

# ARCHBISHOP CURLEY HIGH SCHOOL

3701 Sinclair Lane

Baltimore, Maryland 21213-2079

410-485-5000

FAX 410-483-2545

[www.archbishopcurley.org](http://www.archbishopcurley.org)



## STUDENT/FAMILY HANDBOOK

2018/2019

*Authorized by:*

**Fr. Donald Grzymiski, OFM Conv.**  
*President*

**Mr. Brian Kohler**  
*Principal*

Revised July, 2018

# TABLE OF CONTENTS

INTRODUCTION.....	1
ACADEMIC POLICY.....	8
SCHEDULES - ATTENDANCE.....	16
FINANCIAL INFORMATION. ....	21
GENERAL INFORMATION POLICY.....	23
DISCIPLINE CODE and RULES.....	39
ATHLETICS .....	48
AWARDS .....	54
AUXILIARY ORGANIZATIONS. ....	57
INDEX .....	58-60
APPENDIX I .....	61-63
Research Paper Style Sheet	
APPENDIX II .....	65
International Student Graduation Requirements	

# INTRODUCTION

## HISTORY AND BACKGROUND OF THE SCHOOL

Archbishop Curley High School was founded as a college preparatory school under the leadership and direction of the late Archbishop Francis P. Keough in 1960, becoming the first of the archdiocesan high schools built in that decade. Designed by local architect Edward H. Glidden in what is now known as Mid-Century Style, the school was built on a thirty-three acre site on the northeast edge of the City of Baltimore. It was then the most densely Catholic part of Baltimore, with thousands of students in the many nearby parochial schools. The school is dedicated to Archbishop Michael J. Curley (1879-1947) who served as the tenth Archbishop of Baltimore from 1921-1947. The school is accredited by the Maryland State Department of Education and AdvancED. Archbishop Curley High School opened its doors in September 1961 to a pioneer freshman class of 420. It was formally dedicated on April 17, 1962, by Lawrence Cardinal Shehan, the twelfth archbishop. Since its first graduating class in 1965 over 8000 graduates have received their diplomas.

The main three-story building still contains classrooms, science labs, administrative and guidance offices, while the attached wings have been modified over the years to accommodate new purposes. The chapel was renewed after the liturgical changes of Vatican II. The friary, the residence of the Franciscan Friars, was moved to one part of the original building, while the remainder became advancement offices, meeting space and the Library/Digital Media Center. The renovated auditorium was incorporated into the Holthaus Center for the Arts, new construction in 2010. The Student Dining Room and Fr. Julian Gymnasium continue as designed, while the final original wing of the school, first classroom and then library, now houses a fitness center and wrestling room.

The extensive grounds provide for ample parking and athletic facilities. The Curley Bowl features a synthetic turf field for football, soccer and lacrosse surrounded by a track. Other facilities include a baseball diamond, tennis courts, additional soccer field, and practice fields.

Curley's golden anniversary was celebrated in 2010-11 with special events throughout the year. A history of Curley was written by Fr. Timothy Kulbicki, OFM Conv. '76 entitled *Proudly Do We Hail Thee*. The first graduates, the Class of 1965, celebrated their 50<sup>th</sup> reunion in May 2015 becoming the first "Golden Friars."

Today Archbishop Curley High School serves students from the entire metropolitan area, namely Baltimore City and the surrounding counties. The student body comes from some 60 middle schools and 80 zip codes, choosing Curley, the only Franciscan high school for young men in Maryland, for its moderate size and family spirit, and for being a school "where brotherhood begins." It was the first 1:1 iPad Catholic high school for young men in the area, with a premier arts program, 14 varsity sports, and a recognized college counseling program. With 100% of the Class of 2018 accepted to college, 90% of the 2018 graduates are attending 4-year colleges, earning more than \$15 million in aid.

The general operation and management of Archbishop Curley High School falls under the auspices of the School Board established by the Archbishop of Baltimore. The School Board has continued to entrust the administration of the school to the Conventual Franciscan Friars of Our Lady of the Angels Province who have staffed the school since its inception. Dedicated laity now comprise the majority of faculty and staff, having embraced the Franciscan goals of education, and working to develop the whole person in both the classroom and co-curricular activities.

## SCHOOL SEAL

The Seal of Archbishop Curley High School consists of a shield divided by a horizontal line. The upper part shows the crossed arms of Christ and St. Francis of Assisi, thus incorporating the crest of the Order of Friars Minor. The lower section is the personal coat-of-arms of Archbishop Curley himself.

The motto *Quis ut Deus?* ("Who is like unto God?") found on the bottom of the coat-of-arms, is Latin for the Hebrew *Mi-cha-el*, the name of the Archangel St. Michael, Archbishop Curley's patron saint.

### **MISSION STATEMENT**

Archbishop Curley High School, a Roman Catholic college preparatory school rooted in the Franciscan tradition, develops great men.

With the support of the entire Archbishop Curley Family, each Curley Man is challenged to reach his maximum academic and personal potential in a safe and nurturing environment leading him to be a man of faith, character, discipline and service to others.

### **Explanation of Mission Statement**

#### **A Catholic School**

The Roman Catholic Church is a faith community grounded in living witness to Jesus Christ. This witness finds its expression in the Gospel mandate: "You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength" and "You shall love your neighbor as yourself." (cf. Mark 12,30-31). From the very beginning of the Christian era, the Gospel has been lived and communicated to new generations in a community, the Church. Archbishop Curley High School exists as an educational community of the Church of the Archdiocese of Baltimore as a place where these Gospel values are taught, experienced and lived, thus serving to renew in our own age the Church of Christ Jesus.

