

# Archbishop Walsh Academy



## Student/Parent Handbook 2009-2010

208 North 24<sup>th</sup> Street, Olean, New York 14760  
Ph. (716) 372-8122, fax (716) 372-6707

## Archbishop Walsh Academy Mission Statement

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

### School Year 2009-2010

#### Administration & Teaching Staff

Principal	Donna Sweet
Administrative Assistant	Tracy Linderman
Business Manager	Michelle Joyce
Guidance Counselor	Nick Shaw
Dir. of Marketing & Dev.	JP Butler
Art	Tom Victor
Business/Computers	Bruno DiGiglio
English	Kathie Dudley
Foreign Language	Margaret Tufino (Spanish) Marge Mahar (Latin)
Math	Debbie Elizee Ken Woodruff
Music	John Hanophy Chris Dockey
Physical Education/Health	Nate Farnum
Public Speaking	Kathie Dudley
Resource Room	Kim Haas
Science	Lois Krietzer-Housler Dave Shelc
Social Studies	Marge Mahar
Theology	John Hanophy
Athletic Director	Nate Farnum
Cafeteria	Sandy Maurouard Margaret Lewis
Maintenance & Custodial	Jeff Dowdell

#### Board of Trustees

Deb Daugherty	John O'Laughlin
Mike Droney	Karen Fohl
Fr. Greg Dobson	Betty Sevinsky
Sue Ford	Vince Volpe
Bob McFarland	Fr. Allen Weber, O.F.M.
Beth Powers	Dr. Patrick Casey
Bob Moser	Emily Sinsabaugh
Dan Wallace	Tim Finan

#### Where to call for what and when

Office Hours	7:30-3:30 M-F
Absences or Tardiness	372-8122
Academic Information	372-8122, ext. 119
Development or Alumni	372-8122, ext 131
Financial Information	372-8122, ext 121
Principal	372-8122, ext 123

#### Adjunct or Volunteers

#### Theory of Knowledge

Dr. Richard Reilly	St. Bonaventure University
Michael Unti	Reading Group
Monica Anda	Spanish Club
Caren Cooper	Yearbook

# Bell Schedules 2009-2010

## Regular Schedule:

Warning Bell: 7:55  
Homeroom: 8:00 - 8:10  
Period 1: 8:14 - 8:58  
Period 2: 9:02 - 9:46  
Period 3: 9:50 - 10:34  
Period 4: 10:38 - 11:22  
Period 5: 11:26 - 12:10  
Lunch: 12:14 - 12:44  
Period 6: 12:48 - 1:32  
Period 7: 1:36 - 2:20  
Period 8: 2:24 - 3:08

**Classes - 44 minutes**  
**Lunch – 30 minutes**  
**4 minutes between classes**

## Liturgy Schedule:

Warning Bell: 7:55  
Homeroom: 8:00 - 8:10  
Period 1: 8:14 - 8:52  
Period 2: 8:56 - 9:34  
Period 3: 9:38 - 10:16  
Period 4: 10:20 - 10:58  
Period 5: 11:02 - 11:40  
Period 6: 11:44 - 12:18  
Lunch: 12:22 - 12:52  
Period 7: 12:56 - 1:34  
MASS: 1:38 – 2:26  
Period 8: 2:30 - 3:08

**Classes - 38 minutes**  
**Lunch – 30 minutes**  
**MASS – 48 minutes**  
**4 minutes between classes**

## Morning Assembly Schedule:

Warning Bell: 7:55  
Homeroom: 8:00 - 8:10  
Assembly: 8:14 – 9:02  
Period 1: 9:06 - 9:44  
Period 2: 9:48 - 10:26  
Period 3: 10:30 - 11:08  
Period 4: 11:12 - 11:50  
Period 5: 11:54 - 12:32  
Lunch: 12:36 - 1:06  
Period 6: 1:10 - 1:48  
Period 7: 1:52 - 2:30  
Period 8: 2:34 - 3:08

