

## ABOUT THIS HANDBOOK

This book serves as a planner, guide and hall pass for all students. Each student is expected to have his or her own handbook at all times. It is the expected hall pass for all students. Teachers expect all students to track all assignments in it. Students who misplace their handbooks must purchase a new one for \$8. Parents are expected to know its contents as well, which are also posted on [www.archbishopcarroll.org](http://www.archbishopcarroll.org).

## GENERAL INFORMATION

### OFFICE HOURS

Administration 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.  
7:35 A.M. Daily Mass, Mon.-Thurs.  
8:00 A.M. Warning Bell.  
8:15 A.M. 1st Period Begins; Roll Taken  
3:00 P.M. Close of school day.

### SCHEDULES

#### Regular Schedule

Period	Time Intervals
1	8:15-8:59
2	9:03-9:47
Advisory	9:51-10:01
3	10:05-10:54*
4	10:58-11:42
5	11:46-12:30
6	12:34-1:18
7	1:22-2:06
8	2:10-2:54 (Seniors) 2:10-2:57 (Juniors) 2:10-3:01 (Sophomores) 2:10-3:05 (Freshmen)

\* Includes 5 min. for announcements

Late opening and early dismissal schedules will be posted by the main office.

### CONTACT INFORMATION

4300 Harewood Road, N.E.  
Washington, DC 20017

Main Number 202-529-0900  
Athletic Office, ext. 115  
Attendance Office, ext. 158 or 202-269-0200  
Dean's Office, ext. 122  
Finance Office, ext. 251  
Guidance Office, ext. 153  
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.archbishopcarroll.org](http://www.archbishopcarroll.org).

#### AM Assembly

Period	Time Intervals
Advisory	8:15-8:25
ASSEMBLY	8:35-9:55
1	10:00-10:32
2	10:36-11:08
3	11:12-11:44
4	11:48-12:20
5	12:24-12:56
6	1:00-1:32
7	1:36-2:08
8	2:12-2:45

#### E. PM Assembly

Period	Time Intervals
1	8:15-8:57
2	9:01-9:33
3	9:37-10:09
4	10:13-10:45
5	10:49-11:21
6	11:25-11:57
7	12:01-12:33
8	12:37-1:09
ASSEMBLY	1:15-2:45



Dear Student,

It is my pleasure again to welcome you to Archbishop Carroll High School. You are fortunate to be part of a tradition that has produced thousands of Christian gentlemen, ladies and scholars over the past fifty-five years. It is my expectation that you will do all that you can do to strengthen and extend this tradition. It is expected further that everyone will work toward building a reputation for our school that is worthy, that learning will be a priority--and that means learning to the best of our abilities. We will align ourselves with the teachings of the Catholic Church and with the mission of our high school, especially as it relates to serving others. I expect that you will work as hard as you can in all that you do and that you will place a priority on **Respect and Responsibility**. I want to remind you further that **"The Street Stops at the Door!"**

It will be our every effort to guide you in this task, and it will be essential that you and your parents become fully acquainted with the policies, programs, procedures, and services available at Carroll. This handbook will provide you with this information which should become common knowledge to you and your parents. All students and their parents are responsible for knowing and adhering to the policies and procedures presented herein. I encourage all students and parents to pay close attention to attendance and punctuality, a most significant factor in achieving excellence. Issues of tardiness, truancy and excessive absences will be dealt with firm but fair consequences. **We expect students here, every day and on time.**

Finally, I anticipate that all Carroll students will come prepared to meet the positive challenges that await them. I am confident that all Carroll students will embrace excellence, denounce inappropriate actions, make choices that enhance their learning, and grow spiritually through participation in the school sponsored liturgies. I encourage all students and their families to join with me and the staff in making this year a happy and productive one.

Sincerely,

***David S. Stofa***

David S. Stofa, Ph.D.

## ADMINISTRATION

Principal: Dr. David Stofa  
Vice Principal for Academic Affairs:  
Ms. Mary Elizabeth (Beth) Blaufuss  
Vice Principal for Student Affairs: Mr. Larry  
Savoy  
Dean of Students: Mr. Dee Shropshire

Athletic Director: Mr. George Leftwich  
Director of Finance: Mr. David Brake  
Asst. Executive Director of Institutional  
Advancement: Fr. John Mudd  
Executive Director for Institutional  
Advancement and Marketing: Jeffrey Penn

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### CALENDAR.....

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.

**NEW IN 2010-11: Please see the following updates:**

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**MISSION STATEMENT**

Archbishop Carroll High School's mission is to provide a Catholic education for young people in the Archdiocese of Washington. We are dedicated to serving a diverse student population in an environment that nurtures the whole person by integrating faith, learning and life. Consistent with our Catholic tradition, we seek to develop leaders who are rooted in Gospel values and are committed to meeting the challenges of building a just society.

**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

**PHILOSOPHY AND OBJECTIVES - A Statement of Mission**

Archbishop Carroll High School has as its mission the college preparatory education of students within the Catholic tradition.

Archbishop Carroll is a Catholic high school where students learn to integrate faith and life, respond to God in their lives and become aware of the many possibilities of Christian life. Archbishop Carroll High School assists students to enhance their self esteem and also to develop respect for people who are ethnically diverse or physically challenged. The school also provides a safe environment so that learning can take place without unnecessary interruption. Archbishop Carroll High School clarifies values and points to the ways that these values can be applied in contemporary society.

Archbishop Carroll High School, while helping students become Christlike, at the same time assists them in acquiring a college preparatory education. The school also provides academic programs that both challenge students and offer them the opportunities for success. These programs emphasize subjects that introduce the students to the richness of human knowledge and the excitement of learning. This school also has a range of cultural and athletic activities so that students can develop their talents in these areas and work cooperatively with adult role models and with their peers. Archbishop Carroll High School conducts an ongoing evaluation of its programs to determine the quality of instruction. This school is committed, therefore, to providing the preparation necessary for its graduates to function effectively and to make a positive contribution to society.

Thus, the philosophy of Archbishop Carroll High School is to teach the message of Christ according to the Roman Catholic Church, to create experiences of Christian Community, to provide all members of that community with educational opportunities in order to develop their potential and to engage in the caring service of others.

In creating experiences of community, we value service as a way to respond to God's presence. In providing academic experiences, we seek to challenge the student in ways which make possible a sense of accomplishment. These experiences at Carroll nurture the student's spiritual, intellectual, cultural, social, physical and emotional growth.

We do these things in a spirit of mutual support among administrators, faculty, staff, students, parents and alumni, and we encourage an enthusiastic and positive response.

### **STATEMENT OF OBJECTIVES**

- To give all students an understanding of Catholicism, by requiring that students complete a course in religious studies each year.
- To provide all students with opportunities for spiritual and moral development by offering retreats, liturgical services, and daily prayer.
- To sensitize our students to the needs of others through opportunities for community service.
- To admit students from all levels of society without regard to race, sex, color, physical challenges, national or ethnic origin, who meet the requirements as stated in Archbishop Carroll High School's admission policy.
- To emphasize the value of a college preparatory curriculum by requiring all students to complete before graduation courses in English, social studies, foreign language, mathematics, science, computer science, physical education and the arts.
- To provide facilities and/or opportunities to all interested students for participation in athletics, music, drama, art, journalism, political activities, and other social, cultural and intellectual pursuits.
- To increase student awareness of the impact of local, national and world events on their immediate lives as well as the lives of family members and peers.
- To provide guidance and counseling services for all students.
- To provide guidelines for responsible student behavior by presenting an annual student handbook.