#### **The Franciscan Tradition**

Since its founding Archbishop Curley High School has been entrusted to the Franciscan Friars of the Order of Friars Minor Conventual. This school community, therefore, finds its understanding and expression of the Gospel in the spirit of St. Francis of Assisi, for whom the only rule of life was the Gospel. Drawing on more than 800 years of the Franciscan tradition of teaching and preaching, the faculty and administration of Archbishop Curley High School seek to form a learning community inspired by the vision of St. Francis.

The Franciscan tradition of education sees growth toward the goal of love of God and neighbor as a three-fold process. First a person must hear the word of truth. Second, when it is heard and taken to heart, the truth has an influence upon the person's very being. In a third movement, this process brings the person to a change of heart, allowing him to incarnate the values of Christian living. Through the information of the mind, the formation of character, and finally a personal transformation, the Gospel mandate to love God and love neighbor can be fulfilled. This tradition, witnessed to as a way of life by the Friars who reside at the school, and sincerely shared by the faculty and staff, is the hallmark of Archbishop Curley High School.

#### **The Curley Family**

The Franciscan spirit of mutual respect and sincere charity creates an atmosphere of family. As a place of growing in independence while learning the wholesomeness of interdependence, the family is the primary focus of education. In creating a family atmosphere among its members, Archbishop Curley High School creates the ideal environment for learning. In this educational community, all members have their own roles, responsibilities, and contributions, each playing an integral part in the life of the school. Administrators and teachers, parents and students, alumni and auxiliary organizations all contribute to the realization of the hopes and dreams, the goals and aspirations of the one Curley Family – the education, growth and transformation of its sons.

Archbishop Curley High School hopes to prepare young men for the various paths where their lives will take them – college, careers, family life, faith communities, and society in general. Consequently, Curley seeks to provide an educational experience for young men, offering a core curriculum in the

liberal arts that addresses their levels of competence, and various co-curricular experiences to suit their talents and skills. Through the interaction of students and teachers, there exists an atmosphere of friendship and caring which allows for the easy communication of knowledge and values, both in the classroom and outside of it. In this way, Archbishop Curley High School hopes to share with its sons the knowledge of the truth, the importance of self-discipline, the desire to build a better world, and the wisdom of loving God and neighbor.

### **ARCHDIOCESAN HIGH SCHOOLS MISSION STATEMENT**

The Archdiocesan high schools are rooted in the educational mission of the Church. Growing out of the far-reaching educational tradition of the Archdiocese of Baltimore, these schools were established in the 1960s to meet the needs of the post-War baby boom. Built and subsidized at the outset by the Archdiocese, they seek to provide the widest possible access to Catholic secondary school education for a diverse population. Each strengthens the local Church and the whole of society through spiritual formation, the development of moral character, and comprehensive academic preparation.

Today's increasingly diverse student population presents a unique richness, yet consequent challenge, to the Archdiocesan high schools. Thus, the mission and the programs of the schools evolve to satisfy contemporary demands. Being committed to the conviction that students deserve an appropriate and excellent education, dedicated and competent faculties implement broad educational programs designed for complex educational needs. In partnership with families, as the principal educators of their children, the schools rely on the support of the local community and the Archdiocese to animate this mission.

Following Jesus' example in the ministry of teaching and proclaiming the Good News, the Archdiocesan high schools vigorously respond to the Church's expanded sense of evangelization. To build up the Kingdom of God, these schools initiate effective means to assure the spiritual and moral influence necessary and helpful during the challenging years of adolescence. Our schools have the responsibility to prepare its students to take their place in society as productive citizens both for the present, as well as the future.

Called by God to leadership in the ministry of Catholic education, the Archdiocesan high schools, possessing unique charisms and characters while operating as separate entities governed by local school boards, are commissioned by the Archbishop to assist him in fulfilling the educational mission and ministry of the Church of Baltimore. Through his leadership and support, these schools continue to prosper not only as quality educational institutions, but faith communities helping to build the future of the Archdiocese as well.

### **ARCHDIOCESAN POLICY REGARDING NON-DISCRIMINATION**

"Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message - to love and respect the right of all people;

"It is the Policy of the Archdiocesan School Board that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, or national or ethnic origin in the administration of their educational policies, admissions policies, scholarships and loan programs, athletic and other school administration programs."

"It is also the policy of the Board of Education of Archbishop Curley High School that Archbishop Curley High School shall not discriminate against any applicant for employment or employee because of race, color, national origin, sex, or age."

## **ARCHDIOCESAN STUDENT HARASSMENT POLICY**

### **Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity, (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

### **Scope**

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### **Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability or handicap, or protected activity, that:
  - (i) has the purpose or effect of creating an intimidating, hostile or offensive environment;
  - (ii) has the purpose or effect of unreasonably interfering with an individual's performance; or
  - (iii) otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

## **AMENDMENTS**

Archbishop Curley High School reserves the right to amend the *Student/Family Handbook*, and any amendments shall be binding upon all students and parents.

## **CREDITS**

Credits are awarded for successful completion of courses at Archbishop Curley High School. They are measured based on the number of classes scheduled, or an equivalent time of instruction thereof. One credit is earned after the successful completion of a course that is scheduled to meet four out of six days per cycle per school year. One half (0.5) credit is earned after successful completion of a course that is scheduled to meet two out of six days per cycle per school year.

## **FERPA POLICY**

Archbishop Curley High School complies with the Family Educational Rights and Privacy Act (FERPA) which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Archbishop Curley High School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal, and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
  - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
  - To other schools to which a student is transferring.
  - In connection with financial aid under certain circumstances.
  - To specified officials for audit or evaluation purposes.
  - To organizations conducting certain studies for or on behalf of the school.
  - To accrediting organizations.
  - In order to comply with a judicial order or lawfully issued subpoena.
  - To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets. The School has designated the following as demographic data:
  - Student's name
  - Participation in officially recognized activities and sports
  - Address
  - Telephone listing
  - Weight and height of members of athletic teams
  - Electronic mail address
  - Photograph
  - Honors and awards received
  - Date and place of birth
  - Dates of attendance
  - Grade level



Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal, in writing by October 1 of the academic year.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Archbishop Curley High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

## **FRANCISCAN IDEALS**

### **Dedication to Christ in the Church**

St. Francis of Assisi was dedicated to a perfect following of Christ that would rebuild the Church from within. We commit ourselves to embracing Christ and witnessing that within our Church communities.