**Classes - 38 minutes**  
**Lunch – 30 minutes**  
**Assembly – 48 minutes**  
**4 minutes between classes**

## Afternoon Assembly Schedule:

Warning Bell: 7:55  
Homeroom: 8:00 - 8:10  
Period 1: 8:14 - 8:52  
Period 2: 8:56 - 9:34  
Period 3: 9:38 - 10:16  
Period 4: 10:20 - 10:58  
Period 5: 11:02 - 11:40  
Period 6: 11:44 - 12:22  
Lunch: 12:26 - 12:56  
Period 7: 1:00 - 1:38  
Period 8: 1:42 - 2:20  
Assembly: 2:20 – 3:08

**Classes - 38 minutes**  
**Lunch – 30 minutes**  
**Assembly – 48 minutes**  
**4 minutes between classes**

## Course Outline

### LANGUAGE AND SECOND LANGUAGE

#### **Group1**

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English 9      Critical Thinking/Composition  
English 10  
\*English 11  
British Literature 12

#### **Group2**

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Latin  
Spanish  
TBA Seneca

#### **Group3**

### INDIVIDUALS AND SOCIETIES

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Global Studies I      Theology  
\*Global Studies II  
\*U.S. History  
Economics and Government  
TBA Seneca Studies      Perspectives  
TBA Introduction to Business

#### **Group 4**

### EXPERIMENTAL SCIENCES

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\*Living Environment/LAB  
\*Chemistry/LAB  
\*Physics/LAB  
Environmental Science  
\*Earth Science/LAB  
Advanced Biology

### HEALTH/WELLNESS

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\*Physical Education  
Health  
**Additional Core Requirements**  
IB Diploma Program, September 2011/2012  
IB Extended Essay Program  
Theory of Knowledge  
Creativity Action Service

#### **Group 5**

### MATHEMATICS/COMPUTER SCIENCE

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Personal Finance      Pre-Algebra  
Integrated Algebra      Pre Calculus  
Geometry  
Algebra II/Trigonometry  
Math B2 (ends 2010)  
Computer Applications (Microsoft Office)

#### **Group 6**

### THE ARTS

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Music  
Visual Arts

### ELECTIVES

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Public Speaking      Guitar  
Percussion      Vocal  
Bell choir      Ceramics  
Music Theory      Studio Art  
Multi Media Art

Courses are aligned to the New York State Learning Standards and assessments.  
Students are prepared to graduate with a Regent's Diploma.



## IB Student Learner Profile

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The key to student success in all IB programmes is the IB Learner Profile – a 10-point summary of the qualities IB students need to develop in order to be truly international-minded. The attributes and descriptors of the learner profile define the type of student the IB hopes to develop through its programmes.

As a key cross-programme component, the learner profile is the central tenet of the IB programmes. It is not intended to be a profile of the perfect student but be considered as a roadmap in pursuit of lifelong learning. The learner profile places the student at the heart of IB programmes and focuses attention on the processes and the outcomes of learning.

At its most basic, the learner profile provides a long-term vision of education and is a set of ideals that can inspire, motivate and focus the work of schools and teachers. The learner profile depicts students as:

- Inquirers
- Thinkers
- Principled
- Caring
- Balanced
- Knowledgeable
- Communicators
- Open-minded
- Risk-takers
- Reflective