### **SCHOOL HISTORY**

In October of 1945, while the city of Washington was still associated with the Archdiocese of Baltimore, a committee of priests, led by auxiliary bishop the Most Reverend John M. McNamara, purchased a site for a new archdiocesan high school. The twelve acre property was purchased from the Franciscan Friars of the Atonement; it had been the northwest portion of an old estate known as "The Vineyard," which comprised all the land now between the Old Soldiers' Home and the elbow formed by Harewood Road. Four years later, sufficient contributions to the building fund had been made by parishes throughout the Washington area. Ground was broken November 7, 1949, and 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. Cardinal O'Boyle, who oversaw the founding of our school in 1951, chose Carroll as our name and "pro deo pro patria" as our motto. He did so at a time when there was still enough prejudice against Catholics that most Americans believed one could not be elected President. For a school on a hill overlooking the Capitol to be named after Archbishop Carroll is a reminder 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."

In 1950 Archbishop O'Boyle extended an invitation to the Augustinian Fathers of the Province of St. Thomas of Villanova to operate the school. The Augustinians and the lay faculty and staff worked together to provide an outstanding college preparatory education for young men for nearly forty years. St. Augustine

remains our patron saint and a reminder of the erudition to which each of our students is called. 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 it is with Augustine as our inspiration that Carroll students are asked to take on a rigorous college preparatory academic program; to use what they learn to make the world around them a better place; and to learn every day how to reflect God's love for each of them in their kindness to each other.

When Cardinal O'Boyle opened Carroll in 1951, he quietly ordered it to be racially integrated—one of the first D.C. schools to defy segregation, four years before the Supreme Court declared the practice unconstitutional. The standard bearers for breaking down this barrier were the Carroll basketball teams of 1958-60, who amassed a 55-game winning streak despite racist pressures from many quarters. Since that time, Carroll has had a special call to engage issues of racial and ethnic equality, and a strong commitment to the social justice teachings of the Catholic Church. That commitment was renewed in the 1980's and 90's by Robert Hoderny, a teacher who began the social justice course at Carroll and demanded that 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, the Archbishop of Washington, ordered three diocesan high schools—All Saints, Holy Spirit and Mackin--closed and merged into Carroll. Students from the Academy of Notre Dame and Regina High Schools were also invited to join this new venture. Cardinal Hickey created a legacy at Carroll in three primary 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. In the two decades since the merger, Carroll has maintained and expanded the spirit of excellence, inclusiveness, service and camaraderie that have been its legacy from the beginning.

## **ACADEMIC INFORMATION**

### **INTRODUCTION**

Archbishop Carroll High School is a Catholic, co-educational, college preparatory school under the direction of the Archdiocese of Washington. It is accredited by the Middle States Association of Colleges and Schools and is approved by the District of Columbia Department of Instruction. It is certified by the International Baccalaureate Organisation as an I.B. World School.

Archbishop Carroll is a member of the National Catholic Educational Association.

To satisfy the requirement for a diploma from Archbishop Carroll High School, 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 courses in most disciplines in grades 9-12 and I.B. courses for qualified students. Students are placed in honors courses in ninth grade based on previous academic performance and

standardized testing. Students are placed in honors and I.B. courses from tenth through twelfth grade by department chairs. Placement in honors, and I.B. courses is based on demonstrated academic achievement, not potential. Students' academic performance must meet consistent standards to continue placement in honors or I.B. classes. Students qualify for I.B. at the end of 10<sup>th</sup> grade through application and faculty approval.



## INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

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 well-roundedness.

Students may apply for pre-I.B. at Carroll in the middle of 9<sup>th</sup> grade. This is one of the most demanding, intellectually rigorous high school courses of study available anywhere. Acceptance into the program will be based on intellectual ability, performance in 9<sup>th</sup> grade classes, participation in school activities, a strong work ethic, and supportiveness of fellow students.

Pre-I.B. students will take the following courses in 10<sup>th</sup> grade:

- Sacred Scripture
- Honors Intro to Literature
- Foreign Language Level 2 or higher
- Honors Geometry or higher
- Band or Choir and Music Theory; or Art
- Honors World History
- Honors Biochemistry

In addition, students will need a semester of U.S. Government in 10<sup>th</sup> grade. To be well-positioned for I.B., incoming ninth graders need to take Intro to Technology over the summer or pass the I.T. placement test. Health will be a component of the I.B. Biology course, so I.B. students are exempt from that course requirement.

Students' performance will be re-evaluated at the end of 10<sup>th</sup> grade, at which time students who

choose to apply will be admitted into the Diploma Programme. In both 11<sup>th</sup> and 12<sup>th</sup> grade, the course requirements for the D.P. are:

- I.B. English Higher Level (2 years)
- I.B. Foreign Language Standard Level (2 years)
- I.B. History Higher Level, Americas focus (2 years)
- I.B. Biology Higher Level (2 years)
- I.B. Mathematics or Math Studies Standard Level (2 years)
- I.B. Art, Music or Information Technology in a Global Society Standard Level (2 semesters + after school rehearsals or summer art institute)
- I.B. Theory of Knowledge (2 semesters)

Higher and Standard Level refer to I.B. standards of study; all Diploma candidates are required to take 3 courses at each level. Students will follow the Carroll religion curriculum for both years. In addition, I.B. Diploma Candidates must attend the extended essay summer institute between 11<sup>th</sup> and 12<sup>th</sup> grade. I.B. Diploma Candidates will also need to complete the 150-hour Creativity, Action, Service requirement.

Students who complete these requirements and perform well on their I.B. internal and external assessments will receive a diploma from the International Baccalaureate Organisation in addition to their Archbishop Carroll High School diploma.

For more information on I.B., see [www.ibo.org](http://www.ibo.org).

### ADVANCED PLACEMENT

Archbishop Carroll High School offers I.B. as its advanced course of study, not A.P.. However, qualified students who wish to take an A.P. exam can request to do so through the Vice Principal for Academic Affairs.

### GRADING SYSTEM

<u>Letter</u>	<u>Numeric Range</u>	<u>Meaning</u>	<u>Quality Points-Regular</u>	<u>Quality Points-Honors/IB</u>
A+	97-100	Extraordinary; highest possible level of work	4.0	5.0
A	90-96	Excellent; work exceeds expectations/requirements	4.0	5.0
B+	87-89	Superior work	3.0	4.0
B	80-86	Good; work meets expectations/requirements	3.0	4.0

<u>Letter</u>	<u>Numeric Range</u>	<u>Meaning</u>	<u>Quality Points-Regular</u>	<u>Quality Points-Honors/IB</u>
C+	77-79	Competent	2.0	3.0
C	70-76	Competent; needs improvement in college prep setting	2.0	3.0
D	65-69	Below expectations; barely competent	1.0	2.0
F	below 65	Failure; not adequate to demonstrate proficiency	0.0	0.0
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 he or she earns 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 grades. Please understand that most teachers use the student's actual percentages from each semester, not the letter grades, to compute the final grade.

