



ARCHBISHOP WALSH HIGH SCHOOL

Archbishop Walsh is a high school that, in the Franciscan tradition, inspires students to achieve their full potential in spiritual, academic, and athletic growth.

Student / Parent Handbook

BILL OF RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:

1. The guidance of understanding teachers, counselors and school staff.
2. An education that offers opportunity for spiritual growth, inquiry and development to the fullest potential.
3. Constructive discipline for the development of good moral character, conduct and habits.
4. An educational climate where the well being of students is of primary concern.
5. An educational staff that exhibits a positive role model for development.
6. Guidance in choosing a career or college.
7. The opportunity to develop and express opinions provided such expression is not disruptive, slanderous or insubordinate.
8. Wholesome extra curricular activities
9. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Grow in spirituality, character and ability as they grow in age.
2. Show respect for fellow students, teachers and all school staff.
3. Perform all assignments to the best of their ability.
4. Consider their education as preparation for the future.
5. Obey all school rules and regulations.
6. Respect public, private and school property.
7. Attend school punctually and regularly.
8. Strive for mutually, respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
9. Take full advantage of educational opportunities at school.

ATTENDANCE

The school officials recognize that a positive correlation exists between regular attendance and achievement. Therefore, regular attendance is a requirement.

School office hours are from 7:30 A.M. to 3:30 P.M

A student may not be released from school to anyone other than the parent, guardian or person on the emergency card without an explicit written permission. This permission must state the name of the person to whom the student is released and the date and time this person will report to the school office. Identification may be requested.

If a student is absent from school his/her parent assumes the responsibility for his/her whereabouts. The school must obtain a signed "excuse" from that parent or guardian stating – 1. the student's name, 2. date(s) and day(s) absent from school and 3. the reason for absence. The "excuse" is a legal document that is kept on file and may be admitted in court as documentary evidence.

In the case of separation or divorce, the parent with custody is required to provide the school with a notarized copy of the custody section of the divorce decree. We will abide by the requirements of the Buckley Amendment as regards the rights of non-custodial parents.

When a student is absent for reasons other than those listed below, that absence is illegal and subject to academic and/or disciplinary sanction.

- sickness court appearance
- attendance at health clinics religious observance
- quarantine impassable roads
- death in family poor weather



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- school supervised project or approved college visits (limit of 2 school days)

A student is legally tardy when such tardiness is based upon any of the following:

- medical or legal appointment
- road test appointment
- impassable roads, as determined by the school

1. On any day a student is absent from school, his/her parent must phone the school office (372-8122) by 8:15 A.M. to explain the absence.
2. Students are to report to school and be in homeroom on time (8:00 A.M.) everyday. Poor attendance and/or frequent tardiness indicate a serious problem. Perpetually being late will result in detention.
3. Any student who arrives at school after 8:05 A.M. may not gain admittance to homeroom or class until the main office issues the student a tardy slip or excuse pass.
4. Students who are tardy and enter homeroom/class without reporting to the office will receive detention as this is contrary to school policy.
5. On a day the student returns to school from an absence, he/she must report to the main office to obtain an excuse for absence pass. At this time an excuse, written by the parent, is to be presented stating days absent and reasons for absence. The excuse pass is to be presented to the homeroom teacher.
6. Requests for early dismissal from school for appointments should be rare. A note from the parent with the reason for this request is to be presented on that day at the main office before 8:05 A.M. Notes are to include date, name of doctor or dentist, etc. Students are to report to the main office to sign out and immediately on return to school to sign in.
7. Students who are absent (legal or illegal):
 - a. are required to complete class work and homework assignments.
 - b. are to make up any testing within 5 school days of the absence. It is the student's responsibility to arrange a time with the teacher to take a test. Often the test will be given after school. Failure to make up the testing according to the policy will result in a grade of zero.

Archbishop Walsh High School, following New York State Department of Education guidelines will not allow more than twenty-four days per year of approved or unapproved absence. If a student misses more than twelve (12) days of school in a semester, or twenty-four (24) days in a full year, the student can be denied credit for the individual courses missed. Loss of credit can jeopardize a student's graduation. The only legal exception to the policy is serious illness documented by a physician.

