility of everyone, parents, administration, faculty and staff to encourage students to make good choices so they may grow in character and social competency. Students, staff and faculty should, through their behavior, reinforce the ideals expressed by the code and encourage every student to do likewise.

## RESPONSE TO RULE-BREAKING

The ultimate goal is to respond to rule-breaking in a way that corrects the behavior to avoid the loss of learning. We aim to employ appropriate strategies to change behavior so that students are safe, all students can learn to their fullest potential, and the common good is served. The goal is not punishment but redirection--to redirect students' behavior toward what it ought to be. In addition to the responses outlined below, the school reserves the right to implement other strategies as needed to redirect inappropriate behaviors.

### REDIRECTIONS

#### Verbal/Non Verbal Cues

##### Fix It On the Spot

Uniform Violations

Gum Chewing/Food

##### TAB and TAB Out

### LOSS OF PRIVILEGE - L.O.P.

LOP is the term given to our school's form of detention. Faculty, Staff and Administrators may give a student LOP for failing to respond to verbal/nonverbal cues, opportunities to "Fix It On the Spot" and any behavior which contradicts the expectations and policies of the school. Students will earn immediate LOP for the following behaviors:

Tardiness to class or school

Unauthorized use of electronics

Profanity

Eating/Chewing gum in class

Students who receive LOP will lose student privileges during lunch, before school, or after school, at the discretion of the Dean of Students

- If a student is scheduled to participate in a school sanctioned athletic contest or extra-curricular event on the day LOP is issued, he or she may REQUEST to serve LOP on the following day. This request is considered at the discretion of the Dean of Students.
- A student who skips LOP will be considered truant and will face additional consequences.
- Any student who receives an excessive amount of LOP may be placed on disciplinary probation

### Teacher LOP

Students who engage in behavior that compromises their own learning or others' will be expected to remedy the situation and follow the consequences, such as classroom LOP, assigned by the teacher. Students are expected to complete Teacher-Administered LOP on the day that it is issued. Failure to serve a teacher LOP may result in a referral requiring administrative action.

### Referrals and Administrator LOP

If a student does not remedy his or her behavior through teacher-administered consequences, the student may be referred to the Dean's office for further consequences.

All student offenses will be documented and reported to the Dean's office. Consequences required by the Dean can include a wide variety of actions including but not limited to Administrative LOP, disciplinary probation, suspension, recommended dismissal, or other consequences appropriate for remedying the situation and producing a climate of teaching and learning.

## Disciplinary Probation

The Dean of Students will place a student on probation for behaviors that contradict the school's expectations or policies. A student can be placed on Disciplinary Probation at any time during the year. This decision may be based on a single action, a pattern of behavior, or an accumulation of an excessive number of LOPs. The decision to place a student on Disciplinary Probation alerts both the student and parents/guardians that the student has decided to make poor choices and engage in behaviors that must improve in order to remain a part of the Archbishop Carroll Community. Parents/Guardians will be notified in writing if a student is placed on Disciplinary Probation.

- Parents/Guardians may be required to meet with the Dean of Students, the student, faculty member(s), and/or a guidance counselor.
- A student on probation will have a Code of Conduct Management Plan. Failure to uphold the plan will result in consequences that can include dismissal from Archbishop Carroll.
- At the discretion of the Dean of Students, the student may be prohibited from participating in extracurricular activities.
- Students on probation will have their status reviewed at the end of every quarter.
- Students who refrain from any further discipline infractions will have their probation status removed.

## Suspension

Suspension is imposed for serious offenses. It is the removal of a student from the ordinary daily activity of the school day. Suspensions from school are issued by a member of the administrative team. The length of suspension will vary according to the offense. A student may be assigned to serve a suspension in school or at home. The main purpose of suspension is to make it clear to the student and his/her parents that a serious behavior problem exists and that steps must be taken to assure the school that the problem will not continue. For this reason, it is required that the suspended student's parents/guardians discuss the matter with the Dean of Students before the student is permitted to return to regular classes. Repeated suspensions will lead to Dismissal.

The following is a list of serious violations that will typically result in suspension from school:

- Disregard for school policies, procedures, or authority, including regulations such as the dress code and the Code of Conduct
- Disrespect toward any student, teacher, staff or member of the Archbishop Carroll Community – verbal or otherwise. This includes bullying and cyberbullying
- Serious or continuous disruption of classroom instruction.
- Habitual infraction of any minor violation, including tardiness, dress code violations and excessive LOPs
- Truancy from LOP, school or class or absence under false pretenses
- Using offensive, vulgar, disrespectful or obscene language
- Fighting (physical altercation) including unsafe play fighting or horseplay
- Verbal altercation
- Possessing, selling, or being under the influence of drugs or alcohol
- Smoking on school property or in the vicinity of the school or while in school uniform
- Intent or threat to harm another person
- Damaging school property or the property of others - *The parent or guardian is responsible for any damage caused by the student to any school property.*