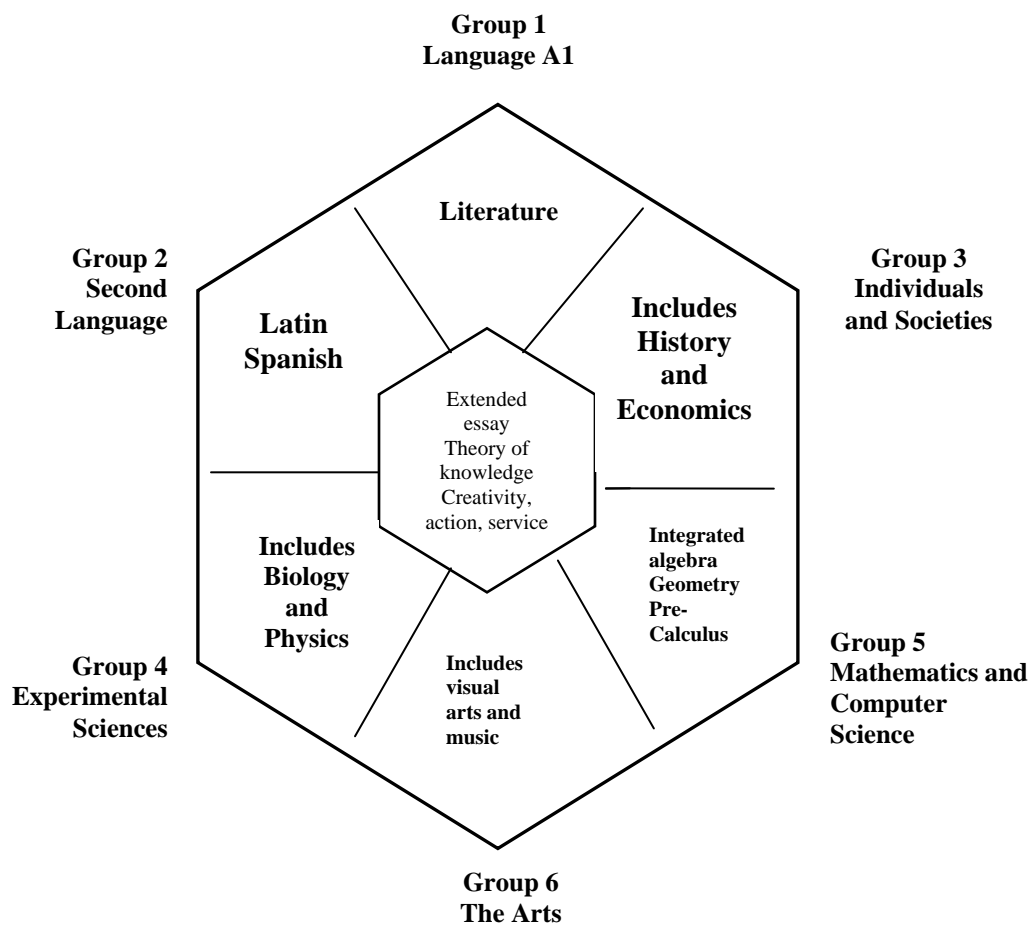
In an IB student's educational experience, these qualities are developed at increasingly sophisticated yet appropriate levels. The learner profile gives students, parents, and educators a common language for evaluating students' growth in and between programmes.

The three programmes also focus on developing learning skills or "learning how to learn," beginning with inquiry-based learning in the PYP. In the Middle Years Programme, students explore learning skills through Approaches to Learning, one of the Areas of Interaction. In the Diploma Programme, students study the Theory of Knowledge, a course on critical thinking.

### The PYP, MYP, and Diploma Programmes:

Require study across a broad range of subjects, drawing on content from cultures around the world;

- 
- Give special emphasis to language acquisition and development;
  - Encourage learning across disciplines;
  - Focus on developing the skills of learning;
  - Include the study of individual subjects and of transdisciplinary areas;
  - Give students opportunities for individual and collaborative planning and research; and
  - Include a community service component requiring action and reflection.
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## **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

THE IB Diploma Program is a comprehensive and challenging pre-university Course that demands the best from both motivated students and teachers. This sophisticated two-year curriculum covers a wide range of academic subjects and has stood the test of time for over half a million students in 119 countries since 1968. IB Diploma Program graduates are welcome by the world's leading universities.

### **THE BENEFITS OF THE IB DIPLOMA PROGRAM**

Universities recognize the outstanding qualities of IB Diploma Program students. Typically, diploma holders are ready to debate real-world issues from an international perspective and to provide leadership and support in the local and global community. They demonstrated a capacity for in-depth study while maintaining a broad perspective of the different subject areas. They are able to ask challenging questions but also know how to research a topic and express their opinion.

www.ibo.org.

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**CODE OF CONDUCT**  
**STUDENTS WILL BE: RESPECTFUL, RESPONSIBLE AND READY**  
**TO LEARN**

**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 in which 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 biased, disruptive, and slanderous.
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 7:30a.m. To 3:30 p.m.
- A student may not be released from school to anyone other than the parent, guardian or person named 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 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 regarding the rights of non-custodial parents.