### **Strong Community Relations**

St. Francis of Assisi was overjoyed that God gave him brothers to share his life. We commit ourselves to creating a brotherhood amongst our classmates and a sense of Family within our school.

### **Outreach to the Marginalized**

St. Francis of Assisi saw Christ in the poor and those abandoned by society, desiring to serve them by being in solidarity with them. We commit ourselves to thinking first of those who are less fortunate than we are.

### **Concern for the Environment**

St. Francis of Assisi saw all of creation as a holy gift from God to be cherished. We commit ourselves to being grateful stewards of all that God has given us.

### **Peaceful Resolution to Conflict**

St. Francis of Assisi recognized that it is better to understand than be understood. We commit ourselves to appreciating our differences by seeking first to understand others.

## **BELIEF STATEMENTS**

- A Curley man believes that each person is created in the image and likeness of God and deserves respect, love, support and encouragement.
- A Curley man enriches his faith in God by embodying the ideals of St. Francis.
- A Curley man is taught and supported by an exceptionally dedicated faculty and staff both in and out of the classroom.
- A Curley man is a critical and analytical thinker who communicates effectively.
- A Curley man is a person of integrity who is responsible, accountable and self-disciplined.
- A Curley man is a gentleman and leads by good example.
- A Curley man is challenged to develop his intellectual skills fully in a safe and secure learning atmosphere and to be a life-long learner.
- A Curley man is supported by the Curley Family: alumni, students, faculty, staff, parents, alumni parents and friends of Curley.
- A Curley Man develops the confidence in his ability to face the future with optimism.
- A Curley Man possesses the technological skills needed to succeed in an ever changing world.
- A Curley Man is encouraged to participate in athletics, fine arts and other co-curricular activities that provide transformational opportunities for discovery, creativity and personal growth.
- A Curley man shares his God-given gifts by serving others, especially the marginalized.
- A Curley man is a grateful steward of all that God has given him and is respectful of all creation.
- A Curley man seeks to understand others and to resolve conflicts peacefully.
- A Curley man creates relationships that last a lifetime.

**CURLEY PLEDGE**

I pledge with all my heart to be a true Curley Man.  
I pledge myself to be a man of honor, loyalty and pride.  
I promise to respect and care for the other Curley Men around me.  
With my brothers in the Curley Family to help me,  
    I will always be mindful of the presence of God,  
    I will work hard to be outstanding in Leadership, Scholarship,  
        Character & School Spirit,  
And wherever I am – in class, on the field, at work or at play,  
    I will always bring honor to Archbishop Curley High School.  
This I pledge, on my honor, to my classmates.  
So help me God!

# ACADEMIC POLICY

## ACADEMIC DEPARTMENTS *(listed alphabetically)*

English	Mathematics	Science
Fine Arts	Physical Education	Social Studies
Foreign Language	Theology	

## ADMISSION CRITERIA

For admission to Archbishop Curley High School the following are required:

### **Freshmen:**

1. Desire to attend Curley
2. Recommendation indicating good conduct and character
3. Standardized testing scores
4. Academic Achievement - Grades 6, 7, 8
5. Evidence of satisfactory completion of the eighth grade
6. Successful Admission Interview
7. Available Space

### **Sophomores, Juniors and Seniors\*:**

1. Desire to attend Curley
2. Recommendation indicating good conduct and character
3. Academic achievement records
4. Standardized testing scores
5. Evidence of sufficient accumulated credits
6. Successful Admission Interview
7. Available Space

All applicants should contact the Admissions Office. Freshman applicants can procure applications from their grammar school guidance counselor or principal. Transfer students should contact the Guidance Office at Archbishop Curley for applications and more details concerning the application procedure.

*\*Seniors admitted only under exceptional circumstances.*

## ADMISSION PROCEDURE

The Director of Admissions coordinates the applications, academic records and recommendations for all candidates to the freshman class. The Director then presents each candidate to the Admissions Committee for a decision regarding acceptance.

The Director of Admissions is also responsible for coordinating the applications, academic records, and letters of recommendation for all transfer candidates to the Sophomore and Junior classes. The Director, or his designee, interviews each candidate and the parent(s)/guardian(s) of the candidate. Candidates are then presented to the Admissions Committee for a judgement of acceptance or rejection. No applicant will be considered for enrollment until all required admission materials are received. Guidance Counselors will create the schedule for all transfer students.

## ACADEMIC CONTRACT STATUS

Contract status is given by the Administration to any student who is judged to be in academic danger of being dismissed. In the event that a student is placed on contract, parents/guardians are notified

indicating their status and the terms of the contract. For a student on contract status, failure to meet the terms of the contract may result in expulsion.

### **COURSE CHANGE POLICY**

All student or parent initiated course changes must be requested within the first two (2) weeks of the first quarter of the academic year. There will be a \$25 charge for any parent or student initiated course change. All course changes must first be approved by the student's guidance counselor. The Assistant Principal of Academics will make the decision in consultation with the student's teacher(s), guidance counselor, and the Administration. The school reserves the right to make a course change for a student at any time.

### **COURSE LOAD**

Seniors must take at least six full-credit subjects and one-half credit subject per year and underclassmen must take at least seven full-credit subjects per year, with all graduation requirements being met in four years.