***Any student who is suspended will not be permitted to participate in any social or extracurricular activities while suspended. The days suspended are counted as absences, and a grade of "0" will be given for any quiz, test or project missed. Students will not receive credit for any tests, quizzes, projects or homework missed during a suspension.***

## Dismissal

Dismissal of a student is a serious matter and will only be used as a last resort. When a student's conduct deteriorates to a point at which the order of the school is obstructed, the health and safety of students are imperiled, or the moral well-being and good name of either the students or the school are jeopardized, the student forfeits the privilege of continuing as a member of the Archbishop Carroll High School community. The Dean of Students or the Vice Principal for Student Affairs will suspend and recommend the student to the Principal for dismissal. In such cases, a student may be dismissed or recommended to withdraw by the Principal. A student who has been dismissed or recommended to withdraw may not return to the school campus unless conducting official business unless they have obtained prior permission from the Principal. Students who have been dismissed may not participate in any school activity or register for summer school.



## **POLICIES AND EXPECTATIONS**

The code of conduct at Archbishop Carroll High School calls on students not just to avoid negative behaviors, but to engage in positive actions that benefit each student both academically and socially.

### **ATTENDANCE POLICY**

Students are expected to attend school each day unless there is an important reason for absence. They will be responsible for making up all schoolwork missed during the period of absence, regardless of the reason. It is the responsibility of the student to get a pass from the Attendance Officer or designee after a tardy or absence.

#### **ABSENCES**

When a student is absent from school, a parent or guardian must call the Attendance Office by 9:00am on the day of the absence. Upon returning to school after an absence, the student must present the Attendance Officer or designee with a note from a parent/guardian before reporting to 1st block. The note must include the student's full name, the date, explanation for the absence, the parent/guardian's signature and contact number. This note will be kept in the student's file. Note: The Attendance Officer determines the legitimacy of a student's absence.

In the case of prolonged absences, it is the responsibility of the parent/guardian to contact the student's guidance counselor to arrange for assignments to be sent home.

#### **EXCUSED/UNEXCUSED TARDY/ABSENCE**

Absences or tardies will only be considered excused with a note from a parent that includes a working parent phone number, parent signature and a detailed explanation of the reason for a student's absence.

The following are valid reasons for absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Suspension or exclusion from school by an administrator.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absences) approved in advance by the administration upon the written request of a parent or guardian. 2 weeks' notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.
7. College Visits

Any absence that does not fall into one of the above categories, is listed below, or is not properly documented by the student's parent/guardian, is an unexcused absence. The Attendance Officer reserves the right to ask for a note from a doctor's office, or a notice from a court or funeral home.

Families who wish to have an absence other than illness, family death or court summons considered excused should contact the attendance office two weeks in advance of the proposed absence. This includes trips and college visits.

Students who have *five* absences from a class one quarter, even if they are excused, are placed on attendance probation. As a consequence, parent notes will not be acceptable for that student; only a note from a doctor, funeral home or court will be accepted for students on attendance probation.

Students who cut class or are absent may be subject to the following responses:

- Individual/group counseling to address attendance needs.
- Creation of, and adherence to, an attendance student support plan.
- Parents of students with five (5) unexcused absences may be requested to participate in an attendance conferences
- Students ages 14-17 with fifteen (15) unexcused absences may be referred to Court Social Services.
- Course grades or year-end promotion may be affected by unexcused absences.

#### **TARDINESS TO SCHOOL**

Students who are not in their first period class at 8:05 will be considered late to school, even if they are in the building. Students may provide a note from a parent or guardian explaining the nature of the tardy. Students who are tardy to school for medical appointments should bring a verification of the appointment signed by the doctor's office. Any student with an unexcused tardy will serve an LOP that day. If a student accumulates more than 5 unexcused tardies, he/she will serve an LOP for each additional tardy whether accompanied by a note or not, unless extreme circumstances are involved. Students must be present no later than the end of 3rd block in order to be eligible to participate in after-school activities such as sports or clubs.

#### **TARDINESS TO CLASS**

Students who are late to class without a pass are required to serve LOP on the day they are tardy.



## **EARLY DISMISSALS**

Archbishop Carroll High School discourages students from missing school. Making up work is always difficult, and students and parents are asked to refrain, whenever possible, from scheduling appointments, interviews, vacations, etc. during school hours. Any student who needs to leave early from school for a medical appointment must submit a note with an authorized signature by the parent/guardian confirming the appointment date and time before the student is released from school. A verification of the appointment signed by the doctor must be brought in to the Attendance Officer to be included in the student's file.