Teachers will update families on a student's progress through Edline and through progress reports. These are updates, not grade reports, and a student's grade may change from the time a progress report or Edline 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 has attempted during that school year. Here is an example of a GPA calculation:

<u>Class</u>	<u>Final Grade</u>	<u>x</u>	<u>Credits</u>	<u>=Quality Pts</u>
Religion	B (3 pts)	1	1	3
English	A (4)	1	1	4
Math	B (3)	1	1	3
Foreign Lang.	C (2)	1	1	2
Hon. Science	B (4)	1	1	4
Hon. History	C (3)	1	1	3
Health	A (4)	.5	1	2
Art	B (3)	.5	1	1.5
Total Quality Points: 22.5				Total Credits: 7
				$22.5 / 7 = 3.21$

### SUMMER SCHOOL GRADES

If a student is required to attend summer school because he or she failed a class, the F the student earned during the year remains on his or her transcript, along with the grade received in summer school. 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**

There are two kinds of academic probation:

### Academic Probation

Students whose GPAs are below a 2.0 at the quarter or semester will be placed on Academic Probation. The goal of Academic Probation is to heighten students' awareness of the importance of strong academic work and to give the student the support to improve. Being on Academic Probation requires the following:

1. The student will meet with his or her guidance counselor;
2. Parents will be notified;
3. The student will be strongly urged to attend regular tutoring or supplemental academic support before or after school.

### Strict Academic Probation

Underclassmen will be placed on Strict Academic Probation if they have two or more Fs, regardless of GPA, in their first quarter, first semester, or third quarter grades.

Seniors will be placed on Strict Academic Probation if they have two or more Fs in their first quarter grades, or a single F in their first semester or third quarter grades.

Being on Strict Academic Probation requires the following:

1. The student will not be allowed to participate in co-curricular activities, such as sports, or in field trips that would result in an absence from any class;
2. He or she will meet with guidance counselors or the vice principal for academic affairs to determine the conditions of the student's probation;
3. Both the student and parent will sign an agreement indicating that they understand these conditions.

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

## **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.

## **EARLY GRADUATION**

For information about the school's early graduation policies, please contact the vice principal for academic affairs.

## **ACADEMIC DISHONESTY**

Learning requires the use of a student's own mind. For the grades that students receive to be fair and accurate, students need to work honestly.

Academic dishonesty includes lying, cheating and plagiarism. It undermines the whole point of education and of Christian community. It will not be tolerated.

Plagiarism is presenting someone else's ideas as your own. It can easily be avoided by giving credit to a source when you use it. Restating another's ideas, also called paraphrasing, does *not* eliminate the possibility of plagiarism; only acknowledging a source does.

Cheating involves receiving unacceptable help on a homework assignment, quiz or test. 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. Common sense is essential; for example, keeping a study

guide on one's desk after a teacher has told a class to clear desks for a test undermines academic honesty, regardless of whether the teacher explicitly tells students not to use a study guide on the test.

A student who appears to participate in lying to a faculty member, cheating or plagiarizing, whether the assignment is homework or a major test, will be referred to the vice principal for academic affairs, who will determine the level of guilt and will work with the teacher and deans to determine consequences that will maintain accountability and rebuild trust. The student may serve detention, redo an assignment, be required to do additional work for no additional credit in the course, or engage in other appropriate actions.

A second offense will result in suspension and more severe academic consequences. A third offense will, in all likelihood, result in expulsion.

### **GUIDANCE 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. If, at any time, an individual needs the assistance of his/her counselor, the individual may schedule an appointment by seeing the guidance secretary.

Guidance services include:

- Individual inventory services
- Counseling services
- College counseling
- Individual counseling
- Group counseling
- Group guidance
- Placement services
- Occupational information services
- Follow-up services

### **ADVISORY**

Each student is a member of an advisory. Advisory groups stay together for four years in most cases, along with their faculty advisor. Members of an advisory function like a family, meeting daily for fellowship and communication skill development. Extended advisory periods provide students the chance to develop the

relationship and communication skills that help foster strong friendships, professional relationships, and Christian community. Participation in advisory is expected of all Carroll students.

### **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. The three types of assignments commonly assigned at Carroll are: practice assignments, preparation assignments, and extension assignments.

Completing daily homework is an expected and vital part of the educational process. Students should expect to have several hours of homework, on average, each day. To receive the benefits of homework, the student, himself or herself, must actually do the work. The school does encourage the parents to monitor and, perhaps, assist minimally. Homework must be completed and submitted on time.

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 lose out in a number of ways if they consistently fail to do their homework: 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.

The Archbishop Carroll administration and faculty are eager to provide the best possible educational support and opportunity for students to achieve academic success in each discipline. The following services have been made available to assist students in the completion of homework assignments: individualized tutoring (e.g., college student tutors, Carroll NHS members, and instructors); after-school, supervised study sessions; and use of the computer labs. All of these services are available at no additional cost to our families.

## **HOMEWORK ASSISTANCE**

In an effort to support our students' academic efforts, teachers will be available to assist students who have a sincere desire to improve their work. In addition, tutors, such as college students, NHS students, parents and other mentors, will be available on a scheduled basis to assist students. Students who are not taking advantage of these resources will have no excuse for failing to complete homework correctly, and risk loss of credit.

## **EDLINE**

Edline allows students and parents to access grades, homework, class web pages, attendance information, school announcements, schedules, school news, and the school calendar through the World Wide Web. Teachers will update Edline bi-monthly. Edline is a powerful tool for communication among parents, students, and the school.

Each enrolled student and parent receives an account and password. New students and parents, as well as those who have not yet set up their Edline accounts, will receive their account and password information by mail in September. Guidance counselors will also receive copies of Edline information at that time.

To access Edline, parents and students can go to the school's web page or [www.Edline.net](http://www.Edline.net).

Please note: The grades viewable on Edline are a snapshot of a student's progress at the time the report was posted. Teachers are urged to update Edline frequently. Students may continue with assignments after a progress report is posted, so the student's average for a quarter or semester may differ from a progress report posted earlier in the grading period. Edline is not a source of official grade reports; only report cards provide official grades.

Parents are encouraged to monitor students' progress. We must all remember that our goal involves students' becoming independent learners and responsible young adults. Thus students are primarily responsible for tracking work through tools like Edline, not parents.

Students are still expected to get homework and track assignments during class time. Missing information on Edline is not an excuse for missing work.

## **FACULTY COMMUNICATION**

All faculty members are required to return phone calls/emails within 48 hours of submission. All parent/guardian inquiries regarding a student's class room 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, it is recommended that the parent/guardian contact the vice principal for academic affairs at (202) 529-0900, ext. 135.

## **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.

## **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. Exceptional Sophomores may become probationary NHS members.

NHS members must also exhibit leadership in the classroom, clubs, community and outside activities that encourage positive participation by all involved. Students must live out the values of honesty, integrity, compassion, and courage. These values must be demonstrated every day in all aspects of the student's life. Students demonstrate compassion and inclusiveness through the service they render in school life, in community and among the marginalized.