### **COURSE REMEDIATION**

The maximum number of credits that may be remediated for a single academic year is two and a half (2.5) credits. Consequently, students who fail three (3) or more credits during any academic year make themselves liable for dismissal from Archbishop Curley High School. Furthermore, students may only remediate four (4) credits during their Curley career. Accordingly, any student who fails four and a half (4.5) or more credits during their academic career is liable to dismissal from Archbishop Curley High School.

Students, parents or guardians are informed of course failures by email. A student must make up all course failures for the current academic year during summer school immediately following the year in which the course was failed. If the course is not offered in Archbishop Curley High School's summer school program, arrangements for tutorial remediation must be made through the Summer School Director. The obligation of registering for summer remedial work rests with the student. This must be done prior to the deadline set by Archbishop Curley High School.

### **CREDIT BY EXAMINATION**

Archbishop Curley High School will grant a student original credit for a course he has not formally taken, upon his successful completion of an equivalency examination, demonstrating his competence in the course material. A student's eligibility for credit by examination is ultimately determined by the administration and the corresponding department. Details of the procedure for applying for credit by examination may be obtained from the Guidance Office.

### **ELIGIBILITY**

After each marking period, a list will be published of those students who have failed two (2) or more credit units for that particular quarter. These students will be "Ineligible" to participate in any athletic team or co-curricular activity. A student whose name appears concurrently on the Ineligibility List, and is on the roster for an athletic team or co-curricular is restricted from participating in activities associated with their athletic or co-curricular teams.

A student may appeal his eligibility once in his Curley career. To do so the student and his parent, or guardian, must submit a written appeal to the Assistant Principal of Academics. The appeal will be reviewed and decided by the Assistant Principal of Academics, in consultation with the necessary staff.

The decision and notification will be sent within three (3) business days of the request. Should the student's eligibility be reinstated, he will remain eligible until the publication of the next eligibility list.

This eligibility policy pertains to each quarter. Student progress will be monitored by the Guidance Department.

A senior who fails one or more subjects in a given quarter loses his senior privileges during the subsequent marking period.

### **EXEMPTIONS FROM SEMESTER EXAMINATIONS**

A teacher may opt to exempt students from the semester examination. If a teacher chooses to exempt students from the semester examination, all those students who have a combined average of 94% or higher for the two quarters which comprise that semester may be exempted. Additional criteria must be stated in the syllabus and approved by administration. Students must be notified of the exemption no later than the last exam review day.

Students who are exempt receive the average of the two quarters as their semester examination grade. Students in AP courses may only be exempted from the 2<sup>nd</sup> semester exam, but only if they complete the AP College Board exam.

### **FACULTY ASSISTANCE**

Teachers are available from 7:45 a.m. to 8:15 a.m. each morning and from 2:40 p.m. to 3:15 p.m. each afternoon to assist students. Students are encouraged to take advantage of this help to improve their grades.

A teacher may also request that a student stay after school if it is apparent that the student is having difficulty with his work. The purpose of this is to help the student better understand the course material with which he is having difficulty.

### **GRADING**

Evaluation of students' academic performance is reported quarterly, using a numerical (or percentage) grading system; seventy (70) is the passing grade. Teachers who find a letter grading system more functional for particular projects will convert such grades into the numerical system for reporting purposes. The letter grade equivalents are listed below:

92 - 100	A
83 - 91	B
75 - 82	C
70 - 74	D
<70	F

Teachers will inform their students regarding the system they will use in computing the quarter grades, as it is important that students be aware of how their performance will be evaluated. Parents may check the progress of their son in each class by using Teacher+.

### **GRADUATION EXERCISES**

Participation in Baccalaureate, Commencement exercises and other seniors events is a privilege accorded to Seniors who have met the academic, disciplinary, financial and attendance standards of the school. A senior who does not meet the academic requirements for graduation or who has not met his financial obligations to Archbishop Curley High School will not receive a diploma at the Commencement exercises. Any senior who fails more than one (1) credit may not participate in Graduation exercises.

Participation in both the Baccalaureate exercises and the Graduation rehearsal are also required in order for a student to participate in the Commencement Ceremony.

### **GRADUATION MINIMUM REQUIREMENTS**

Archbishop Curley High School requires the following academic accomplishments for graduation:

Religious Studies	4.0 credits
English	4.0 credits
Mathematics	4.0 credits
Social Studies	3.0 credits
Natural Sciences	3.0 credits
Language/Reading	2.0 credits
Health	0.5 credit
Fine Arts	0.5 credit
Physical Education	1.0 credit
Electives	5.5 credits
<b>TOTAL</b>	<b>27.5 credits</b>

Minimum credit requirements are 7 credits per year for grades 9, 10, 11 and 6.5 credits for grade 12. Participation in class retreats and completion of Mission 4, service hours and assignments/projects are also graduation requirements.

For International Student Requirements, please see Appendix II.

### **HOMEWORK**

Homework in the form of reading, memorization, and application of newly acquired material, is assigned daily in each class to assist the student in his education. Written work and study each night is expected of the student. In some instances, a formal assignment may not be given; however, a review of the material covered that day is still expected and required. Assignments will be posted online and/or by other electronic means for all students.

### **HOMEWORK POLICY FOR SNOW DAY**

Online school is a unique opportunity for students to continue their learning during what might otherwise have been a disruption, and also to have an online experience - one that they will certainly have as they move through their higher education. Each lesson is designed to be meaningful, purposeful, and to make each student accountable for his work.

1. Assignments each day away from school will be posted by 10:00 a.m. on PlusPortals. All due dates/times will be listed on the assignment. Many assignments will be posted sooner than 10:00 a.m., so students are encouraged to log in early.
2. If a student is ill and cannot complete the online work at home, parents need to call the school attendance line, just as on a regular day. That student will be recorded absent for the day, and he will need to work with his teachers to make up all work, just as he would for a regular absence.
3. Student work will be approximately 40 minutes per class, excluding homework and preparation for class. This time may vary for different learning styles.
4. Teachers will be available for questions via email between noon and 3:00 p.m, but may be available beyond his time if they are able to do so.