CLASS ATTENDANCE

1. The homeroom period begins promptly at 8:05 A.M. with the Pledge of Allegiance to the American flag and an opening prayer. ALL STUDENTS are required to stand for the pledge and prayer. Students will be in proper uniform and prepared to deal cooperatively with the homeroom teacher during this period.
2. Students are NOT to be dismissed from homeroom period for any reasons until AFTER announcements have been read.
3. The expectation for each student is to be attentive and respect each of his/her teachers.
4. Insubordination (that is refusal to obey the specific instructions or directions of staff, teacher or administrator) may result in suspension.
5. Students are to be on time for all classes and/or study halls. If a student is late to class he/she is subject to detention. If a student is any place other than that directed by the school during the day, he/she is considered truant and will be subject to disciplinary action.
6. Students may not leave school grounds or be in any unauthorized area of the campus between classes.
7. Students are responsible for following their schedule correctly. Every student should carry a copy of his/her schedule to avoid "mix-ups".
8. A student who feels ill during the day must ask his classroom teacher for a pass to go to the office. The nurse and school authorities must provide the student with permission to go home during the school day because of illness. No student may go home without authorization.
9. Students found in classroom wing halls without a pass are subject to detention.

BUS CONDUCT

Transportation to and from school and school sponsored activities is a privilege. The school authorities may deny this privilege to any student who is insubordinate or disorderly. Common sense dictates safe riding practices. Bus riders are expected to respect the rights and property of others. The bus is an extension of



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school property. There is also no eating or drinking allowed on the bus. The bus driver is the authority on all school buses in the absence of a coach/school official.

CARS AND PARKING LOT

1. Students may park their cars in the school parking lot. A student is NOT to be in his/her automobile or an automobile of another student during the school day without the expressed permission of the administration.
2. Common courtesies, exercise of safety and caution will be the rule while operating an motor vehicle on school grounds.
3. Students who are uncooperative concerning these regulations will not be allowed to park on school grounds. The administration has the sole prerogative to grant or remove permission.

DRESS CODE

Students are to be neat and properly attired (in proper dress code) in all parts of the building for the entire school day. The complete uniform is to be worn every day unless an individual or the entire student body has been excused from the dress code.

Gentlemen

Khaki dress slacks, white dress shirt and tie, sweater or fleece—which must be purchased from Campus Outfitters. (www.campusoutfitters.com) Our code is AR1302 or you can visit them at 432 Evans Street in Williamsville at 626-6660, or through the Sports Locker. Forms must be filled out and dropped off with the payment to the Sports Locker, 711 West State Street in Olean (373-1411). (The turtleneck will be worn with the sweater or fleece only.)

Dress shoes and a belt must also be worn. You may purchase these items at your favorite store. Work boots and sandals are not permitted. Sneakers are for gym classes only.

All gentlemen are expected to be clean-shaven at all times. Sideburns must be trimmed, neat and not to extend below the earlobes. No mustaches or goatees allowed. Earrings are not to be worn.

Ladies

Khaki dress pants, white dress shirt, sweater or fleece—which must be purchased from Campus Outfitters. . (www.campusoutfitters.com) Our code is AR1302 or you can visit them at 432 Evans Street in Williamsville at 626-6660, or through the Sports Locker. Forms must be filled out and dropped off with the payment to the Sports Locker, 711 West State Street in Olean (373-1411). (The turtleneck will be worn with the sweater or fleece only.)

Dress shoes and a belt must also be worn. You may purchase these items at your favorite store. Work boots and sandals are not permitted. Sneakers are for gym classes only.

Students out of dress code without permission will not be allowed to attend classes until suitable attire is obtained.

GUIDELINES FOR CASUAL OR PRIDE DAYS

1. Jeans, tee shirts, sweatshirts and sneakers may be worn.
2. No ripped clothing, sleeveless shirts or tank tops.
3. Garments will not be permitted which contain messages of violence, questionable moral activities, and inappropriate language, advertise or promote alcohol, tobacco, illegal substances or drinking establishments.

ELIGIBILITY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

Archbishop Walsh High School recognizes that participation in student activities is a desirable goal for all students. However academic achievement cannot suffer because of the time commitment to these activities. For that reason, a student declares himself / herself ineligible from extracurricular activity when he/she receives a failing grade in more than one subject at the time of report cards or progress reports. Extracurricular activities include athletic competition and practice, club meetings and rehearsals or activities, and any other activity which removes a student from class. Spiritual or volunteer activities which occur outside school time as well as dances and attendance as a spectator at sports events are not considered extracurricular. Students who are ineligible may not rehearse, practice, play, travel with or sit on the bench for athletic competition.