As a safety precaution, early dismissals should not be requested by phone. All early dismissal requests must be made in writing by means of a note from the parent/ guardian and presented to the Attendance Officer on the morning of the early dismissal. Students who have received early dismissals must present an early dismissal pass to security personnel in order to gain access to the locker room and leave campus.

## **ILLNESS DURING THE SCHOOL DAY**

If students become ill, they must obtain a pass from their classroom teacher or the dean's office before reporting to the main office. Students who become ill must report to the main office.

It is the responsibility of parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval, and no student may drive when excused for medical reasons unless parental consent is given. The student must receive a pass from the Dean's office before he/she leaves school. Parents are advised to keep students who are too sick to remain in school for the duration of the school day at home. In a serious emergency, parents will be contacted and an ambulance will be called.

## **EXAM ABSENCES**

Students should be present for first semester exams and for final exams. Excused absences will only be arranged for those students who have illnesses documented by a doctor's note or a documented family emergency such as a funeral. A request to miss an exam for any other reason must be made to the Principal at least two weeks prior to the absence, and approval will only be granted in situations where no other arrangements can be made. Family vacations and reunions are not grounds for excused absences from exams. Students who have unexcused absences from exams will not be allowed to take exams at another time and will earn a 0 for the exam.

## **SKIPPING CLASS**

A student who skips a class has committed a serious infraction of the rules. If the student was not absent from a class with the permission of the teacher, a guidance counselor or administrator, it will be determined that the student is truant from that class. The student will serve an LOP, the student's guardian will be notified, and the student will receive a referral to the Dean's office with possible additional consequences.

**Note:** Students with passes to see guidance counselors must first present those passes to their respective teachers before their visits to the counselor. Students who need to work in the McGowan center must have a pass from a teacher or administrator.

## **LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY**

Students may not leave the school premises at any time during the school day including prior to the start of school without the approval of the Dean of Students or Attendance officer. Students who, without the appropriate procedure, leave school any time after the school day has begun, will be referred to the dean and will face suspension from school and possible dismissal.

## **MAKE-UP WORK**

Students are responsible for finding out the work that they have missed and for making it up in a timely matter. Students have as many days to arrange for work to be made up as they were absent; a student who is absent one day, for example, is required to arrange all his or her make up work they day he or she returns. Teachers are not required to accept make-up work indefinitely; all work should be handed in by the adapted deadlines established by the teacher. Students who have been suspended are not eligible to make up work.

## **TRUANCY**

Any student who is away from school without a valid excuse, written consent from a parent or a pass from a teacher or counselor is considered truant. Students who are truant will not be allowed to receive credit for any work or tests missed. The student will face possible suspension or dismissal from school.

## **INACTIVE STATUS**

Any student who is absent from school for a period of ten (10) consecutive days, without parental notification, will be notified by the school of our intent to remove the student from our roster. ACHS is obligated to report cases of suspected educational neglect, including prolonged and unexplained absences, to Child Protective Services.

## **ATTENDANCE PROBATION**

Students with *multiple* tardies or absences in a quarter may be placed on attendance probation, regardless of whether they are excused or unexcused. On attendance probation,

- only notes from a doctor or court, or funeral notices, will be accepted.
- No parent notes will excuse the absence or tardy of a student on attendance probation;
- a parent conference must be held;

Students who persist in being absent or tardy while on probation may be recommended for suspension or dismissal.

# UNIFORM POLICY

## UNIFORM VIOLATIONS

Refer to Dress Code in Student Life Section of the Handbook

All Archbishop Carroll Students must comply with the school's Dress Code. The following are violations of the Dress Code.

- Non uniform items (i.e. Polo without Carroll logo and non-uniform pants)
- Shirt untucked
- No belt
- Wearing polo with tie during winter uniform season
- Skirts shorter than 2 inches above the knee.
- Shoes that are not all black

All students are allowed the opportunity to correct their uniform issue. Any skirt deemed too short will result in the student being asked to change or sent home

To preserve the uniformity of dress of the student body, the administration will:

- Send home any student who appears at school with non-uniform shoes, pants or shirt, or any female student whose skirt is deemed too short or whose shirt is too small. A non-uniform item is any item that cannot be found on [www.flynnohara.com/school/dc034](http://www.flynnohara.com/school/dc034). Students may be allowed to have correct uniform attire delivered to them at school, but they will not be able to attend class until in uniform.
- Assign LOP to any student who is not in compliance with the Dress Code
- Assign LOP and call the parent/guardian of any student who commits a minor uniform infraction, such as an untucked shirt or out-of-uniform socks.

Note: Requests for passes for uniform items that are at the cleaners will not be honored. Long weekends, holidays and same day service are suitable for dry-cleaning those items.

## ATTIRE DURING EXAMS

Students must be attired in complete uniform when taking semester and final exams. Students in violation will not be permitted to take exams and will be sent home. Students may be allowed to take exams missed on make-up exam days as determined by the Principal.