- When a student is absent for any reason it is considered an absence.
- Reasonable absences:

Sickness	court appearance	attendance at health clinics
religious observance	music lessons	cooperative work program
military obligations	quarantine	approved college visits
impassable roads	death in family	poor weather
school supervised project	sickness in family	

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

- |   |                                 |
|---|---------------------------------|
| 1. Road test appointment  | 2. medical or legal appointment |
| 3. Impassable roads, as determined by the school or any of the above. |                                 |
| 4. As determined by the Principal.                                    |                                 |

The Coding for our attendance records required by the State of New York is as follows: Legal Sickness – S; Legal Sickness or Death in Family – F; Excused Absence, part of the day – X; Legal Excuses – Listed above; Illegal Absence – O; Truancy - ; Suspension – Su

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. The homeroom teacher will send an absentee list to the office and place the absence in the Record/Attendance Book.
3. Poor attendance and/or frequent tardiness indicate a serious problem.
4. Any student who arrives at school after 8:10 a.m. will not gain admittance to homeroom or class until the main office issues the student a tardy slip or excuse pass.
5. Students who are tardy and enter homeroom/class without reporting to the office will receive detention as this is contrary to school policy.
6. 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. If an excuse is not presented, a phone call, e-mail, or letter will be sent to the parent/guardian requesting the excuse in two days, and informing the parent/guardian that without the required excuse, the absence or tardiness may be consider illegal.
7. 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 8:00 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.

1. Students who are absent :

- 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.

## **STAFF**

Each class room teacher must take attendance at the beginning of each period and all absences must be reported to the office, as well as recorded in the grade book, and Option C.(on line tracking system).

Archbishop Walsh Academy, 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.

## **ABSENTEE POLICY**

A student's teacher, the principal or other school official will notify the Guidance Counselor of students' absences. To address a student's possible loss of academic credit, the Guidance Office and the Principal will send the following notification and policy statement to the student's parent or guardian for implementation and correction. All students must attend 85% of the scheduled classes in order to receive credit for credit bearing courses.

- **Step 1** Means that we are notifying you that your child has 3 absences in a semester course or 6 absences in a full year course. With the exception of the approved absences (serious illness) detailed in the Board of Education attendance policy, all absences in a credit bearing class will be counted in this attendance procedure.
- **Step 2.** Means that we are notifying you that your child has 6 absences in a semester course or 12 absences in a full year course. A conference will be held between the student and his/her counselor and/or Principal. You will be invited to be part of that meeting, in order to help address the attendance situation.
- **Step 3** Means that we are notifying you that your child has been absent 9 times from a semester course or 18 absences for a full year course is in danger of losing credit for the course. A second conference will be held between the student, the parents, the principal, the counselor and teachers. A review concerning the student's academics, attendance, and other related materials would be held at that time.
- **Step 4.** Means that we are notifying you that your child has been absent 12 days from a semester course and 24 absences for a full year course. There will be a third conference. The attendance committee may elect to assign make-up or deny course credit.

## **TARDINESS POLICY**

The following steps will be implemented for tardiness. Upon notification by the principal, and a student's teacher or other school official will notify a student's parent or guardian of the following via e-mail, postal letter, or telephone call:

- **Step I** – Three tardiness (one semester) will result in a written parental notification and after-school detention for the student.
- **Step II** – Six tardiness (one semester) will result in a student-parent conference with the principal to resolve any issues regarding a student's tardiness in each semester, and a penalty of 2 detentions.
- **Step III** – Nine tardiness will result in a student – parent conference with the principal and a penalty which may include an in school suspension.

## **CLASS ATTENDANCE**

1. The homeroom period begins promptly at 8:00 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 ready to work 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. Students are expected to be attentive and respectful.
4. Students are to be on time for all classes and/or study halls. Each homeroom and each class will take attendance each period and send the list of absences to the office. It will also be recorded in the teachers' grade book. If a student is late to class he/she is subject to a warning and/ or 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.
5. Students may not leave school grounds or be in any unauthorized area of the campus between classes.
6. Students are responsible for following their schedule correctly. Every student should carry a copy of his/her schedule to avoid "mix-ups."
7. 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.
8. Students in hall without a pass are subject to detention.