However, ineligible students may try out for athletic teams.

A student declares himself / herself eligible after ten school days by the following process:

- a. He/she requests and completes an eligibility form that the guidance counselor distributes to all appropriate



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teachers.

b. Teachers indicate the student's progress and return the form to the guidance counselor.

c. A student remains ineligible if after the ten school days he/she is not making progress in more than one subject.

A student may appeal his/her designation of being academically ineligible by notifying the principal in writing of his/her request to appeal the designation stating the reasons why the student feels the designation should be changed to an eligible status. Valid reasons include, but are not limited to, extended documented illness, death of a relative, serious family difficulties, and inclusion in elective courses for which background is seriously limited. An administrator or guidance counselor may also appeal the decision based on the significance of the activity in the development of positive self-esteem in the student. The principal, upon receipt of written request, will confer with the eligibility board whose decision shall be binding for the remainder of the period.

EMERGENCY CONTACTS

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in case of unforeseen events or emergencies. Further, if possible, the school requests that the parent provide the name(s), address(es) and telephone number(s) of individuals who could act in the parent's absence should an unexpected event occur and the school be unable to contact the parents/guardians.

EXTRACURRICULAR ACTIVITIES/SCHOOL EVENTS

Students who are absent for any part of the school day may not participate in any extracurricular activity or school event on that day unless he/she has requested and received a pass from a member of the administration and submitted it to his/her respective coach and/or moderator. This is applicable to that student who is absent on Friday and has an activity scheduled for Saturday.

EXAMINATIONS/FINALS

All students are required to take final examinations. When a student is too ill to take a final examination, a doctor's note will be required as verification of the illness. The student will be required to make up the missed examination(s) on a day designated by the administration. Regents' exams **MUST** be taken on the designated day and time.

FIELD TRIPS

In order to participate in any field trip sponsored by Archbishop Walsh High School, the student must present the Archbishop Walsh request form, signed by his/her parent or guardian on or before the date established by the teacher or principal. Consent of one parent is sufficient to authorize the student's participation. If deemed appropriate (e.g. trips for more than one day), the school may also request that the parent execute an authorization allowing a school employee to authorize emergency medical care for the student in the event the parent cannot be contacted.

**Students are to be in dress code for field trips unless specifically told otherwise by their teacher. Please read the advised dress code over. If you are unsure—ask.

FIRE DRILLS

A minimum of twelve fire drills are required of schools each year according to New York State regulations. During a fire drill, students must walk quickly and quietly out of the building according to the assigned route. Before the room is vacated, all windows should be closed and lights turned off. Classroom doors should be closed on the way out. No one may return to the building until the entire student body has been recalled.

IMMUNIZATIONS

All students seeking admission to Archbishop Walsh must present certification of immunization in accordance with the Public Health Law. A student may not attend school in excess of fourteen days without presenting the appropriate certification. Proof of immunization is necessary for poliomyelitis, mumps, measles, diphtheria, rubella and hepatitis B. Parents must provide either a certificate of immunization, or proof from a physician that the child is in the process of receiving the required immunizations.

Working papers are available through the nurse's office. To obtain working papers, the student is required to submit a certificate of a doctor's physical which was given within the year, as well as a written parental permission using forms obtained from the main office. The school nurse is only here on Thursdays, please



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plan ahead.

INTERNET USE

An Ethical Use Agreement will be required of all students who wish access to the Internet at Archbishop Walsh. This policy and form will be distributed to the students in September. No student will be permitted use of the Internet until the Ethical Use Agreement has been signed by parent/guardian and student and returned to Archbishop Walsh.

INTERSCHOLASTIC ATHLETICS

Participation in interscholastic athletics is a privilege for students. They in turn have a responsibility to themselves, their team, school, family and community to maintain high standards of physical and mental fitness and citizenship thereby allowing the educational benefits of competition to accrue.

In order to try-out, practice or participate in any sport, students must have an up-to-date physical (within 12 months of the sport season) on file in the school office.