## OUT-OF-UNIFORM DAYS

***Out-of-uniform days are designated by administration only.*** On out-of-uniform days, students are expected to dress modestly and in good taste. Students who do not will be required by an administrator to change.

No clothing such as see-through garments, halters or tube tops, or any type of revealing or sloppy clothing.

No shorts or hats are to be worn in the building at any time (male or female).

No shirts or blouses with inappropriate writings or pictures.

No miniskirts or tight-fitting or revealing clothing.

No clothing with rips, holes, or tears.

No spandex clothing such as tights or leggings.

No skin-tight slacks or jeans.

## HAIR POLICY

Archbishop Carroll High School students are to be neat and well-groomed at all times. Braids and similar hairstyles are acceptable for young men and women if the hairstyle is neat and well kept.

The administration reserves the right to disallow any hair style, male or female that is inconsistent with Archbishop Carroll High School's standards of appearance.

Repeat offenders will receive LOP and face possible suspension from school.

## HAIR ACCESSORIES

Hats, skullcaps, bandanas, and the like are not permitted. Hair accessories must be moderate and non-distracting. Accessories must be green, yellow, grey, white, black, or brown. The administration reserves the right to disallow any hair covering or accessory.

## JEWELRY AND PIERCINGS

Jewelry is to be of moderate size and amount. Earrings, one pair, must be no larger than a quarter. Face or tongue piercings are not permitted for males or females.

# COMMUNITY EXPECTATIONS

## Respect For Self

Archbishop Carroll High School values all of its students and is deeply concerned with their total development. Therefore, it is appropriate for us to set expectations for personal integrity with the goal of encouraging students to appreciate their own talents and to take themselves and their academic pursuits seriously.

## Respect For Others

One value of learning lies in understanding what knowledge can contribute to the community. It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Members of the community must act out of Christian charity and mutual respect to establish an atmosphere of trust, without which there is no community. Therefore, we expect the members of our community to behave toward one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others. This looks and feels like showing respect for others regardless of race, creed, gender, disability, sexual orientation or nationality and avoiding all forms of harassing or offensive behaviors.

## Respect For Property

The mission we have as a college preparatory high school depends upon the responsible use of all property, including classroom spaces, furnishings, books, equipment and community spaces. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility and accomplishment. This principle requires students to respect personal and institutional property, inside and outside the Carroll community.

## Respect For Authority

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Carroll, that authority especially resides in the school administrators, its faculty, and staff each of whom has been charged with responsibilities essential to the orderly operation of our school. These people serve as leaders, and they teach by their example what Archbishop Carroll expects from all its members. In this respect they help to define the atmosphere that supports and fosters our mission to Know, Love, and Serve God with purpose. Additionally, these people provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop.

## BEHAVIOR AT OTHER SCHOOLS

Archbishop Carroll students are expected to behave respectfully wherever they are. When representing Carroll at other schools, students will follow the rules and expectations of all adults in charge of activities, as if they were at Carroll. This applies to all area Elementary, Junior high, High school and Colleges.

Because of our shared values, each Catholic high school of the Archdiocese of Washington will hold its students accountable for any transgressions committed on another school's property. The adjudication and consequences of any such violation will be those in our student Code of Conduct.

## CAFETERIA

Archbishop Carroll High School expects that all students will maintain cleanliness, conduct themselves properly during lunch periods and practice good table manners. Each student is responsible for the tables to be clean and suitable for the next students' use. The cafeteria is open before school as well as during each lunch period. All students are to eat and drink only in the cafeteria. The cafeteria is off limits during school hours except for lunch periods. Students who choose to use the cafeteria irresponsibly will serve logical disciplinary consequences, such as cafeteria duty; students who threaten the good order of the school during lunch time may face suspension and dismissal. Students' conversations should remain at a reasonable volume. Individual phone use should be performed without causing a disturbance to others. We ask that students refrain from capturing photographs or video recordings of other students and staff without their permission.

Note: The purchasing of food from outside sources during school hours is prohibited.

## FIELD TRIPS

Field trips are privileges. A student may be denied participation for academic, behavioral, or financial reasons. To participate in a field trip, the student must return a permission form signed by a parent or guardian. Parents have the right to refuse to allow the student to participate in a field trip. Personal notes and/or telephone calls granting permission will not be accepted.

## GAMBLING

Card playing, dice and games of chance are prohibited at Archbishop Carroll High School for all students. Participation in these activities will result in severe disciplinary action as determined by the Dean of Students. Students implicated in any way will be considered as guilty as those directly involved in the offense. Students will be suspended and may be recommended for dismissal.