5. Teachers may use a variety of communication tools they have already used in class, such as FaceTime, Skype, online videos, Keynotes, PowerPoint, GoogleDocs, DropBox, or others. These will be included in the teacher directions and communication, and linked from email or PlusPortals.
6. If a student’s power or internet connection is down, the student will report this to the Principal on the day he returns to school, accompanied by a note from the parent or guardian. Archbishop Curley High School will handle this on a case-by-case basis.

**HONORS**

For each marking period and for the year as a whole, honors are awarded to students who have shown outstanding scholastic achievement and have passing grades in all subjects. These honors are determined as follows:

First Honors	Grade Point Average	3.75-4.0
Second Honors	Grade Point Average	3.5-3.74
Principal’s List	Top ten students of each class	Ranked Quality Point Average (by career)

Honor Cards will be distributed at the end of first semester, and in the early fall for second semester.

**MAKE-UP WORK**

Students who are absent for any reason will be required to make up the work missed in each class. Students should check online and contact their teachers when possible during their absence. It is the student's responsibility to obtain make-up work from his teachers immediately upon returning to school. Failure to do so will not excuse or exempt the student from the work missed. This responsibility of the student extends to tests, quizzes, homework and reading assignments. Students must realize that school work is their primary responsibility, and therefore, making up work they have missed must take precedence over outside jobs and co-curricular activities.

In cases of extended illness, assignments may be requested through the student’s guidance counselor. Please allow at *least two days* for this material to be compiled.

**PASSING GRADE**

The passing grade by which a student earns credit at the completion of a course is 70 percent. The final grade for a course is computed cumulatively, including all four quarters and both semester examinations, as follows:

<u>Franciscan/Cupertino/ 11<sup>th</sup>&amp;12<sup>th</sup> Anthony</u>	
1st quarter grade	20%
2nd quarter grade	20%
1st semester exam	10%
3rd quarter grade	20%
4th quarter grade	20%
2nd semester exam	10%
<b>Total =</b>	<b>100%</b>

<u>9<sup>th</sup> Anthony</u>	
1st quarter grade	23%
2nd quarter grade	23%
1st semester exam	04%
3rd quarter grade	22%
4th quarter grade	22%
2nd semester exam	06%
<b>Total =</b>	<b>100%</b>

<u>10<sup>th</sup> Anthony</u>	
1st quarter grade	21%
2nd quarter grade	21%
1st semester exam	08%
3rd quarter grade	20%
4th quarter grade	20%
2nd semester exam	10%
<b>Total =</b>	<b>100%</b>

**POINT GRADING SYSTEMS**

**Quality Point Average**

Archbishop Curley High School employs a comparative grading system for the purpose of evaluating the overall academic progress of students. This *Quality Point* system is one in which each course is designated by its level, thereby giving a different weight, or interpretation, to the grades received in a given course. Thus, the quality point system reflects the different degrees of challenge and academic advancement in different courses. It is a system which encourages students to select the more challenging courses by positively reinforcing the additional effort required for them.

Each college preparatory course is assigned a particular level which reflects the level of difficulty of the course. **Advanced Placement/College Level** courses are courses which could enable a student to complete and receive credit for college level studies during secondary school. **Franciscan Courses** are designed to be advanced and accelerated, requiring superior competency in addition to well-developed study skills. These are considered honors courses which require above average aptitude and a high degree of independent reading and study. **Cupertino Courses** are developed for the student with an average ability in that subject area. These courses present an intellectual challenge which require proper study habits and a satisfactory background in the learning skills of reading and writing. **Anthony Courses** focus on acquiring the skills needed in comprehending the subject matter. They are designed to aid the student with particular challenges in background skills.

For each course a student receives a percentage grade based on his performance and achievement. The percentage grade is then used to compute the student's Quality Point Average (QPA). Pass/fail courses are graduation requirements; however they are not factored into a student's GPA or QPA. The QPA conversion is made by multiplying the GPA by the following coefficient based on course level:

<b>Course</b>	<b>Co-efficient</b>
AP/College Level	1.25
Franciscan Level	1.1
Cupertino Level	1.0
Anthony Level	0.9

The Quality Point Average (QPA) is computed by multiplying the course's credit value by the number of points earned for the course, taking the sum of all the weighted grade points, and then dividing by the number of credits attempted.

**Grade Point Average**

Since most post-secondary schools request the student's *unweighted* Grade Point Average for the purposes of admissions decisions, it is computed for each student and recorded on a separate document at the end of the student's junior year. All subjects except Physical Education are used to calculate this unweighted Grade Point Average. No points are awarded for failing grades. The method of computation is the same as that used for Quality Point Average (see above).

**Grade Point Average Conversion Table**

<i>Grade</i>	<i>Points</i>	<i>Grade</i>	<i>Points</i>	<i>Grade</i>	<i>Points</i>	<i>Grade</i>	<i>Points</i>
92+	4.0	86	3.4	80	2.5	74	1.8
91	3.9	85	3.3	79	2.4	73	1.6
90	3.8	84	3.2	78	2.3	72	1.4
89	3.7	83	3.0	77	2.2	71	1.2
88	3.6	82	2.9	76	2.1	70	1.0
87	3.5	81	2.7	75	2.0		



### **REPORT CARDS**

Report cards are issued quarterly during the school year, generally within two weeks of the end of the marking period as indicated on the school calendar. It is the responsibility of each student to show his report card to his parents/guardians. Upon request, the school office will mail a duplicate copy to the parents/guardians.

The report card is a cumulative record of the student's academic performance for the current year. It includes all grades earned, attendance data, teacher comments, and Quality Point Average for the current reporting period. The date of distribution is noted, as well as any irregularities in academic status (e.g. ineligibility).