Student athletes will:

1. conduct themselves in and out of school as responsible young adults; exercising courtesy, cooperation and honesty.
2. not withdraw from such team without the approval of the head coach and Athletic Director.
3. report to every practice and game session unless absent from school or unless excused in advance by the head coach.
4. report to all home and away contests in appropriate dress.
5. ride to and from away events on a school vehicle when provided.
6. refrain from use of tobacco in any form.
7. refrain from use of any chemical substances (illegal drugs, alcohol, etc.)
8. have a physical examination within the required time period.
9. be in school before 10:00 am in order to participate in a game the same day.

The failure to abide by these rules as well as any training rules communicated to a student, either orally or in writing by a head coach, may result in probation, suspension or dismissal from the team at the discretion of school officials. The parents of any athlete who is dismissed or suspended from a team will be notified of the reasons for the dismissal and will be permitted to meet with the Athletic Director and appropriate coaches to discuss the facts surrounding the student's dismissal or suspension. Serious or continued violations may result in probation, suspension or dismissal from school's entire athletic program.

ELIGIBILITY BOARD FOR EXTRACURRICULAR ACTIVITIES

1. Membership: The board is composed of the principal, guidance counselor, dean of discipline and director of the extracurricular program.
2. Function:
 - a. The ordinary function of the board is to review cases of suspension or expulsion from extracurricular activities where an appeal has been requested.
 - b. Suspension refers to the declaration of "ineligibility" for a student from all extracurricular activities sponsored by the school for a stipulated period.
 - c. Expulsion refers to the declaration of "ineligibility" for a student from all extracurricular activities sponsored by the school for a stipulated period.
 - d. On a given occasion, the board may invite the student, teacher, coach, moderator and/or athletic director, etc., to assist in deliberation.

LOCKERS

1. The security of a student's property and locker is his/her responsibility and the school is not responsible for a student's personal property. Lockers should be locked always and combinations should not be revealed to other students. Students have the option of purchasing a lock (\$10) for their hall locker. This lock is the property of the school. At the end of the school year, all locks must be returned to the office. Upon doing so, the student's \$10 will be refunded. The number of the locker and the lock number and combination will be kept on file in the office for emergencies. No key locks or non-school issued locks will be allowed.
2. Lockers are school property and are always available for inspection.
3. Students should have no expectations of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary, with or without reasonable suspicion that a school rule is being violated. As a condition of



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enrollment, each student expressly grants to the school the right to conduct a search of his/her assigned locker at any time without prior notice or consent. If such search discloses any evidence indicating a violation of a school rule, it will be used in connection with the imposition of a disciplinary penalty, and/or police notification.

LOST AND FOUND

It is a shame about the number of things that are left unattended or thrown around locker rooms and hallways. Items not kept in a locker or maintained by the student will be placed in the lost and found hallway by the boys' restroom. It will be kept for one week and then donated to the St. Vincent DePaul Society. Please do not assume that your child has had something stolen when it has been left and not claimed from the lost and found. This measure will help us keep our school clean and teach students to act responsibly.

MEDICATION FOR STUDENTS

Students who must take medication(s) during the school day are to present all medications to the administrator with the following:

1. A written order from a physician for all prescriptions and nonprescription medications to be taken during school hours. Such orders must include the following information.
 - Student's name and date of birth
 - Diagnosis
 - Name of medication
 - Dosage and means of administration
 - Conditions under which medications are to be administered and frequency
 - Date written
 - Self administration orders, if applicable
 - Prescriber's name, title and signature
 - Prescriber's phone number
2. The parent must submit a written statement requesting administration of the medication in accordance with the physician's directions.
3. All medication must be submitted by the parent to the Main Office. Prescription pharmacy label must include (a) the student's name (b) name and phone number of the pharmacy (c) licensed prescriber name (d) date and number of refills (e) name of the medication (f) dosage, frequency of administration and directions for administration. Over-the-counter medications must be in the original manufacturer's package and the student's name affixed to the container.
4. The school nurse is responsible for administering any necessary medication if on duty. If the nurse is not available, students should report to the main office for administration of medication. If medical conditions require, and if the student is properly trained, a student may be permitted to self-administer medication if the proper authorizations are submitted.
5. All authorization forms are available from the main office.

NONDISCRIMINATION POLICY

Archbishop Walsh commits itself to a continued policy that there will be no discrimination because of race, religion, color, gender or national origin.