## GUM CHEWING

Gum chewing is prohibited at Archbishop Carroll at any time. Repeat offenders will receive administrative LOP. If it is deemed excessive insubordination by the Dean of Students, the student may be sent home.

## **HALLWAYS/HALL PASSES**

Students are requested to walk to the right of the stairwell and hallways. This will ensure a smooth flow of traffic. Students must have a written pass, in this handbook, when they leave a classroom during class time. Students who choose not to have a pass during class time will be considered truant and are choosing disciplinary consequences. Students must have and be able to present a written pass from a teacher while in the hallway during class time. Students are not permitted to use passes from prior dates and times.

## **LOCKER ROOM EXPECTATIONS**

Students are expected to enter and exit the locker room quietly and quickly. The locker room must remain clean at all times. Students are to go to their lockers only before school, at lunchtime, and prior to leaving school for the day. Only locks sold by the school may be used on school lockers. All other locks will be removed at the discretion of the Dean of Students. The school will remove such locks and dispose of them. At the beginning of the school year every student is assigned a locker for his/her personal use. Each student must keep his/her locker free of trash at all times. Because lockers are school property, the administration reserves the right to open them at any time for inspection and/or cleaning. Any problem with a lock or locker should be brought immediately to the attention of the Dean of Students. It is the responsibility of the student to be sure his/her lock is securely locked at all times.

Lock combinations are intended only for the use of the student who has purchased the lock and on whose locker the lock is placed. Under no circumstances should lock combinations or lockers be shared. A student must not change his/her locker without the permission of the Dean of Students. At no time is a student to enter a locker not assigned to him/her.

At Christmas vacation, Easter Break and at the end of the school year, all lockers are to be emptied for cleaning and locks removed by the students. The school is not responsible for locks that are cut off and belongings left in those lockers.

Students are asked to leave all valuable items at home. It is the responsibility of students to secure their belongings. The school will not be responsible for missing items.

The student locker room is open:

- In the morning until 8:15
- At the beginning of all lunches for 15 minutes
- For 15 minutes after the last dismissal at the end of the school day

Students who are in the locker room at unscheduled times will face disciplinary consequences.

## **LOST AND FOUND**

The lost and found is located in the dean's office.

The school is not responsible for lost or stolen items.

## **MASSES AND ASSEMBLIES**

Students are expected to behave in a reverent, respectful and attentive way during all Masses and Prayer services.

Students will conduct themselves properly during all assemblies and meetings, including those that involve a particular class or the entire school. Students who choose to conduct themselves inappropriately will be referred to the Dean of Students and may receive disciplinary consequences. Mass, Prayer Services and Assemblies are important events in the life of the school and therefore attendance at these events carry with them the same responsibilities as attending class. Skipping Mass or an assembly will be treated in the same manner as skipping a class.

## **PERSONAL PROPERTY**

Archbishop Carroll students are expected to respect the rights and property of others. It is the responsibility of every student to respect and, in some cases, protect the property of the school and others. In order to build a community of mutual respect and trust stealing will not be tolerated.

Ultimately the security for personal property remains primarily the responsibility of the student. The school cannot take responsibility for a student's personal property being lost or stolen. Personal items should not be left unattended even for a short time. Students are requested not to bring valuable items with them to school.

Items that have been found are to be taken immediately to the dean's office, where their owners may claim them from the lost and found. If a student accidentally leaves his/her locker open, another student should close it for them. However, nothing is to be removed from another student's locker. The school will consider unauthorized possession of another student's property to be a form of theft.

Any students caught in possession of items that do not belong to them will be suspended and recommended for immediate dismissal.

## **PUBLIC TRANSPORTATION**

Metro operators require the cooperation of all who ride. Their operators are charged with your safety. Continued disorderly conduct or persistent refusal to abide by the requests of the operator will result in refusal to transport the student. For these reasons, all students are expected to act as exemplary representatives of Archbishop Carroll High School when using any public transportation and/or school provided transportation. Failure to do so is considered a serious matter and will result in disciplinary action and termination of this service. All School rules apply while riding the public transportation system.

## **PROFANITY**

As a Christian community Archbishop Carroll High School will not tolerate obscene, vulgar, immoral or indecent language, writings, pictures, signs or acts. Students who use profanity will be issued LOP. Repeat offenders may also face additional consequences, which may include suspension, payment for defaced school property, disciplinary probation for repeated violations, or dismissal.

## **SCHOOL SHUTTLE**

All students are expected to act as exemplary representatives of Archbishop Carroll High School. All school rules apply while riding the shuttle. Failure to adhere to school guidelines will result in disciplinary action and/or loss of privilege to ride school shuttle.

## **SENIOR PRIVILEGES**

Seniors and their parents should be aware that any school activity, including the graduation ceremony and prom, may be denied a senior who commits a violation such as fighting, using drugs or alcohol, chronic discipline problems, or any activity inconsistent with the moral teachings of the Church. Seniors are accountable to the Code of Conduct until they graduate.