### **SEMESTER EXAMINATIONS**

A date and time will be provided for semester examinations for all courses. The duration of the examinations is one and a half hours for full credit courses. However, AP and/or College courses exams are two (2) hours in length.

Any student who fails to take the semester examination in a given course without a legitimate reason will be given a zero for that examination and be considered truant. Vacations will not be considered a legitimate reason. Legitimate reasons will be determined by the Administration.

### **TESTING PROGRAM**

The Office of Guidance and Counseling coordinates all standardized testing programs for students at Archbishop Curley. All tests listed below are taken by students at their own expense. Failure to appear for any of these tests results in the forfeiture of the testing fee.

#### **Freshmen:**

PSAT

#### **Sophomores:**

PSAT

#### **Juniors:**

National Merit Scholarship Qualifying Test (PSAT-NMSQT)

SAT - recommended to be taken in May

Advanced Placement (for qualified students)

ACT

#### **Seniors:**

SAT - recommended

SAT Subject Tests

Advanced Placement (for qualified students)

ACT

## **TUTORING**

If a student is having difficulty in a given course, he should first seek help from the teacher of that particular course. If the situation warrants it, student tutors can be made available to assist the student in reviewing, explaining and doing exercises in the problem area. The Guidance Department offers a subject specific Peer Tutoring program to assist students. Students interested in receiving peer tutoring should see someone in the Guidance Office. Students participating in tutoring must commit to at least one quarter of tutoring, bring appropriate materials to each tutoring session, and conduct themselves appropriately. Failure to adhere to these expectations may result in the student being removed from the tutoring program for the remainder of the academic year.

# SCHEDULES - ATTENDANCE

## Regular Class Program Schedule

Warning Bell	8:10	
First Period	8:15-9:22	67 minutes
Faculty Advisor	9:26 -9:36	10 minutes
Second Period	9:40-10:43	63 minutes
Third Period	10:47-11:17	30 minutes
Fourth Period	11:21-11:51	30 minutes
Fifth Period	11:55-12:25	30 minutes
Sixth Period	12:29-12:59	30 minutes
Seventh Period	1:03-1:33	30 minutes
Eighth Period	1:37-2:40	63 minutes

Periods 3-6 are lunch periods	
Teachers available for consultation	2:40 to 3:00
Co-curricular activities	2:45 to 3:15

## Assembly Program I Schedule – Assembly after First Period

Warning Bell	8:10	
First Period	8:15-9:05	50 minutes
Assembly I	9:09-10:09	60 minutes
Second Period	10:13-11:03	50 minutes
Third Period	11:07-11:37	30 minutes
Fourth Period	11:41-12:11	30 minutes
Fifth Period	12:15-12:45	30 minutes
Sixth Period	12:49-1:19	30 minutes
Seventh Period	1:23-1:46	23 minutes
Eighth Period	1:50-2:40	50 minutes

Periods 3-6 are lunch periods	
Teachers available for consultation	2:40 to 3:00
Co-curricular activities	2:45 to 3:15

## Day 3/6 Schedule

Warning Bell	8:10	
First Period	8:15-9:20	65 minutes
Second Period	9:24-10:24	60 minutes
Third Period	10:28-10:58	30 minutes
Fourth Period	11:02-11:32	30 minutes
Fifth Period	11:36-12:06	30 minutes
Sixth Period	12:10-12:40	30 minutes

Seventh Period	12:44-1:14	30 minutes
Eighth Period	1:18-2:40	82 minutes

Periods 3-6 are lunch periods		
Teachers available for consultation		2:40 to 3:00
Co-curricular activities		2:45 to 3:15

### Community Prayer Schedule – Assembly after First Period

Warning Bell	8:10	
First Period	8:15-9:21	66 minutes
Community Prayer	9:25-9:43	22 minutes
Second Period	9:47-10:49	62 minutes
Third Period	10:53-11:23	30 minutes
Fourth Period	11:27-11:57	30 minutes
Fifth Period	12:01-12:31	30 minutes
Sixth Period	12:35-1:05	30 minutes
Seventh Period	1:09-1:34	25 minutes
Eighth Period	1:38-2:40	62 minutes

Periods 3-6 are lunch periods		
Teachers available for consultation		2:40 to 3:00
Co-curricular activities		2:45 to 3:15

### 2 Hour Late Opening Schedule

Warning Bell	10:10	
First Period	10:15-10:47	32 minutes
Faculty Adviser	10:51-11:01	10 minutes
Second Period	11:05-11:37	32 minutes
Third Period	11:41-12:11	30 minutes
Fourth Period	12:15-12:45	30 minutes
Fifth Period	12:49-1:19	30 minutes
Sixth Period	1:23-1:53	30 minutes
Seventh Period	1:57-2:04	07 minutes
Eighth Period	2:08-2:40	32 minutes

Periods 3-6 are lunch periods		
Teachers available for consultation		2:40 to 3:00
Co-curricular activities		2:45 to 3:15

### Noon Dismissal Schedule

Warning Bell	8:10	
First Period	8:15-8:47	32 minutes
Faculty Adviser	Does not meet	
Second Period	8:51-9:23	32 minutes
Third Period	9:27-9:47	20 minutes
Fourth Period	9:51-10:11	20 minutes
Fifth Period	10:15-10:35	20 minutes
Sixth Period	10:39-10:59	20 minutes
Seventh Period	11:03-11:23	20 minutes
Eighth Period	11:27-12:00	33 minutes

Periods 3-6 are lunch periods

### Activity Program Schedule

Warning Bell	8:10	
First Period	8:15-9:05	50 minutes
Faculty Adviser	9:09-9:54	45 minutes
Second Period	9:59-10:49	50 minutes
Third Period	10:53-11:23	30 minutes
Fourth Period	11:27-11:57	30 minutes
Fifth Period	12:01-12:31	30 minutes
Sixth Period	12:35-1:05	30 minutes
Seventh Period	1:09-1:39	30 minutes
Eighth Period	1:43-2:40	57 minutes