PARENTAL CONCERNS

In order to expeditiously resolve parental concerns, complaints, or misunderstandings, parents/guardians are expected to schedule an appointment, through the school, with their child's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching responsibilities. If the matter is not satisfactorily resolved at the teacher level, the parent/guardian may schedule a mutually convenient appointment to speak with the administrator. If the parent/guardian is not satisfied with the administrator's resolution, the parent/guardian may request, in writing, setting forth the nature of the complaint and the school's response that the School Board investigate the matter.

The principal is available for parents to contact her with any concerns. Parents can come in person or simply call 372-8122 ext. 123. This is your opportunity to ensure issues you feel strongly about and voiced promptly so they can be resolved. This is not intended to circumvent the normal process of handling issues at the lowest level so please talk with the teacher before bringing issues to the principal.

SCHOOL LUNCHES

Lunches are \$1.75. You may pay for them in advance if you wish.

Free and Reduced lunch applications will be mailed to you. If you do not receive one, please call the main



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office. These forms are kept strictly confidential.

SNOW DAYS AND SCHOOL CLOSINGS

When it becomes necessary to cancel school for the day, e.g., snow day, malfunctioning boiler, etc., the closing announcements will air on WHDL, WPIG, WMNS, WESB, Channel 2 and Channel 7 stations. If your school district is closed because of inclement weather—then you do not need to report to school. You will be marked absent, legally.

STUDENT ACCIDENT INSURANCE

The family medical coverage is the primary insurer of the student. Commercial Travelers Mutual Insurance Company of Utica, NY, is designed to supplement what the student's family health and accident insurance does not cover. The Deductible Amount is \$25.00 for all accidents except interscholastic senior high football/\$500.00 for interscholastic senior high school football.

In the event an injury occurs and a claim is necessary it is imperative that the coach, athletic director, moderator, teacher, business manager and Commercial Travelers Mutual Insurance Co. be notified immediately.

Notification after 30 days from the date of injury may result in forfeiture of claim.

STUDENT RECORDS

1. When a student enrolls in another school (transfers out of Archbishop Walsh), an official copy of the student's record will be sent to the new school upon receipt of that request from the parent or new school.
2. Parents, guardians, or eligible students may inspect and review the student's educational records by requesting access in writing directed to the administrator. Upon receipt of the request, the school administrator, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any school day. No student records shall be removed from school premises. Fees will be charged for any reproductions.
3. Archbishop Walsh High School will presume that the non-custodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we will provide the non-custodial parent with access to his/her child's educational records. If the custodial parent wishes to limit the non-custodial parent's access to records, it is his/her responsibility to obtain and present to the school, a court order or other legally binding instrument that limits or denies access.

STUDY HALLS

1. Study halls at Archbishop Walsh are to be quiet so students may make maximum use of study hall time without interruptions.
2. Students are expected to be on time for all study halls just as for any other class.
3. Students who have research or computer work to do in the library or computer lab are to report to the library after receiving a pass from the study hall teacher or the teacher for whom the assignment is due.
4. All students are assigned to study halls during all of their unscheduled class time.

TELEPHONES

Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. The school cannot guarantee delivery of non-emergency messages. Deliveries sent to the school for students on special occasions may be picked up at the main office after school. Cell phones are to be off except for these times or they will be confiscated until after school. The student may use that telephone before school, during the student's lunch period or after school. The main office phone is for school purposes only.

TEXTBOOKS

Textbooks issued to students should be kept in good order and not defaced in any way. Students will be expected to pay for lost, damaged, "stolen" or destroyed books. Books must be returned or paid for at the end of the year or exams will not be administered.

TUITION/FINANCIAL AID

Tuition and rates for the students are published by Archbishop Walsh High School and are subject to change from year to year. There is a non-refundable registration fee for all students.

All parents are required to sign a tuition payment agreement which delineates the amount of tuition owed, any



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aid or scholarships received, their choice of payment plan and payment responsibilities before their children may be enrolled at Archbishop Walsh High School.

All tuition must be paid in full to the tuition office or in accordance with the schedule contained in the tuition agreement through the FACTS program. The school reserves the right to decline to enroll a student for subsequent semesters and/or to withhold grades, report cards, transcripts and diplomas until such payments are made or an alternate agreement is reached with respect to such payment.

After a student has been accepted into Archbishop Walsh, the family has the opportunity to apply to FACTS Grant & Aid Assessment for financial assistance. A complete financial aid application will be required.