## **INCENTIVE TO ENCOURAGE FULL SCHOOL ATTENDANCE**

Archbishop Walsh Academy recognizes and encourages perfect attendance for students.

Therefore:

1. At the final school assembly students with perfect attendance will receive an Archbishop Walsh High School sweatshirt.
2. At the final school assembly a student with less than three legal absences or tardiness' and no illegal absences will receive an Archbishop Walsh High School tee-shirt.

## **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 school property. No eating or drinking is permitted on the bus. The bus driver is the authority on all school buses in the absence of a coach/school official.

**\*\*Students are to be in dress code when departing and returning from BOCES.**

## **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 in an automobile of another student during the school day without the expressed permission of the administration.
2. Common courtesy, exercise of safety and caution will be the rule while operating any motor vehicle on school grounds.
3. Students who do not observe these regulations will not be allowed to park on school grounds. The administration has the prerogative to grant or remove permission.
4. Students driving must obtain a permit from the office to park in the school lot.

## **DRESS CODE**

The Administration is authorized to discourage and deal appropriately with any distractions to the educational process, including grooming and dress. Students are to be neat and properly attired (in proper dress code) in all parts of the building and school grounds for the entire school day. The complete uniform is to be worn every day unless an individual or the entire school body has been excused from the dress code.

This policy forbids the following at Archbishop Academy:

1. Outlandish hair styles: unkempt hair, unnatural hair colors, hair below the ears for male students, untrimmed sideburns below the ear lobes, etc.
2. Unsafe clothing and/or accessories for particular class activities
3. Beards, mustaches, facial hair or tattoos
4. Body piercing other than earrings for girls.

**\*\*All external attire excluding socks, hosiery or shoes, carrying our Archbishop Walsh Monogram/Logo must be purchased through either:**

- The Sports Locker, 711 West State Street, Olean (373-1411). Forms must be filled out and dropped off with payment at The Sports Locker;
- Lands End, [www.landsend.com](http://www.landsend.com)

**\*\*\*Note: Uniforms fit differently from different vendors. Please keep this in mind when ordering.**

*The below listed Dress Code applies to all freshmen, sophomores, juniors and seniors.*

### **Gentlemen**

- A. Khaki dress slacks worn with a belt (brown or black).
- B. White, collared dress shirt, long or short sleeves. Button-down collars must be buttoned.
- C. Tie - only available at The Sports Locker
- D. Green V-neck sweater, or sweater vest (optional) or fleece.
- E. Socks and brown or black dress shoes – tie or slip-ons (loafers). Sneakers are for gym classes only. No athletic footwear, work boots or sandals.
- F. No hats in building (7:00 a.m. – 3:30 p.m.)
- G. White shirt with no visible lettering only may be worn under dress shirts.
- H. White turtleneck may be worn under a sweater or fleece. A white turtleneck or dress shirt with tie must accompany the fleece when worn.

**\*\*\*Note: All dress pants, shorts, dress shirts, polo shirts, sweaters and fleece must be purchased through either The Sports Locker or Lands End. They must include the Walsh logo.**

### **Ladies**

- A. Khaki slacks worn with a belt (brown or black).
- B. White collared blouse, long or short sleeve. Blouses and shirts should never have more than two (2) buttons undone from the top of the shirt.
- C. Green sweater or sweater vest (optional) or fleece.
- D. White mock turtleneck/turtleneck or a short sleeved shirt with no visible writing may be worn under uniform blouse. A white turtle neck or collared blouse must accompany the fleece when worn.
- E. Socks or hosiery and brown or black dress shoes – tie or slip-ons (loafers). Sneakers are for gym classes only. No heels, open-toed shoes, sandals or athletic footwear.
- F. No hats in building (7:00 a.m. – 3:30 p.m.)
- G. Khaki skirts, and jumper. Must meet finger tip length.

**\*\*\*Note: All dress pants, shorts, dress shirts, polo shirts, sweaters and fleece must be purchased through either The Sports Locker or Lands End including Walsh logo.**

Gentlemen and Ladies Warm Weather Option: White polo shirts, khaki shorts and clean sneakers may be worn during September, May and June. Socks and brown or black dress shoes – tie or slip-ons (loafers) must be worn if long pants are worn with polo shirts.