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. Several administrators are involved in the process.

The National Honor Society will perform a variety of services of benefit to the student and the school community as a whole.

## DISCIPLESHIP SERVICE PROGRAM

Archbishop Carroll High School challenges students to live their faith and work for justice in society. As a school community, we witness to the Word of God by putting our faith into action. Jesus promises us that whenever we serve "the least of His brothers and sisters," we serve Him. Our hope is to promote service learning that is transformative for the student, emphasizing quality of service and reflection.

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 Soup Kitchen**

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.

### **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

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 the Campus Ministry Room.

### **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 Kitchens
- 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. **American Diabetes Association**
- H. Mentoring/Tutoring Programs
- I. Campus Ministry Sponsored Service Trips & Events (i.e. Food Drive, Christian Service Club)

### **Regarding Volunteer Service to ACHS after school**

Only Freshmen and Sophomores are permitted to count volunteer service to the ACHS community toward the minimum Discipleship Service requirement. This may include Open House, peer tutoring supervised by a teacher, and other

events that benefit the community. (We cannot accept clerical work.) This service should be approved in advance by the Christian Service Coordinator. Juniors and Seniors are permitted to submit these types of hours to the Christian Service Coordinator, but they will not count toward the minimum Discipleship Service requirement.

### **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

### **Verification Forms**

1. Verification Forms are available in the Campus Ministry Room or on our web site. **BRING THE FORM WITH YOU** when you perform the service, so the site supervisor can sign off on the service you have performed.

2. All Verification Forms should be:

- Turned in to the Christian Service Coordinator in a timely manner. Verification forms may not be accepted if they are turned in more than a month past the date of the service performed.
- Completely and accurately filled out, including appropriate phone numbers, dates of service, and the written reflection.

*NOTE: Verification 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*
- *The range of dates is restricted to ONE MONTH- please do not include 2-3 months of service dates on one 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 above criteria.
2. The Christian Service Coordinator has ample resources to assist students in contacting agencies and organizations to complete their service requirement.
3. Discipleship Service hours will be recorded on the students' report cards and transcripts. Hours will also be posted outside the Campus Ministry Room on a quarterly basis.

### **Deadlines**

All Discipleship Service hours must be submitted by the end of the 3<sup>rd</sup> Quarter.

*NOTE: 1. Hours performed over the summer must be submitted by the end of September.*

*2. We cannot accept summer hours for Incoming Freshmen.*

### **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.**

Seniors who do not complete their minimum required hours by the deadline will not be allowed to participate in the Graduation or Baccalaureate ceremonies at the end of the year.

# FINANCIAL INFORMATION


**Tuition** at Archbishop Carroll High School (ACHS) for the 2010-2011 academic year is \$10,035. **Incidental fees** are billed separately (see page 2) and due **July 1<sup>st</sup>**.

## TUITION PAYMENT PLANS

- A. Annual Payment - 5% discount applied if full tuition amount is paid by **July 20<sup>th</sup>**. Any payment not received by the due date will automatically forfeit the discount.
- B. Semi-annual Payment – Tuition is paid in two installments, **July 20<sup>th</sup>** and **December 20<sup>th</sup>** Note: No discount is available for this payment plan.
- C. 10- Month Plan – Tuition is paid in 10 equal installments beginning **July 5<sup>th</sup>** or **July 20<sup>th</sup>** ending in **April 2011**.

Note: A 12mth payment plan is no longer offered.

**Parents/Guardians that do not choose 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 (5<sup>th</sup> or 20<sup>th</sup>), FACTS charges an annual fee (2 payments - \$15, 10 payments - \$38) which is automatically deducted upon completion of the agreement.**

A Facts agreement is created by clicking the  **link at the bottom of our website homepage ([www.Archbishopcarroll.org](http://www.Archbishopcarroll.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.

Contact the Finance Office for more information. All families should complete the PSAS application for Archdiocesan tuition assistance.

- 2. **Internal Tuition Assistance** - Need based aid is provided when available. An application for internal assistance can be requested from the finance office through May for the following school year. A completed PSAS application must be on file for consideration.
- 3. **Academic Scholarships** – Applications for continuing students are available beginning in April of each year for the following school year. New students should contact the Admissions Director.
- 4. **Music Scholarships** – Instrumental and Vocal Scholarships are offered through the Music Department. Contact the Department Chairperson for further information.

## BILLING INFORMATION

Tuition statements are mailed on a monthly basis.

## TEXTBOOKS

Follett is the official textbook providers for Archbishop Carroll High School. Textbooks can be purchased at the campus bookstore or via the internet. More information is available in the Main Office.

## UNIFORMS

Follet is the official uniform provider for Archbishop Carroll High School.

## TUITION PAYMENT SCHEDULES

Plan	Payment Plan	Due Date	Payments
A	Annual Plan	July 20 <sup>th</sup>	\$9,534 5% Discount (Applied to Tuition paid by family) <b>After due date: \$10,035</b>
B	Semi-annual	July 20 <sup>th</sup> December 20 <sup>th</sup>	\$5,017.50 \$5,017.50
C	10-Month Plan	5 <sup>th</sup> or 20 <sup>th</sup> (must choose due date) July – April	\$1,003.50

**A 5% sibling discount is applied to tuition paid by the family for each subsequent child enrolled at the same time.**

**INCIDENTALS**

The following incidentals are not included with the cost of tuition and are due when billed.

Registration Fee	\$300.00
Graduation Fee (Seniors Only)	\$200.00
Social Justice Binder (Juniors Only)	\$20.00

**Incidental fee** (due July 1<sup>st</sup>) **\$265.00**

*Comprised of the following*

Fundraising Assessment	\$175.00
Campus Ministry Fee	\$75.00
Archbishop Carroll Parent Association Dues	\$10.00
Student Locker Fee	\$5.00

Returned Check Fee \$30.00

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

Other fees may be applicable.

**ARCHBISHOP CARROLL HIGH SCHOOL TUITION POLICIES**

1. All tuition payment plans begin in July. Incidental charges are due **July 1<sup>st</sup>**. To begin classes in the fall semester, all tuition and fees billed to the account must be paid.
2. **All fees (i.e. registration fee, incidental fee etc.) are NON-REFUNDABLE.**
3. If annual tuition payments are not made on the scheduled due date families will forfeit the discount and may accrue a finance charge of 1.5% per month on any unpaid balance.
4. Any past due tuition balance may accrue a finance charge of 1.5% per month for the monthly payment plan.
5. 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.
6. Any senior with an outstanding financial obligation is not permitted to participate in the year-end baccalaureate Mass or commencement exercises.