VISITOR POLICY

All visitors are required to report to the main office upon arrival at school, state the reason for their visit and specify with whom they would like to meet. Visitors will sign in and out at the main office and receive a Visitors Pass which must be worn while in the building.

Visitation to classrooms for any purpose requires permission, in advance, from the administrator in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

Students from other schools are not allowed in the school building during the school day without a pass issued by the administrator. Such students who would like to spend the day at Archbishop Walsh must have prior permission from their own principal and/or parents, must come in by 8:00 a.m., sign in for the day, and be suitably attired. The request must generally be made a day in advance.

ACADEMICS

GIANT STEP / PRE ENROLLMENT PROGRAM

In their junior and senior years qualified students may enroll for up to two courses each semester at St. Bonaventure or Jamestown Community College. Students are eligible to receive college credit. Walsh students are given priority over their public school counterparts in terms of getting preferred class offerings.

BOCES

Junior / Senior students have the option of attending various career and technical programs through the Cattaraugus-Allegany BOCES. Also seniors who plan on majoring in a health related field in college are offered an on-site program at Olean General Hospital under the auspices of BOCES.

For a complete, updated list of requirements for all students, please contact the Guidance Office.

POLICY ON COURSE SUBSTITUTION

If a student requests to substitute a course from another academic institution or credited organization for a course in the AW curriculum, the following criteria must be adhered to:

1. Course substitutions may be made so that the students can fit other courses in the schedule or participate in more advanced courses in addition to the Archbishop Walsh curriculum
2. If a senior requests to take a college course during the academic year, the senior must carry a B average in the specific subject area.
3. Permission of the guidance counselor and parents is necessary.
4. The amount of time of the substitution must be equivalent to the time required by New York State, and closely parallel the course curriculum at Archbishop Walsh.
5. The instructor must be qualified/certified and willing to submit grades in coordination with the Archbishop Walsh's grading time schedule.

POLICIES FOR CHANGING A COURSE

Students and parents are urged to select courses carefully during the scheduling process, observing course prerequisites and graduation requirements. The Guidance Department must approve all course selections.

1. If there is a serious reason for changing a course after classes begin, the student must obtain written approval from parents and guidance counselor.
2. A course must be completed and passed for credit to be given. No partial credit will be given.

NATIONAL HONOR SOCIETY

Archbishop Walsh High School has membership in the National Honor Society, the Pax et Bonum Chapter.



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Students in the 10th, 11th and 12th grades may be members. Students are evaluated on Character, Leadership, Scholarship, and Service. The academic requirement (scholarship) is to maintain a cumulative average of 93%.

HONOR ROLLS

Archbishop Walsh has two honor rolls:

1. High Honors List – for students averaging 91% and above.
2. Honor List – for students averaging 85% to 90.9% inclusive.

**Any student receiving a failing grade in any subject is ineligible for the Honor Roll and the National Honor Society.

STUDENT DISCIPLINE

It is the belief that each student should be treated as a person who is responsible for his/her own behavior during academic and extracurricular times. Therefore, misbehaving during ANY extracurricular activity will be answerable to the Dean of Discipline, not coaches or any advisors. These rules will consistently apply to every classroom throughout the school. Students who do not accept their responsibility and who violate school rules will accept the penalties for such action.

Disciplinary action, to be most effective, will be firm, fair and consistent.

RANGE OF PENALTIES

Any student who violates this student discipline guideline and code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

1. WARNINGS – written or verbal
2. PARENT CONFERENCE - The Parent will be contacted regarding the conference that will include the student, his/her parents, and others deemed the Dean of Discipline.
3. DETENTION – held after school by the Dean of Discipline. Parents will receive written notice.
4. PROBATION – The Dean of Discipline may recommend to the Administration that a student be placed on probation for a specified time. Generally, this comes about because of too frequent detention and/or too frequent suspension from classes. While a student is placed on probation he/she will be closely monitored by the Dean of Discipline so as to determine suitability for Archbishop Walsh. Should a student fail to demonstrate improvement, dismissal will follow.
5. SUSPENSION - Serious violations of regulations, e.g., drugs and alcohol, fighting, gross insubordination, vandalism, and stealing may result in out-of-school suspension.
 - a. Suspension for major infractions will not exceed five school days.
 - b. During a suspension, a student may not participate in any extracurricular activity
 - c. Parents will be notified by telephone and/or disciplinary notice.