**\*\*\* Note: If there is an economical difficulty with any part of this Dress Code, there is financial assistance is available. Please contact the administration.**

### **Grooming**

Students must be neat, clean and nicely dressed while at school, at all times. This means:

- A. Shirts and blouses neatly tucked. They may be “bloused” as long as the shirt tail is tucked in.
- B. All attire is to be clean and pressed and shoes clean/polished
- C. Gentlemen must be clean-shaven, hair combed and their ties tucked to the neckline of their shirt.
- D. Ladies must have neatly combed hair and moderate makeup.
- E. Sweaters are to be worn properly and not tied at the waist or drooped over the shoulders.

**\*\*\*The final decision on appropriateness of anything involving the uniform will be made by the person(s) designated by the administration.**

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

**\*Students will be expected to dress appropriately for school functions**

## **GUIDELINES FOR CASUAL AND PRIDE DAYS**

1. Jeans, tee shirts, sweatshirts, shorts, (must meet finger tip length) and sneakers may be worn.
2. No torn clothing, sleeveless shirts or tank tops. Clothes may not be too tight or revealing.
3. Garments will not be permitted which contain messages of violence, questionable moral activities, and inappropriate language, such as promote alcohol, tobacco, illegal substances or drinking establishments.

**\*\*\*The final decision on appropriateness of anything involving the uniform will be made by the person(s) designated by the administration.**

## **ELIGIBILITY GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

Archbishop Walsh Academy 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. Ineligible students however may try out for athletic teams.

A student declares himself/herself eligible after fifteen (**15**) school days by the following process:

- a. He/she requests and completes an eligibility form that the guidance counselor distributes to all appropriate teachers.
- b. Teachers indicate the student's progress and return the form to the guidance counselor.
- c. Students remain ineligible if after the 15 school days they are not passing the subject or subjects that they had been failing.

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 a written request, will confer with the eligibility board whose decision shall be binding for the remainder of the period.

## **Extracurricular Activities/Sports/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 rule is applicable to that student who is absent on Friday and has an activity scheduled for Saturday.

**\*Subject to change without notice (See Athletic Handbook for more detail.)**

## **EMERGENCY CONTACTS**

Parents/guardians 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.

## **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 8 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 here only on Wednesdays, please 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.

## **INTER-SCHOLASTIC ATHLETICS**

**The following is subject to change without notice:**

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 or assigned 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 a.m. in order to participate in a practice or 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. Final decisions on probation, suspension, or dismissal will be made by the school officials.

**(See Athletic Handbook for more detail.)**

## **Eligibility Board for Extracurricular Activities**

1. **Membership:** The board is composed of the Principal, Guidance Counselor, and the Athletic Director.
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, and the moderator, 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 leasing 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 students \$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 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.

## **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.
5. 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.
6. All authorization forms are available from the main office.

### **NON-DISCRIMINATION POLICY**

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

### **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 a meeting with the School Board.

The principal is available for parents to contact with any concerns. Parents can come in person or simply call 372-8122 ext. 123. 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 CAFETERIA POLICY**

The school provides students a lunch program that meets the Federal and State requirements for nutritional purposes. A well balanced lunch is offered each school day, with some choices, at a cost of \$1.75 for a regular lunch.

- Students may buy school lunches or bring lunches in a brown bag,
- The school does not supply alternate foods for allergies.
- Students or teachers may not store food in school refrigerator.
- No food brought from outside the cafeteria will be heated.
- If a student forgets lunch money or pre-pay is depleted, a student may charge one regular lunch. Debt must be paid before another lunch can be charged. No extras can be purchased until charges are paid.
- Please consult the principal for financial support.

Free and reduced lunch applications will be mailed to students. If you did not receive an application please contact main office or Cafeteria Manager. These forms are kept strictly confidential. You may pre-pay lunches and you will need to define what you are authorizing your child to purchase. (A form for pre-paid lunches is available).