In addition, students must complete all service hour requirements, pass all classes, apply to at least one college or post-high school program and be cleared in the finance office to participate in prom, baccalaureate and graduation.

## **SEXUAL CONDUCT**

Sexual activity on campus or at any Archbishop Carroll event is unacceptable, and students who engage in such activity face the likelihood of dismissal.

## **VANDALISM**

Deliberate damaging of the property of other students, staff members, visitors, or the school is classified as vandalism and is unacceptable. This includes the marking or carving of desks, lockers, walls, bulletin boards, books, etc. Offenders will be subject to disciplinary action. In the case of accidental breaking of windows, etc., the matter should be reported to the Dean of Students as soon as possible.

# **SCHOOL SAFETY**

## **SUPERVISORY STAFF**

Uniformed supervisory staff will be on campus from 12:00-4:00 p.m. on Early Dismissal Days, and from 2:00 p.m. until 7:00p.m. all other school days. They are to be given total cooperation by all members of the Carroll community. Failure to do so will result in disciplinary action.

The student lobby is to be used for entering and exiting for students at all times. The main lobby can be used as an exit, but students should not wait for rides in the main lobby. The rear parking lot is for those students and faculty who are driving. The rear parking lot is off limits to outsiders during school hours. Any outsiders observed in that area will be subject to possible arrest for trespassing.

All students who are unsupervised must leave the area of the school building by 3:45 p.m. Parents are requested to make arrangements to pick up students by this time.

Any students who are unsupervised by an Archbishop Carroll High School staff member or coach in or around the building after 3:45 p.m. will be asked to leave the building.

## **AFTER SCHOOL**

Students who remain in the building after 3:45 p.m. must be in a supervised activity such as study hall, sports practice, tutoring session, or club meeting. Any student not in a supervised activity must be in the student lobby, library, picnic table area or other supervised space designated by the administration while awaiting rides. Students may not linger on campus unsupervised.

School rules and regulations remain in effect as long as students remain on the school campus. Parents are encouraged to provide transportation for students as soon as possible after the school day has ended.

## **VISITORS**

All visitors must enter through the main lobby. Each visitor will be issued a badge to be worn at all times during his/her visit. Any outsiders without a visitor badge will be asked to leave the premises at once and will be subject to arrest for trespassing if they do not comply.

If a visitor is picking up a student, he or she must be at the student lobby exit. Students must meet their rides immediately, get into the car and depart the premises. If the outsider poses a threat, students will be held accountable for the outsider's actions, and disciplinary action will be taken against the Carroll student.

## **OFF LIMITS AREAS**

All faculty restrooms are off-limits to all students at all times. The Alumni Hall and Faculty Lounge are for the use of the administration, faculty and staff only. Because of the inherent danger of physical injury and harm, no student is permitted to be in the athletic areas—football field, gym, locker rooms, storage room, weight room, offices—without explicit permission and the actual presence of a faculty/staff member.

## **DOORS**

Students may not open the exterior doors to admit anyone to the school at any time. Admission to the school through any exterior doors for anyone after the start of the school day, including at dismissal, is at the discretion of adult staff and faculty only. Students are discouraged from leaving the building after dismissal and returning, and must understand that security or other staff may refuse them reentry. A parent or guardian may be notified upon the student re-entry.



## ELEVATOR

Archbishop Carroll High School students are not permitted to use the elevator without permission from the Dean's Office. Students must have a pass to ride the elevator. Any student who does not have a pass to ride the elevator faces possible disciplinary actions. A doctor's note must be presented to the Dean's office in order to gain access to the elevator due to a serious medical condition.

## BULLYING/PREVENTION PROGRAMMING

As a Catholic school, Archbishop Carroll High School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Archbishop Carroll High School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The administration's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The administration's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school or public transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

## HARASSMENT

All members of the Archbishop Carroll Community should expect to be in a school environment free of harassment. Any student who believes he or she has been the object of harassment should immediately report the incident to a teacher, counselor or administrator. This includes any verbal or physical conduct that shows hostility or aversion toward any individual or his/her relatives, friends or associates on the basis of race, color, religion, sex, sexual orientation, national origin, citizenship, disability, or other status protected by law. This includes: Verbal, Physical, Written, and Visual or Sexual Harassment.