In School Suspension

A student who receives In School Suspension will serve a full day or days, in a restrictive area of the school since all students must be supervised for the full day a substitute will be hired. A charge of \$40.00 per day will be billed to the parents and we will expect payment within 7 days. A parent or adult relative may serve as supervisor, thus saving the \$40.00 fee. A full list of rules and regulations will be provided for hired person or parent / relative supervisor.

6. SUSPENSION FROM OTHER ACTIVITIES – Student may also be suspended from transportation, athletic participation and other extra curricular activities.
7. DISMISSAL – After a recommendation from the Dean of Discipline, it is the understanding that the school administration reserves the right to require a student to withdraw for infractions of rules or for conduct that is detrimental to the good order and welfare of the school.
8. POLICE NOTIFICATION – In cases involving criminal conduct, school authorities will refer the matter to appropriate law enforcement officials.

STUDENT CONDUCT DURING TRANSPORTATION

Students are expected to act in a respectful and proper manner at all times during school related transportation. Buses provided for student transportation are extensions of the school and students are required to comply with the student discipline code at such times.



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Since transportation is provided for students by various school districts as well as Archbishop Walsh, students are required to abide by the rules and regulations for bus conduct established by the public school districts. Penalties for violations of said rules and regulations may result in restricted privileges and the loss of service.

STUDENT CONDUCT OFF CAMPUS

All students are expected to conduct themselves off campus in a manner consistent with the philosophy, policy and expectations of the Archbishop Walsh High School as set forth in its student discipline policy and this handbook.

Violations of civil or criminal law off campus involving moral turpitude or conduct that, in the opinion of the school administration, would cause discredit to the reputation of the school by being contrary to the moral, religious or ethical principles of the Roman Catholic Church, or otherwise contrary to the philosophy, policy, goals, expectations and commitments of the school as indicated in the student handbook, may subject the student to disciplinary action, including possible suspension or expulsion.

DRUGS AND ALCOHOL SCHOOL PHILOSOPHY

Archbishop Walsh is a Drug Free Zone

The philosophy of Archbishop Walsh High School seeks to develop the individual student spiritually, intellectually, physically and psychologically. The fulfillment of this philosophy and mission entails the provision of an environment within which the individuals grow in their responsibility to themselves and all other persons. This atmosphere must be preserved from all unnecessary obstacles to achieving this goal.

Because the use of alcohol and drugs has been demonstrated to be a serious obstacle to the physical well being of persons, and serious impediments to their growth spiritually, intellectually, physically and emotionally, the following policy is prescribed for Archbishop Walsh High School.

POLICY:

The policy of Archbishop Walsh is that the use or possession of alcohol, illegal drugs and drugs used for non-medical purposes on school property or at any school related activity by students is strictly prohibited at all times.

This prohibition extends to the use of substances mentioned above to the extent that one is under the influence, is in possession of, or is passing or selling drugs or alcohol or attempting to pass or sell alcohol or drugs.

DEFINITION:

The term "drug" as used in this policy, means a controlled substance or other substance that acts on the central nervous system to cause unusual drowsiness, dullness, perceptual distortion, sleep, insensibility, stimulation, pain reduction, and/or euphoria.

This definition also extends to substances defined as limitation controlled substances or substances referred to as "counterfeit" and/or "pseudo-drugs", which are commonly represented as bonafide controlled substances, illegal drugs, narcotics, stimulants and depressants.

GUIDELINES FOR IMPLEMENTATION:

The use of alcohol and illegal drugs is prohibited on school grounds in school or at school functions. Any student found involved with, possessing or selling drugs and/or alcohol at school or at a school sponsored activity (athletic or social) will be administered the following penalties.

First infraction of the use, possession or being under the influence:

1. Any student suspected of using, being in possession of, or under the influence of, alcohol or drugs, is to be reported to a school administrator.
2. Appropriate action based on the administrator's evaluation is then taken. If the administrator determines that the student is using, in possession of, under the influence of alcohol or drugs, the student is to be immediately suspended by the administrator and parents will be contacted by phone as soon as it is practically possible. A written notification to the parent will also be mailed. Suspension is not to exceed five days. It is recommended that the student be placed on in-school suspension.
3. Prior to the conclusion of the suspension period, the student, the parents and the administrator or the administrator's delegate will meet to discuss the situation and make appropriate plans for a chemical abuse assessment and intervention.
 - a. As a condition for returning to school, it is required that the student have an appointment scheduled for a chemical abuse assessment with a professional. The administrator will provide some possible referral resources.