### **Lunch Room Rules**

1. Keep conversation at a reasonable voice level.
2. When finished eating return your tray to the proper disposal area.
3. Deposit all litter in the waste basket.
4. Remain seated in the cafeteria for the total lunch period after returning your tray to proper disposal area. You can not leave without permission from a teacher or monitor.
5. Leave table, chairs and floor around your place clean and neat for others.
6. Do not take food from the cafeteria.
7. No cell phones/electronic devices to be used in cafeteria (refer to cell phone policy).(page XIII)
8. Inappropriate behavior in the cafeteria will not be tolerated.
9. Throwing food or other objects in cafeteria will be **not** be tolerated.
10. Stack chairs at your table before leaving the cafeteria.

**Failure to comply with policy will result in detention, in school/out of school suspension or possible dismissal.**

### **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, WOLN, WESB, Channel 2, Channel 4 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 of your injury must be made within 30 days of the injury.

### **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 a signed release of records form.
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 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.
5. The maximum number of study halls each student is allowed to have per day in their schedule is 1.

### **ELECTRONIC DEVICE POLICY**

Walkmans, boom boxes, headsets, MP3 players, iPods, beepers, cellular phones, electronic games, laser pointers, and other similar devices, are disruptions to the learning process. Their use is prohibited during school hours.

If one of these devices is brought onto school property school guidelines for these devices must be followed. We realize excessive cell phone usage is the norm today in most secondary schools and it greatly impedes the academic process and goals of most institutions. Therefore, students are discouraged from bringing cell phones and other communication devices to school. The responsibility rests with the student. If the student brings such devices to school then they must be kept in their locker. They must be **off** and out of sight at all times during the school day including lunch periods. If an emergency call is required the student may use His/her cell phone in the office or use the office phone. Should parents need to contact their child they must call the main office. If a student is found with their phone turned on **anywhere** in the building, the phone will be confiscated. Upon a second offense the phone will be confiscated and the parents will be notified to come to get the phone. The student will also receive a detention. Failure to comply with the above policy will result in further disciplinary action.

**AS OF JUNE, 2010** the school will no longer supply graphing calculators. Students will be expected to provide their own.

### **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 Academy and are subject to change from year to year. There is a non-refundable \$50.00 registration fee for all students. This fee is waived if application is received by the early deadline.

All parents are required to sign a tuition payment agreement which delineates the amount of tuition owed, any aid or scholarships received, their choice of payment plan and payment responsibilities before their children may be enrolled at Archbishop Walsh Academy.

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.

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, through the Admission /Recruitment Office.

## **GUIDANCE DEPARTMENT**

### **Services**

The purpose of the guidance services is to help each student in his/her educational, social, personal, and vocational development. Counselors are in the guidance office daily to assist students with any problems or questions they may have.

If you desire a change in schedule, check with the following:

- a. Subject Teacher
- b. Guidance Counselor
- c. Principal

A “request to drop a course” form is available in the guidance office. After the request is initiated and approval is made, parental approval and signature must be obtained. No student request for changes in schedules will be made for the reason of teacher preference. Schedule changes will conclude after the first two weeks of school. The Principal is the final authority on any matter involving schedule changes.

### **Graduation Requirements**



## Archbishop Walsh Academy Graduation Requirements

	Local Diploma	Regents Diploma	Advanced Regents Diploma
English	4 credits	4 credits	4 credits
Public Speaking	1 credit	1 credit	1 credit
Theology	4 credits	4 credits	4 credits
History	4 credits	4 credits	4 credits
Mathematics	3 credits	3 credits	3 credits
Science	3 credits	3 credits	3 credits
Health	½ credit	½ credit	½ credit
Computers	1 credit	1 credit	1 credit
Art (music, visual arts, theater, dance)	1 credit	1 credit	1 credit
Language Other Than English (LOTE)	1 credit	1 credit	3 credits (or) 5 units in the arts plus 1 language credit (or) 5 units in career or technical education plus 1 language credit
Physical Education	2 credits	2 credits	2 credits
Electives	½ credit	½ credit	
<b>TOTAL CREDITS</b>	<b>25 credits</b>	<b>25 credits</b>	<b>25 credits</b>
****15 hours of community service must be completed each year			

**Regents Exam Requirements for Respective Diplomas starting with freshmen class of 2009**

Local Diploma (must score 55 or above on 5 Regents exams.) **	Regents Diploma (must score 65 or above on 5 Regents exams.)	Advanced Regents Diploma (must score 65 or above on 8 Regents exams)
		English
English	English	Algebra*
Algebra*	Algebra*	Geometry*
Science Regents	Science Regents	Algebra 2 / Trigonometry*
Global Studies	Global Studies	Science Regents #1 (physical setting)
U.S. History & Government	U.S. History & Government	Science Regents #2 (living environment)
		Global Studies
		U.S. History & Government
		Foreign Language

\* Please check with the guidance office regarding specific math regents exam requirements. New York State is in the process of changing the math requirements which involves phasing out Math A and B.