**BILLING SCHEDULE**

<b>JULY</b>	All Fees, Annual tuition, Semi-Annual tuition, Monthly tuition	<b>DECEMBER</b>	Semi-annual tuition, monthly tuition
<b>AUGUST</b>	Monthly tuition	<b>JANUARY</b>	Monthly tuition, graduation fee (Seniors only, \$150), spring fundraising assessment (\$75)
<b>SEPTEMBER</b>	Monthly tuition	<b>FEBRUARY</b>	Monthly tuition
<b>OCTOBER</b>	Monthly tuition	<b>MARCH</b>	Monthly tuition
<b>NOVEMBER</b>	Monthly tuition	<b>APRIL</b>	Monthly tuition

## REFUND POLICY

Should a student leave voluntarily during the school year, parents who selected payment Plans A or B are responsible for tuition according to the following:

- Through August 5<sup>th</sup> - 100% refund
- Through August 20<sup>th</sup> - 75% refund
- Through September 12<sup>th</sup> - 50% refund
- Through September 26<sup>th</sup> - 25% refund
- After October 1<sup>st</sup> - no refund for the semester
- Through February 1<sup>st</sup> - refund less cost of 1<sup>st</sup> semester (\$5,017.50)
- After February 1<sup>st</sup> - no refund

Parents who select payment Plan C will be responsible for all tuition billed through the month of departure. Charges are billed on the 1<sup>st</sup> of each month and may not be prorated.

Tuition will not be refunded if a student is asked to withdraw or is expelled.

## MISCELLANEOUS INFORMATION

### **CAMPUS MINISTRY FEE**

A fee of \$75 is charged to each account as part of the incidental fee. This fee supports campus ministry activities school-wide, including retreats, liturgies, and the social service ministry.

### **PAAC (Parent Association of Archbishop Carroll) Dues**

A fee of \$10 is charged to each family as part of the incidental fee to cover membership dues.

### **FUNDRAISING ASSESSMENTS**

The school provides opportunities for parents/guardians and students to help raise additional funds required to maintain a quality education. Two activities help the parents raise the \$175 fundraising assessment. These activities are the Walk for Education in November and the Spring Benefit Concert help in June.

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

Seniors are assessed a fee of \$200. This fee covers all costs associated with the baccalaureate Mass and graduation. These costs include the diploma and covers, graduation announcements, name cards, cap and gown, honor stoles and rental of the Basilica of the Immaculate Conception.

## **FINANCE OFFICE STAFF**

202-529-0900

Mr. David Brake, Chief Financial Officer

Ms. Edythe White, Accounts Payable Associate  
Ext. #125  
Fax #202-529-6235

Mrs. Maria Ogu, Accounts Receivable Associate  
Ext. #251

Mr. Dessalegn Binalfew, Accounts Receivable Associate  
Ext. #132

## **CHANGE OF ADDRESS**

Change of home address and/or telephone number (home and/or office) should be reported as soon as possible to the school's main office. This helps us make sure that emergency contact information is accurate and that report cards, progress reports and other mailings arrive accurately.

# 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 code of conduct promotes personal, social, academic and spiritual growth. Students expect to attend classes in a well-ordered atmosphere conducive to learning. This will be accomplished by ensuring an environment of Christian concern. Rules exist to support the student in the pursuit of self-discipline and the development of mutual respect and trust. Violations of the rights of others incur automatic consequences; each

student is expected to know this and to assume responsibility for his/her actions.

While the dean of students is directly responsible for supervising and coordinating all discipline efforts, discipline is the responsibility of everyone—students, parents, administration, faculty and staff. Maintaining and implementing the Code of Conduct is the responsibility of every member of the Archbishop Carroll community. Students, staff and faculty should, through their behavior, reinforce the ideals expressed by the code and encourage every student to do likewise.

## STUDENT POLICIES

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. The most important of those actions can be summarized by having

### LION PRIDE:

To be a LION in the classroom...

- Listen actively;
- Initiate--your learning starts with you;
- Own your successes and failures;
- Never settle for less than your best...

And have the PRIDE everywhere...

- Prayer
- Respect
- Initiative
- Determination
- Enthusiasm

### ATTENDANCE

Students are expected to attend school each day unless there is an important reason for absence. They will be responsible for making up all schoolwork missed during the period of absence, regardless of the reason.

*To assist families in understanding attendance policies, all changes or clarifications for the 2010-11 school year are listed in italics.*

### ATTENDANCE PROCEDURES

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

1. Before 8:00 a.m. on the day of the absence, the parent or guardian must call the Attendance Office at 202-529-0900 ext. 158, and give the student's name, ID number and reason for absence.
2. On the first day back after the absence, the student must present a note signed by the parent/guardian to the Attendance Officer. If a student returns to school without a parental note, but a phone call was made to the Attendance Office, the student will receive an unexcused absence.
3. Students must receive their absence pass before 8:15 a.m.
4. Any student who needs to be absent from school for medical reasons 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 the day after the absence. Failure to do so will be considered as an unexcused absence.

## TARDINESS

The same excused/unexcused policy applies to tardiness, and students should present a note from a parent or guardian to the attendance officer if they would like a tardy to be considered excused.

*Students must be present from the beginning of third period to be eligible to participate in after-school activities such as sports or clubs.*

## 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. Excusable absences include student illness, death in the immediate family, or a court summons. 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.

**Traffic is not an excused absence.** Students with unexcused absences are not allowed to turn in homework or make up tests from the unexcused absence.

Families who wish to have an absence other than illness, family death or court summons considered excused should contact the attendance office at least one week 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.

## ABSENCE/TARDY CONSEQUENCES

If a student is absent or tardy, he or she loses out academically because of missed instruction. Students who are tardy disrupt others' learning as well as their own. We cannot emphasize enough the importance of students' on-time presence at school each school day.

1. Students who are not in their first period class at 8:15 will be considered late to school, even if they are in the building.
2. Students who arrive during first period will be kept in the cafeteria until the end of first period. This minimizes the disruption to other students.
3. **Three** unexcused tardies to school or absences from a single class in a quarter will result in administrative detention.
4. **Five** unexcused absences from a single class in a quarter will result in a student's quarterly grade in the course being dropped by one letter grade. The student will also be placed on attendance probation.
5. **Ten** unexcused absences in a quarter will result in a student receiving a grade of *Fa* (failure due to absences in that subject).
6. Students who receive a drop penalty during two quarters will also have their semester grade dropped in a course. Students who receive a grade drop penalty in both semesters will have their final grade dropped.
7. Students accumulating 40 or more unexcused absences in a course within a full school year will receive a failing final grade in that course with a resulting loss of credit.

## ATTENDANCE PROBATION

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

1. 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;
2. A parent conference must be held; the student will be suspended until that conference.

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

## PASSES FOR ABSENCE/TARDY

It is the responsibility of the student to get a pass from the attendance officer after a tardy or absence.

## **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.

## **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. Failure to respond within five (5) days of receipt of this letter will result in automatic withdrawal. ACHS is obligated to report cases of suspected educational neglect, including prolonged and unexplained absences, to Child Protective Services.

## **INCLEMENT WEATHER**

Archbishop Carroll High School follows the decision of Prince George's County Public Schools with regards to closing of schools for snow and other inclement weather. If Prince George's schools are closed because of bad weather, then Carroll will be closed; if they open one or two hours late, Carroll will delay opening the same amount of time as the county schools.