- **VERBAL HARASSMENT** - Derogatory comments and jokes; threatening, embarrassing or intimidating spoken words, humiliating or insulting language.
- **PHYSICAL HARASSMENT** - Unwanted physical contact, touching, assault, deliberate impeding or blocking movement, any intimidating interference with normal work or movement.
- **WRITTEN HARASSMENT** - Letters, notes, emails, instant messages, or social media communications that are cruel, demeaning, discriminatory or intimidating in nature.
- **VISUAL HARASSMENT** - Derogatory, demeaning or inflammatory posters, cartoons, drawings, or internet postings and or inappropriate leering or gesturing.
- **SEXUAL HARASSMENT** - Archbishop Carroll High School demands that all relationships among the members of this Catholic school community show respect and reverence for all persons. In areas of sexual conduct or behavior, it is a violation to act in any way that interferes with another's participation in any aspect of the school community, including but not limited to academic, extracurricular and social dimensions. Conduct or behavior that is forbidden includes but is not limited to words or acts of a sexual nature that are uninvited, unwelcome, intrusive and offensive. Sexual harassment or misconduct—as determined by Catholic moral teaching as well as applicable laws—is unacceptable, and students who engage in such acts will face severe consequences, including the likelihood of dismissal. School employees suspected of sexual harassment or misconduct will be dealt with according to the policies established by the Archdiocese of Washington.

## THREAT

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Archbishop Carroll High School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

## FIGHTING

Violent behavior is not tolerated at Archbishop Carroll High School. Fighting is always considered serious because it is dangerous and threatens the good order of the school. Students who engage in fighting either at school, at a school-sponsored event, or in the community will be suspended and will face dismissal from Archbishop Carroll High School. Instigators and those who pose threats, verbal or otherwise, may face the same serious consequences as those who fight. Inviting outsiders to the Archbishop Carroll to fight or cause harm is prohibited, violators will be suspended and face dismissal. "Playfighting" and other horseplay is considered tantamount to fighting and will be treated as such.

## **WEAPONS**

Archbishop Carroll High School does not tolerate the possession of any kind of weapon on campus by anyone other than Law Enforcement Personnel. No ACHS student shall possess, handle, transmit or conceal any object that can be deemed a weapon on school grounds or at any school-related function. Weapons are defined as implements that can cause bodily harm, including but not limited to knives, firearms, and any object used as a weapon. Any student in violation of this policy can expect to be expelled and the incident referred to the police.

## **SUBSTANCE ABUSE POLICY**

During the 2016-17 school year,, drug testing may occur either in-house or using an outside lab. While not all students will be tested, all students should know that we reserve the right to test them at any time

Students will be held accountable for:

- Use
- Possession
- Transfer

Of illicit substances, including marijuana, alcohol or other illegal substances,

- on or off school property
- before, during or after the school day, school activities, or school trips
- in a vehicle
- on social media

The school will hold students accountable for abuse or transfer of prescription medication as well as illegal substances.

Note: Students found to be in violation of this policy will be suspended and may face dismissal.

## **FIRE ALARMS AND EVACUATIONS**

During an actual fire or a fire drill, students are expected to remain quiet and orderly. Pulling a fire alarm and playing with the fire extinguishers are serious violations of safety regulations and a danger to others. Any student determined to have pulled a false alarm or set off a fire extinguisher will be recommended for dismissal. Any student setting a fire in the school will be recommended for dismissal.

Students are also reminded that causing a false alarm is a crime, and that person is liable for criminal prosecution.

Evacuation from the building is a very important matter. In the event of an emergency, everyone should abide by the following:

- Walk, do not run.
- Remain silent.
- Do not take books or other items.
- Follow the evacuation route posted in your classroom.
- Stay with your classroom group.
- If in areas other than classroom, keep to the right and leave the building by the nearest exit.
- Report to the football field and listen for instructions.
- If there are questions, wait until instructions are given then raise your hand to ask the nearest staff member.





# TECHNOLOGY POLICY

## PHONES/ELECTRONIC DEVICES/PHONE CALLS/MESSAGES

Cell phones should be off and out of sight while students are in their classrooms and in the hallways between 8:00am and 3:15pm. Cell phone use is only permitted in the locker room, student lobby and cafeteria. Cell phone use is never permitted in school bathrooms.

Parents are requested to refrain from calling the school with messages for students except in cases of extreme emergency. Information such as after school pickup times should be clarified between parents and students before the student leaves for school in the morning. The staff will get messages to students only in cases of emergency. If a student must make a call during the school day, he/she may report to the main office to ask permission to use a phone.

During student free time, students are allowed to use devices such as cell phones, iPods or MP3 players in the cafeteria and student lobby. They may be used at other times with a teacher's permission and within limitations. Students are not permitted to walk through the halls and other areas in the school building with earbuds/headphones or devices visible.

E-readers, laptops, and iPads may be used for relevant projects. Students may only access materials for the course they are in, and only with a teacher's permission. ACHS reserves the right for teachers and administrators to view the contents of a student's device, and students are expected to put devices away or give them to a teacher immediately when asked. Students who violate this policy will have their devices confiscated and may face disciplinary consequences. The school is not responsible for lost or stolen devices.