Periods 3-6 are lunch periods

Teachers available for consultation 2:40 to 3:00

Co-curricular activities 2:45 to 3:15

### ATTENDANCE

Attendance at school is mandated by State Law. The following policies should be followed:

1. Classrooms will be opened by 8:00 a.m. The warning bell will sound at 8:10 a.m. Roll will be taken at 8:15 a.m.
2. Anyone entering first period after 8:15 a.m. is late. Students reporting after 8:15 a.m. must have a pass from the Main Office. Lateness will be handled as a disciplinary matter.
3. If absence is necessary:
  - a. On date of absence, a parent or guardian must contact the school between 7:30 a.m. and 9:00 a.m. giving a valid reason for the student's absence. Call 410-485-5000.
  - b. Upon returning to school after an absence, the student must report to the Main Office. There he is required to present an excuse written by a parent, guardian or physician explaining his absence. The student's name should appear on the note. If a student is absent for three (3) or more days, they must have a release from their health care

provider to return to school. This medical release should include activity level, and any special accommodations. The doctor's note may be sent to school with your son, emailed, or faxed to the Main Office. Please notify the Health Office if your son has a major surgery, injury, or condition that will keep him out of school for more than three days.

4. Since consistent attendance is integral to the student's comprehensive mastery of subject matter, excessive absence is a serious matter. Even if occasioned by illness or other legitimate reason, the following absence policy will be followed:
  - a. After review, at the 5<sup>th</sup> absence, a student's absentee record will be reviewed by the Administration and the Guidance Department. The student's parents or guardians will be contacted by the Guidance Department.
  - b. After review, at the 10<sup>th</sup> absence, a student's absentee record will be reviewed by the Administration and the Guidance Department. The student's parents or guardians will be contacted by the Assistant Principal of Student Affairs.
  - c. Following a review, and/or at a student's 15<sup>th</sup> absence, the Assistant Principal of Student Affairs and the student's Guidance Counselor may recommend an Attendance Contract.
5. Truancy is a disciplinary matter and will be treated accordingly (see Truancy, p. 47).
6. Truancy from class is not permitted at Archbishop Curley High School; attendance at all class sessions is required. Therefore, exemptions from classes, examinations and other required school exercises for the purposes of employment will not be granted. The school year terminates on the last day of scheduled examinations for underclassmen, and on the night of graduation for seniors.
7. Students with absences should refer to a teacher's classroom policies for make-up tests and assignments.
8. During a prolonged illness, parents are urged to notify the Guidance Office to arrange for class assignments (see Make-up Work, p. 12).
9. Between his arrival in the morning and dismissal, any student leaving the school premises without permission will be considered truant and liable to disciplinary action.
10. Any student absent from school, arriving after 3<sup>rd</sup> period, or sent home by the nurse, is ineligible to participate in any co-curricular activity for that day.
11. A student who arrives at school after 3<sup>rd</sup> period, or who is dismissed before 6<sup>th</sup> period begins is ineligible to participate in Athletics/co-curricular events for that day.
12. A student who incurs in-house disciplinary suspension is marked present, but on suspension.
13. Students may request a Principal Excused Absence for the purpose of attending the funeral of a direct relative.
14. Perfect Attendance will be rewarded for successful completion of an academic year without unexcused lateness or unexcused absence.

## **EARLY DISMISSAL**

**For all students:** Permission to leave school early should be requested only for serious reasons (e.g. court appearance, doctor/dentist appointments). If early dismissal is necessary, a phone call to the Main Office on or before the day of the dismissal by the parent/guardian is required. A written excuse must also be brought in on the day of the early dismissal. When such dismissal occurs, the student must come to the Main Office to sign out before he leaves campus.

Parents/guardians are encouraged to schedule all appointments for the student at times other than during school hours.

**For Seniors Only:** Early dismissal is a privilege which the Administration may accord to qualified Seniors. If the privilege is granted, a student may be released from school by the expressed permission of the Principal or the Assistant Principals after the student's last class with due regard for the following conditions:

1. The student must have passing grades in all courses.
2. A permission form has been submitted by a parent/guardian. The forms, available in the Main Office, must be submitted by the date indicated for the student to qualify for this privilege.
3. Students on disciplinary contract are automatically excluded from the privilege.
4. Students must not loiter on the premises waiting for the regular dismissal, and must leave the campus immediately and quietly.

The Principal and Assistant Principals reserve the right to cancel or temporarily suspend this "Senior Privilege" if necessary, and to remove any individual from the program for violation of the program rules and/or the general rules of the school.

Senior class schedules cannot be modified to accommodate the Early Dismissal privilege, nor can early dismissal interfere with any scheduled class, including Physical Education and assemblies.

### **EMERGENCY CLOSINGS and DELAYED OPENINGS**

When weather conditions or other unforeseen circumstances warrant either the closing or delayed opening of school, students should regard the following policies:

1. If there is snow or any other emergency, notification will be made on WBAL 1090 AM, WBAL TV, and the Curley website.
2. Curley will follow the decision regarding *either* Baltimore City *or* Baltimore County. If either Baltimore City or Baltimore County schools close, Curley will be closed and there will be no special announcement.
3. If Baltimore City or Baltimore County schools do not close, but we find that conditions are hazardous here at Archbishop Curley High School, Curley will make a special announcement regarding closing on WBAL 1090 AM, WBAL-TV, and the Curley website.
4. On days when delayed openings are being announced for Baltimore City or Baltimore County schools due to inclement weather, Curley will always follow the 2 hour late opening schedule.
5. Once school is in session, Curley will follow the City or County school systems' decisions.
6. If Curley closes early due to inclement weather, all after school activities will be cancelled.