Once school begins and there is inclement weather, the decision for an early dismissal will be made by the principal. Please listen to the radio, tune in the television or check the web site, [www.archbishopcarroll.org](http://www.archbishopcarroll.org), for this information. Families may also call (202) 529-0900 by 6 a.m. to check for a closure or delay.

## **EARLY DISMISSAL**

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.

All early dismissal requests must be made in writing by means of a note from the parent/guardian and presented to the attendance office before third period on the day of the early dismissal. Early dismissals may not be requested by phone. Students who have received early dismissals must see the attendance officer for a pass when they return from their appointments.

## **HEALTH RECORDS/MEDICATION**

Archbishop Carroll students must have a physical examination before the 9<sup>th</sup> and 11<sup>th</sup> grades. Forms for these 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 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.

## **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.

### **ID CARDS**

Archbishop Carroll students will be required to have on their person their Student ID cards any time the student is on the school grounds. ID cards will be distributed to the students on their designated orientation day. ID cards are required for all school dances and events. Failure to produce his/her ID card will result in disciplinary action.

### **STUDENT LOCKERS**

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.

Faculty and/or staff members and an administrator supervise the locker room daily

during the periods the locker room is open. 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 three lunches for 15 minutes
- at dismissal until 3:15 p.m.

Students who are in the locker room at unscheduled times will face disciplinary consequences. Repeat offenders will receive an administrative detention. Students can gain access to the locker room only with permission from the dean's office.

### **LOST AND FOUND**

The lost and found is located in the dean's office. The school is not responsible for lost or stolen items.

### **MOTOR VEHICLES**

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 on orientation day. The parking fee for the school year will be \$5.00. 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 driving privileges.

### **OFF LIMITS**

All faculty rest rooms 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 lifting room, offices—without explicit permission and the actual presence of a faculty/staff member.

NOTE: Archbishop Carroll High School does not encourage students to walk to the 7-Eleven or through Catholic University to get to the Brookland Metro Station. The most secure route is to walk down Harewood Road to Michigan Avenue to the Metro Station.

### **PHONES/PHONE CALLS/MESSAGES**

Cell phones can only be used before school, after school and during lunch periods in the cafeteria and student lobby area. Cell phones are not permitted above the basement level of the school. Cell phones are not to be worn at anytime. Students who violate this policy will have their cell phones confiscated until the end of the semester and will receive a number of demerits. Only the parents can retrieve the device from the dean's office.

Students must not be excused from classrooms to make telephone calls. Students may not use the office telephones, except in extreme emergencies. Students may make a phone call above the cafeteria and student lobby after school only if they ask a teacher for permission first.

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.

### **PERSONAL PROPERTY**

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.

### **ELECTRONIC DEVICES**

Archbishop Carroll High School students are allowed to use devices such as cell phones, IPODs or MP3 players. They must be used with headphones. These devices can only be used before 8 a.m., after 3 p.m, and during lunch periods, and only in the cafeteria and student lobby. These devices are not permitted above the basement level at any time.

Students who violate the policies regarding cell phone and electronic device use will have those devices confiscated. They will be held in secure storage until a parent or guardian retrieves the device between 3 and 3:30. Repeated violations constitute insubordination and may result in detention or suspension. The school is not responsible for lost or stolen electronic devices. Unclaimed devices will be disposed of after the end of the school year.

### **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.

### **AFTER SCHOOL**

Students who remain in the building after 3:15 p.m. must be in a supervised activity, such as required study hall, sports practice, tutoring session, or club meeting. Any student not in a supervised activity must be in the student lobby or picnic table area 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.

## **DISCIPLINE CONSEQUENCES**

### **TEACHER-ADMINISTERED CONSEQUENCES**

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 detention, assigned by the teacher. Teachers are expected to contact a parent or guardian in such instances and to keep records of student behavior and consequences.

### **REFERRALS REQUIRING ADMINISTRATIVE ACTION**

If a student does not remedy his or her behavior through teacher-administered consequences and after parent contact, the teacher will write a referral asking for the involvement of the dean's office. The teacher and student will then meet with the dean, and the dean will also establish parent contact.

A referral may also be written to the dean's office in the event of unproductive behavior that occurs outside the classroom. Administrative consequences may be assigned.

Consequences required by the dean can include a wide variety of actions including but not limited to Saturday detention, disciplinary probation, suspension, recommended expulsion, or other consequences appropriate for remedying the situation and producing a climate of teaching and learning.

### **EXAMPLES OF MAJOR VIOLATIONS**

- Insubordination or disrespect to staff and others – verbal or otherwise. This includes any open defiance to any teacher or adult in the building.
- Truancy from school or class or absence under false pretenses
- Using offensive, vulgar, disrespectful or obscene language
- Fighting (physical altercation)

- 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
- Disregard for school policies, procedures, or authority, including regulations such as the dress code and the Code of Conduct
- Intent to bodily harm another person
- Damaging school property or the property of others
- Dishonesty

Any student guilty of any of the above violations assuredly jeopardizes the likelihood of the student receiving an invitation to return to ACHS for the following year and may experience immediate dismissal.

### **DISCIPLINARY ACTION**

Students who have committed any serious offense are in violation of the school rules, regulations, Code of Conduct, policies and/or procedures, or who are persistently troublesome, habitually unruly, uncooperative or refuse to improve behavior after repeated intervention, **will seriously jeopardize the likelihood of receiving an invitation to return to ACHS.**

### **DISCIPLINARY PROBATION**

The dean of students will place a student on probation for failing to comply with the Code of Conduct. Probation can be given at any time during the year. Students who begin the school year on probation will have their status reviewed at the end of every quarter. If a student on probation commits any discipline infraction, he/she will be recommended for expulsion.

Students who refrain from any discipline infractions will have their probation status removed.

### **SUSPENSION**

Suspension is the removal of a student from the ordinary daily activity of the school day. A student is subject to suspension for an extremely serious offense such as fighting, intoxication, stealing, vandalism, or obscenity. Suspension is

also a stated consequence for some additional infractions.

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.

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. In-school suspension is at the discretion of the dean of students. If a student is suspended twice, the student will be recommended for expulsion and may not return to school until he/she meets with the principal.

Note: Archbishop Carroll High School reserves the right to suspend any student who is in direct violation of the school's Code of Conduct.

## **EXPULSION**

When a student's conduct deteriorates to a point at which the order of the school is obstructed, or the health and safety of other 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 will suspend and recommend the student to the principal for expulsion. In such cases, a student may be expelled or recommended to withdraw by the principal. A student who has been expelled may not return to the school campus unless conducting official business and/or must receive prior permission from the principal.

Students who have been expelled may not participate in any school activity or register for summer school.

## **TRUANCY**

Any student who is away from school without a valid excuse or written consent from a parent 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 expulsion from school.

## **TARDINESS TO CLASS**

The teacher will administer consequences consistent with the stated policies of the class to any student who is late for class without a legitimate pass. Repeated violations will result in a referral to the deans.

## **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 anytime after the school day has begun, will be referred to the deans and will face suspension from school and possible expulsion.

## **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 skipped that class. The student will receive a referral to the dean's office and faces suspension and possible expulsion.

Note: Students with passes to see guidance counselors must first present those passes to their respective teachers before their visits to the counselor.