### **Giant Step/Pre Enrollment Program**

In their senior year qualified students may enroll for up to two courses each semester at St. Bonaventure University or Jamestown Community College. Students are eligible to receive college credit. Please refer to the Giant Step policy for further details.

### **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.

### **Driver Education**

Registration for Driver Ed is done through the Guidance Office. Classes and drive times are done at Olean High School at the end of the school day. Olean allots Walsh five slots per school year. Students interested must be 16 and have his/her permit. Selection is made, first, on date of birth and, second, on grade level. To register you must fill out a Driver Ed Request form. Cost is determined by Olean and is subject to change each year. Typically it is around \$325.

### **National Honor Society**

Archbishop Walsh High School has membership in the National Honor Society, the Pax et Bonum Chapter. Students in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades may be members. Students are evaluated on Character, Leadership, Scholarship, and Service. The academic requirement (scholarship) is to maintain a cumulative average of 92%.

### **Honor Rolls - GRADING**

Archbishop Walsh has two honor rolls:

1. High Honors Roll – for students averaging 95% and above.
2. Honor Roll – for students averaging 90% to 94.9%.
3. Merit Roll – 85% to 89.9%.

### **GRADING GUIDELINES**

<b>A</b>	<b>95-100</b>
<b>A-</b>	<b>90-94</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>85-86</b>
<b>B-</b>	<b>80-84</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>75-76</b>
<b>C-</b>	<b>70-74</b>
<b>D+</b>	<b>67-69</b>
<b>D</b>	<b>65-66</b>
<b>F</b>	<b>Below 65</b>

**\*\*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, inappropriate conduct during ANY extracurricular activity will be answerable to the Principal/or Designated moderator. These rules will consistently apply to every classroom throughout the school. Students who do not accept their responsibility and who violate school rules must accept the penalties for such action.

**Disciplinary action, to be most effective, will be firm, fair and consistent, and in accordance with the mission of the school.**

## 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/Guardian will be contacted regarding the conference that will include the student, his/her parents and others deemed by the Guidance Counselor/Principal.
3. **Detention** – held after school by of designated staff. Parents will receive written notice.
4. **Probation** – The Principal or appropriate authority, 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 designee 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.
6. **In School Suspension** - A student who receives In School Suspension (ISS) 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 \$65.00 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 \$65.00 fee. A full list of rules and regulations will be provided for hired person or parent/relative supervisor.
7. **Suspension from other activities** – Student may also be suspended from transportation, athletic participation and other extra curricular activities.
8. **Dismissal** – After a recommendation from the Principal or designee, 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.
9. **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 and uniform code at such times.

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 Academy 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-medicinal 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 bona fide controlled substances, illegal drugs, narcotics, stimulants and depressants.

## **Guidelines for Implementations**

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.
  - 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.

**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 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 student who is found to have committed an act of sexual harassment will be subject to disciplinary 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 student who feels he/she is being harassed has several ways to make the 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.

### **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 Academy reserves the right to amend the handbook at any time.

**The next page must be signed and returned to the main office by October 15, 2009.**

**Archbishop Walsh Academy**

208 North 24<sup>th</sup> St.

Olean, New York 14760

716-372-8122

I have read and understand the responsibilities outlined in the Archbishop Walsh Student Handbook. I also understand and agree that my child/(ren) shall be held responsible for their behaviors as outlined in the Student Handbook for their school day beginning at the bus stop, riding the bus, or walking to school, the school day and their return to home. I also understand that any student that violates the Student Code of Conduct shall be subject to disciplinary action, up to and including suspension from school.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

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Date