Students who violate the policies regarding cell phone and electronic device use will have those devices confiscated.

Unclaimed devices will be disposed of after the end of the school year.

## TECHNOLOGY AND INTERNET USAGE

Carroll students are expected to reflect positive behaviors and Christian values both on school grounds and off. This includes the Internet. Students are strongly encouraged to avoid social networking sites that make students vulnerable to representing themselves or others in ways that would not be appropriate in front of teachers or at school. Students involved in inappropriate conduct involving the Internet will face disciplinary action from the school. Examples of inappropriate behavior include but are not limited to: obscene or offensive language or graphics; misrepresentation of other individuals; plagiarism or copyright violation.

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner, which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the Internet or visit "Facebook," or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

### Acceptable use of the Google® Applications Account

Archbishop Carroll students are given free access to Google Applications for Education accounts. These accounts are part of Archbishop Carroll's registered Google domain. The primary purpose of the student Google Applications for Education account, which includes Gmail, Google Documents/Spreadsheets/Sites, and other educational apps, is solely for school-related activities. Student access to this account is provided as a privilege and with the expectation that the account will be used in accordance with the Archdiocese of Washington's Acceptable Use Policy. Unacceptable use of this account will result in disciplinary action.

Failure to access this account routinely will not be accepted as a reason for failing a course.

## CALENDAR HIGHLIGHTS

### First Quarter

August 23RD	1st Full Day of School - All Students
September 1ST	Opening School Mass
September 5TH	Labor Day – <b>School/Offices Closed</b>
September 8TH	Back To School Night (5pm)
September 16TH	Senior Class Retreat
September 21st	Mid Quarter
September 29th	Latino Heritage Mass
September 30th	Senior Fence Party
October 3rd – October 8th	Homecoming Spirit Week
October 10th	Columbus Day – <b>School/Offices Closed</b>
October 13th – October 14th	Underclass Retreat
October 16th – October 21st	College Week
October 19th	PSAT Testing - <b>Half Day</b>
October 20th	Food Drive Opening Prayer Service
October 21st	End of the 1st Quarter

### Second Quarter

October 28th	HSPA Professional Development - <b>School Closed</b>
October 30th	Open House/Fall Festival
November 7th	Winter Uniform Begins
November 11th	Veteran's Day – <b>Half Day</b>
November 22nd	Mid Quarter
November 22nd	Thanksgiving Prayer Service – <b>Half Day</b>
November 23rd – 27th	Thanksgiving Break
November 27th	Advent Begins
December 9th – December 10th	Christmas Show
December 14th-16th & 19th – 20th	Semester Exams - <b>Half Days</b>
December 19th	Advent Prayer Service
December 21st-January 2nd	Christmas Break
January 3rd	Classes Resume
January 10th	Class of 2017 Parent Meeting
January 12th	End of Quarter



### Third Quarter

January 16th	Martin Luther King Jr. Holiday – <b>School/Offices Closed</b>
January 18th	John Carroll Mass
January 18th – February 3rd	IB Mock Exams
January 30th	Faculty Retreat – <b>School/Offices Closed</b>
January 30th – February 3rd	Catholic Schools Week
February 8th – 11th	Kairos
February 13th	Mid Quarter
February 15th	Black History Month Mass
February 17th	Black History Talent Showcase
February 20th	President’s Day – <b>School/Offices Closed</b>
March 1st	Ash Wednesday Prayer Service
March 10th	Class Retreats
March 15th	End of Quarter
March 20th – March 24th	Spring Break – <b>School Closed</b>

### Fourth Quarter

March 27th	Spring Uniform Begins
March 30th	Career Day (TBD)
March 31st – April 1st	Spring Musical
April 8th	Spring Festival/Visual Arts
April 13th	Holy Thursday Prayer Service - <b>Half Day</b>
April 14th – April 17th	Easter Break - <b>School/Offices Closed</b>
April 21st	Senior Prom
April 26th	Transformation & Ring Ceremony
April 27th	Mid Quarter
April 28th – May 19th	IB Exams
May 1st – May 5th	Teacher Appreciation Week
May 9th	Honors Convocation
May 12th, 15th – 18th	Senior Exams – <b>Half Day Seniors Only</b>
May 18th	Last Day for Seniors
May 22nd	Senior Parent Appreciation Breakfast
May 22nd	Graduation Rehearsal
May 23rd	Senior Send Off – Seniors Only
May 24th	Baccalaureate Mass
May 25th	Graduation
May 26th	<b>School/Offices Closed</b>
May 29th	Memorial Day - <b>School/Offices Closed</b>
June 2nd, 5th - 8th	Underclassmen Final Exams - <b>Half Days</b>
June 8th	End of 4th Quarter and Last Day for Students

**\*\* Please Note\*\* Dates are subject to change**