## **ASSEMBLIES**

Archbishop Carroll High School expects that all students will conduct themselves properly during all meetings, including those that involve a particular class or the entire school. Students who fail to conduct themselves appropriately in assemblies will be referred to the dean's office

and may receive detention or other consequences.

### **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.

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. Students are forbidden to eat or drink in any other area of the school at any time. The cafeteria is off limits during school hours except for lunch periods. Students who violate the use of the cafeteria will be subjected to cafeteria duty and may face disciplinary actions. Students are not permitted in the cafeteria during lunch periods other than their own.

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

### **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.

### **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. Teachers organizing field trips will use the designated school permission form, which will be given to students to take home for the necessary signature(s). 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; the school's permission form must be used.

### **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 expulsion from Archbishop Carroll High School. Instigators and those who pose threats, verbal or otherwise, may face the same serious consequences as those who fight.

### **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 immediately recommended for expulsion. Any student caught setting a fire in the school will be recommended for expulsion.

Students are also reminded that reporting 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.
- Do not talk.
- 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.

### **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 expulsion.

### **GUM CHEWING**

Gum chewing is prohibited at Archbishop Carroll at any time. Repeat offenders will receive administrative detention.

### **HALL PASSES**

Students must have a written pass, presumably in this handbook, when they leave a classroom during class time. Repeat offenders will receive administrative detention.

Students are requested to walk to the right of the stairwell and hallways. This will ensure a smooth flow of traffic.

### **ILLEGAL DRUGS/ALCOHOL**

Any student who is identified as being involved in any way with alcohol and/or drugs will be suspended and recommended for immediate expulsion. The administration reserves the right to require drug testing of any student suspected of drug use within 24 hours of suspected drug use. Archbishop Carroll High School reserves the right to choose the facility where a student will be tested and request that 24-hour test results be provided.

Any student who possesses, furnishes, uses or sells alcohol, narcotics or any other drug or intoxicants on school premises or at school activities shall be subject to expulsion.

The alcohol and drug policy is based on a clear "zero tolerance"/"no use" philosophy. The full resources of the school, students, faculty, staff

and administration must be involved in the full implementation of this philosophy.

Students should refrain from:

- Use of any substance classified as an illegal drug during school hours, before and after school as well as before and/or during any school-related activity, on or off school property.
- Possession and/or transfer of such drugs in any way, at any time on school premises or at any school-sponsored activity.
- Use of alcoholic beverages before and/or during school or school-related activities both on school grounds and off, either on one's person, in one's vehicle, in a locker, or in any other location on the school grounds.

Note: Students found to be using alcohol or an illicit substance will be suspended and recommended for expulsion.

### **INTERNET POLICY**

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 COMPUTER USE**

Students have access to computers at school to assist in their studies. Any student found engaging or attempting to engage in inappropriate computer use will lose computing privileges and face additional disciplinary consequences.

### **SECURITY**

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 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. The Carroll student involved in the incident will be held accountable and face disciplinary action.

All students who are unsupervised must leave the area of the school building by 3:15 p.m. Parents are requested to make arrangements to pick up the 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 3:15 p.m. will face disciplinary action. All those students who are in the building after 3:15 p.m. must be with a teacher, moderator or coach. Those students who must wait for their parents after 3:15 p.m. must wait in the designated supervised area. The student lobby No one is to be loitering inside or outside of the building.

### **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.

### **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 expulsion. School employees suspected of sexual harassment or misconduct will be dealt with according to the policies established by the Archdiocese of Washington.

### **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 expulsion.

### **SMOKING**

Smoking is prohibited in the building or on the premises.

### **STUDENT SEARCH**

The school administration reserves the right to search both persons and belongings if it has reason to believe that a student may have on his or her person weapons, illegal substances or an object of theft.

### **THEFT**

Archbishop Carroll students are expected to respect the rights and property of others. Any students caught in possession of items that do not belong to them will be suspended and recommended for immediate expulsion.

### **UNIFORM VIOLATION**

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. 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 administrative detention to any student who is missing his or her blazer, tie or belt. Students will have one day to rectify their

uniform and will be required to return a signed letter from their parents when they appear in the dean's office to demonstrate that they have corrected the uniform error.

- Assign administrative detention and call the parent/guardian of any student who chronically engages in minor uniform infractions, such as an un-tucked 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.

## **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.

## **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.

## **VULGARITY**

As a Christian community Archbishop Carroll High School will not tolerate obscene, vulgar, immoral or indecent language, writings, pictures, signs or acts. Offenders face serious consequences, which may include suspension, probation for repeated violations, or expulsion.

## **WEAPONS**

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.

# **DRESS CODE**

Archbishop Carroll High School expects that all students will be in complete uniform at all times. Students are to be neat and well groomed at all times as well.

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.

## **NEW IN 2010-11**

- Girls have the new option of a plaid skirt. This is the same plaid as the skort. Girls, then, can wear the gray monogrammed pants, the plaid skirt, the plaid skort, or the old green skirt, which is being phased out.
- Underclassmen can wear a grey v-neck uniform sweater or sweater vest, available from the bookstore. During the winter uniform, underclassmen must still wear their blazers but can wear the sweater under the blazer if they choose.

## **FALL & SPRING UNIFORM**

The Fall / Spring uniform is worn from the beginning of the school year through Oct. 31 and from first day after spring break through end of the school year.

### **BOYS**

#### **Fall and Spring Uniform**

Slacks (gray monogrammed)  
Shirt (Carroll polo, white or green)  
Belt (black or brown)  
Shoes (all black athletic or dress shoe)

### **BOYS**

#### **Winter Uniform**

Shirt (Oxford, white) (long or short sleeved)  
**Tie green and gold striped. Seniors gold tie**  
Slacks (gray monogrammed)  
Belt (black or brown)  
**Blazer, Green Carroll logoed ( 9-11)**  
Sweater green (optional 12 grade boys only)  
ACHS dress green sweatshirt (optional 12<sup>th</sup> grade only)  
Shoes (all black athletic or black dress)

### **GIRLS**

#### **Fall and Spring Uniform**

**Skirt herringbone (no longer part of the uniform)**

Skirt Dark green cotton (11-12)  
Skirt plaid green and gray (9 -10) or  
Skirt green and gray plaid (9 – 10) optional 11 – 12

**or**

Slacks (gray monogrammed)  
Belt (black or brown)  
Shirt (Carroll polo, white or green)  
Shoes (all black athletic or flat-heeled black dress)

### **GIRLS**

#### **Winter Uniform**

**Shirt (oxford, white) (long or short sleeved)**

Skirt dark green cotton (11-12)  
Skirt green and gray plaid (9 – 10) (optional 11 – 12)  
Skirt plaid green and gray or skirt green and plaid (9 – 10) (optional 11 – 12)

**or**

Slacks (gray monogrammed)  
**Blazer green (uniform logoed)**  
Belt (black or brown)  
Tights/stockings (natural, green, white, or gray)

Shoes (black athletic or flat-heeled black dress)

ACHS dress sweatshirt (optional 12<sup>th</sup> grade only)

Sweater (optional 12<sup>th</sup> grade girls only)

NOTE A Steel gray logoed V neck sweater or sleeveless sweater will be available for purchase by underclassmen and may be worn under the blazer or over the polo shirt. If the sweater is worn during the winter uniform period, the blazer must be worn also.