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b. Also as a condition for returning to school, parents will sign an authorization for the release of information to permit the results of the chemical abuse assessment to be shared with school officials.

4. The student is to be placed on disciplinary probation at least until the completion of the intervention program recommended as the result of the required assessment. Because the goal of this policy is to assist in the rehabilitation of students involved with alcohol or drugs, those students who fail to keep the chemical abuse assessment, fail to share the results of the chemical abuse assessment or fail to complete the recommendations of the assessment are in violation of disciplinary probation. The violation of disciplinary probation will result in suspension and/or expulsion.

Second Infraction:

1. Any student, who during the year, is found to use, possess or be under the influence of alcohol a second time will be suspended by the administrator with the possibility of expulsion. If after a parent conference, the administrator determines that the student may return to school, a chemical abuse assessment and intervention program are required as before.

2. Since this is the second infraction, the administrator will take additional appropriate disciplinary measures. If after two prior suspensions, assessments and attempts at intervention, the student is suspended for an alcohol or drug related violation, the student is subject to expulsion following a parent conference.

The selling or passing of Alcohol/Drugs will be handled as follows:

1. If there are reasonable grounds to suspect a student of attempting to sell or to pass alcohol or drugs, he/she is to be suspended by the administrator with the possibility of expulsion. All the procedures for suspension will be followed by the administrator.

2. If, after a conference with the student and parents, the school administrator determines that the student intended to sell or to pass alcohol or drugs, the student is to be expelled.

ADDITIONAL GUIDELINES

1. Any case deemed serious enough to warrant police intervention is to be discussed with appropriate advisors.

2. In the event of addictive behavior requiring residential, the school will work with the parents and the staff of the treatment facility to insure continuity in the student's educational program. At the time it is appropriate for the student to return to a regular school setting, a conference will be scheduled. At this conference, parents, residential treatment staff person and the administrator will meet to discuss the student's status. Readmission to school is based on this conference.

LEAVING SCHOOL GROUNDS

No student is to leave school grounds for any reason during the school day unless authorized to do so by school authorities. Students who do this will be given in school suspension.

HARASSMENT

The school is committed to ensuring the dignity and worth of all individuals associated with it. Harassment of any sort is considered bullying.

Sexual harassment may involve the behavior of a person of either sex when that behavior falls within the definition outlined below:

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination, prohibited under Title VII of the Civil Rights Act of 1964 for staff, and under Title IX of the Elementary / Secondary Education Act of 1972 for students. It may be described as unwelcome sexual advances, requests for sexual favors, or other physical and explicit behavior of a sexual nature which creates an environment in which the discriminated individual believes that:

- submission to such conduct is a term or condition of an individual's employment or education;
- submission to or rejection of the offensive conduct will have a bearing on employment or academic decisions; or
- the offensive conduct has the effect of substantially interfering with an individuals' professional or academic performance.

All staff / students are responsible for ensuring students environment free from harassment and discrimination. All staff will be held responsible and accountable for avoiding or eliminating such conduct. Staff / students are encouraged to report violations of this policy to the Principal, who is the Title IX officer.

Any staff / student who is found to have committed an act of sexual harassment will be subject to disciplinary



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action, including, but not limited to, expulsion. It is also a violation of this policy to retaliate against any staff, student, or other individual who has complained of sexual harassment. Any staff /student who is found committed an act of retaliation will be subject to disciplinary action including, but not limited to expulsion / termination.

Any staff / student who feels they are being harassed have several ways to make their concerns known:

- Aggrieved persons who feel comfortable doing so, should directly inform the person engaging in the harassment that such conduct or communication is offensive and must stop.
- All aggrieved individuals who do not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, should contact the Principal or School Board for assistance.

SMOKING/TOBACCO PRODUCTS

Due to health hazards associated with smoking, students are forbidden to use or possess tobacco and tobacco-related products in the school building, on school campus (including parking lots), on school buses, and at any school sponsored activity. Students found violating this regulation are subject to immediate disciplinary action and notification of parents.

WEAPONS

Under no circumstances are weapons to be in a student's possession. Possession will be subject to immediate suspension or expulsion with possible police intervention.

The Administration of Archbishop Walsh High School reserve the right to amend the handbook at any time.