## **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 detention 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. Acceptable colors represent the color of the uniform, black, or brown.

## **JEWELRY AND PIERCINGS**

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

## **OUT-OF-UNIFORM DAYS**

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 mini skirts 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.

## **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 will be allowed to take exams missed on make-up exam days as determined by the vice principal for academic affairs.

## **ACTIVITIES/CLUBS**

### **GOALS AND OBJECTIVES**

To encourage the students to interact among themselves and with others in a non-academic situation by:

- sponsoring social events;
- sponsoring student clubs;
- sponsoring community service projects.

To help the students develop leadership characteristics by:

- sponsoring a program for student government;
- providing opportunities for leadership within the four grade levels;
- providing for leadership within student clubs, on teams, and in various projects.

### **STUDENT ACTIVITIES AND CLUBS**

Art Club  
 Chess Club  
 Christian Service  
 Carroll Literary Magazine  
 Debate Team  
 Distinguished Ladies  
 Drama Club  
 French Club  
 Gospel Choir  
 International Club  
 Men of Carroll  
 Pom Squad  
 Robotics Team  
 Shakespeare Society

Spanish Club  
 Spirit Club  
 Yearbook Club

### **CLASS OFFICERS**

Each class elects its officers. Class officers promote the interest and activities of their class. Class activities are coordinated through the class advisors. Candidates for Class Officers are subject to review by the school administration. Candidates must be in good academic and disciplinary standing and secure 25 student signatures and three teacher signatures to be eligible for nomination.

### **EXECUTIVE STUDENT COUNCIL**

The Executive Student Council functions as the official voice of the student body and acts as a liaison between the students and the administration, to assist in furthering the school's overall philosophy and to be a continuing source of constructive input in coordinating student activities.

Membership in the Student Council provides training and opportunities for leadership in school government. The Student Council officers commit themselves to promote unity among the students and to represent the student body.

# 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;
- self discipline, sound work habits, and perseverance;
- an understanding of commitment, responsibility, and loyalty;
- an ability to control emotions and display good sportsmanship;
- the 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.

## 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 athletic director's office.

## PHYSICAL EXAMINATION

Each student who participates in any interscholastic athletic competition must provide evidence of having been given a physical examination by a physician (either through school sponsorship or by family arrangement) in order to satisfy the Athletic Department regulations.

## ATHLETIC LOCKERS

Athletic lockers are for the use of students taking physical education and/or students participating in sports. These lockers should be used for athletic equipment only. Personal clothing must be kept in the students' personal locker in the student locker room.

## SCHOOL SPONSORED SPORTS

Baseball . . . . .	Varsity, Junior Varsity
Basketball (Men) . . . . .	Varsity, Junior Varsity, Freshman
Basketball (Women) . . . . .	Varsity, Junior Varsity, Freshman
Cheerleading . . . . .	Varsity, Junior Varsity, Freshman
Cross Country (Women) . . . . .	Varsity
Cross Country (Men) . . . . .	Varsity
Football . . . . .	Varsity, Junior Varsity, Freshman
Golf . . . . .	Varsity
Lacrosse (Men) . . . . .	Varsity
Lacrosse (Women) . . . . .	Varsity
Soccer (Women) . . . . .	Varsity
Soccer (Men) . . . . .	Varsity
Softball (Women) . . . . .	Junior Varsity
Track and Field (Women) . . . . .	Varsity
Track and Field (Men) . . . . .	Varsity
Volleyball (Women) . . . . .	Varsity, Junior Varsity

## CALENDAR HIGHLIGHTS

*A complete copy of the school calendar is available on our website, [www.archbishopcarroll.org](http://www.archbishopcarroll.org).*

August 18	First Day/Orientation 11 <sup>th</sup> , 12 <sup>th</sup> Grades	January 17	Martin Luther King, Jr. Holiday—School and Offices Closed
August 19	First Day/Orientation-10 <sup>th</sup> gr.	January 18	Third Quarter Begins
August 20	First Day/Orientation--9 <sup>th</sup> gr. FACTS payment	January 20	FACTS payment
August 23	Archdiocesan Faculty Event-School Closed, Offices Open	January 31	Second Quarter Honor Roll Assembly, Parent Conferences
August 24	Full days of school begin	Jan. 31-Feb. 4	Catholic Schools Week
September 3	Student Appreciation Day	February 7	FACTS payment
September 6	Labor Day—School and Offices Closed	February 9	Early Dismissal 12:30
September 5	FACTS payment	February 14	Student Appreciation Day
September 9	Back to School Night	February 21	Presidents' Day- School Closed, Offices Closed
September 20	FACTS payment	February 22	FACTS payment
September 22	Early Dismissal 12:30	March 7	FACTS payment
Septl 27-Oct. 2	Homecoming Week	March 11	Third Quarter Ends
October 5	FACTS payment	March 14	Fourth Quarter Begins
October 11	Columbus Day— School, Offices Closed	March 21	FACTS payment
October 20	First Quarter Ends FACTS payment	March 21-25	Spring Break - School Closed Offices Open March 21,22,23,24
October 21	Second Quarter Begins	March 31	Third Quarter Honor Roll Assembly, Parent Conferences
October 29	HSPA Professional Day-School Closed, Offices Open	April 5	FACTS payment
November 5	1 <sup>st</sup> Qu. Honor Roll Assembly FACTS payment	April 14	Career Day Early Dis. 12:30
November 11	Veterans Day—Parent-Teacher Conferences - School Closed, Offices Open	April 15	Emancipation Day- School, Offices Closed
November 14	Open House	April 20	Final FACTS payment
November 22	FACTS payment	April 22 and 25	Good Friday, Easter Monday-School, Offices Closed
November 24-6	Thanksgiving Holiday- School, Offices Closed	May 2-6	Teacher Appreciation Week
December 3	PSAS Tuition Aid Application for 2011-12 Due	May 3-23	I.B. External Assessments
December 6	FACTS payment	May 12	Athletic Awards Ceremony
December 10	Christmas Show 7pm	May 16-19	Senior Exams
December 11	Christmas Show 5pm	May 19	Honors Convocation
December 20	FACTS payment	May 20	Parent Appreciation Breakfast
<i>December 20-31 Christmas Holiday-School Closed, Offices Open Dec. 20, 21, 22, 27, 28, 29</i>		May 21	Prom
January 5	FACTS payment	May 25	Baccalaureate Mass
January 7	Re-enrollment for 2011-12 Due	May 26	Graduation
January 11-14	Semester Exams	May 27	School, Offices Closed
January 14	First Semester Ends	May 30	Memorial Day-School, Offices Closed
		May 31-June 3	Underclassmen Exams
		June 3	Last Day for Underclassmen School Picnic
		June 6	Spring Benefit
		June 13-17	IB Extended Essay Bootcamp
		June 20-24	IB Art Institute
		June 22-28	Summer School Registration
		June29-August 4	Summer School