### **LATENESS**

Archbishop Curley High School maintains a rigorous policy regarding lateness. Any student arriving after the start of 1<sup>st</sup> period is considered late, and is therefore liable to disciplinary consequences. Please note that a written note or phone call does not excuse the lateness.

A student who arrives at school after 3<sup>rd</sup> period is considered one full-day absent; the reporting requirements for an absence are to be followed. Any athlete arriving after 3<sup>rd</sup> period must have a written explanation of lateness. Administration will determine eligibility to participate in activities for that day.

## FINANCIAL INFORMATION

### TUITION and FEES

A non-refundable registration fee of \$100, activity fee of \$275, technology fee of \$275, and tuition deposit of \$850 are required during the semester preceding enrollment or re-enrollment. Tuition and fees for 2018-2019 are listed below:

Tuition	\$14,450.00
Registration Fee	100.00
Activity Fee	275.00
Technology Fee	275.00

### TUITION RATE

- 1) \$14,450.00 with minimum \$50 participation in each of the two school-wide fundraisers.
- 2) \$14,750.00 without participation in the two school-wide fundraisers.

### PAYMENT PLANS AND DATES

**PLAN I:** April 11<sup>th</sup> - \$850 tuition deposit plus \$100 re-registration fee; May 8<sup>th</sup> - \$275 activity fee and \$275 technology fee.

July 1<sup>st</sup> - Balance of tuition less \$400 early payment discount (\$13,200.00) **OR**

August 1<sup>st</sup> - Balance of tuition less \$200 early payment discount (\$13,400.00).

**PLAN II:** April 11<sup>th</sup> - \$850 tuition deposit plus \$100 re-registration fee; May 8<sup>th</sup> - \$275 activity fee and \$275 technology fee.

July 15<sup>th</sup> - First tuition payment (\$7,550.00).

January 14<sup>th</sup> - Second tuition payment, less \$850 deposit (\$6,050.00).

**PLAN III:** April 11<sup>th</sup> - \$850.00 tuition deposit plus \$100 re-registration fee; May 8<sup>th</sup> - \$275 activity fee and \$275 technology fee.

FACTS (monthly) - This is the only monthly plan that can be accepted by the school. Payments will begin June 1<sup>st</sup> or 15<sup>th</sup> and run through March.

### DISCOUNTS

Incorporated into Payment Plan I is a \$400.00 or \$200.00 reduction depending upon payment date.

If more than one son is attending Curley High School during a given school year, the first son will be charged full tuition. The second son will receive a \$500.00 reduction. Brother reductions will be deducted from the first semester tuition payment.

### FINANCIAL AID

The Financial Aid program, in the form of grants and work-study, is aimed at students who demonstrate satisfactory academic achievement, maintain a satisfactory discipline record, and demonstrate financial need based upon the family's resources and obligations. Some named scholarships or grants are awarded based on the criteria specified by the donor.

In order to be considered for financial assistance, all families must complete a financial aid application online through FACTS Grant & Aid Assessment each academic year. Applications must be filed by the deadline and all required documentation must be provided. If a family qualifies for financial assistance, but the student's grades or discipline record are not satisfactory, the student will



be ineligible for financial assistance. Financial assistance awards may vary from year to year based on budgetary constraints. Contact the Business Office for further details.

The deadline to file financial aid applications for the 2019-2020 academic year through FACTS Grant & Aid Assessment is January 14, 2019.

### **FINANCIAL DIFFICULTY IN MEETING PAYMENTS**

Should a family experience a period of financial hardship, the family must request a meeting with the Business Office to review their situation and establish a plan of payment. The Business Office will cooperate as possible in setting a new schedule of payment.

### **FUNDRAISING EFFORTS**

Since all families benefit from fundraising efforts, Curley is able to offer a tuition which is below actual cost. Through the generous support of the Curley Family (Alumni, Alumni Parents, Friends and Benefactors) the gap between the actual cost of a Curley education and the tuition charged is bridged. Students are expected to participate at a defined minimum level in the two student fundraisers: The Curley Fall Raffle and the Gala Dinner Auction Raffle.

If the students do not participate at this minimum level, their tuition will be changed to the higher tuition rate (without fundraisers).

### **PAST DUE ACCOUNTS**

Past due tuition causes a significant cash flow issue for the school, and so these policies have been established:

Any student whose tuition account is past due 30 days or greater and the parents/guardians have not worked out a repayment plan with the Business Office, will receive a reminder of the policies for past due accounts.

Any student whose tuition account is past due 60 days or greater and the parents/guardians have not worked out a repayment plan with the Business Office, will be suspended from participation in non-credit co-curricular activities (sports, clubs, etc.).

Any student whose tuition account is past due 90 days or greater and the parents/guardians have not worked out a repayment plan with the Business Office, will be sent home from school and not allowed to participate in any school activities until the past due tuition has been addressed.

Any student whose tuition from the 2017-2018 academic year is not paid in full by August 1, 2018, or does not have a payment plan, will not be permitted to begin the 2018-2019 academic year, including participation in co-curricular activities.

Any senior whose tuition account is not paid in full will not be permitted to participate in Commencement activities.

No transcripts or grades will be released to another school, employer or other agency until all financial obligations to Archbishop Curley High School have been met.

### **REFUND POLICY**

The parent or guardian of a student who must leave Archbishop Curley High School for whatever reason is financially responsible for tuition and any other expenses incurred by the student up to and including the entire semester during which the student leaves. Any tuition paid in excess will be refunded.

**Credit card tuition payments are subject to a 2% fee to cover the cost to the school.**

**Checks returned for insufficient funds carry a \$40 fee payable to the school.**

# GENERAL INFORMATION - POLICY

## ACCESS TO FACILITIES

On regular school days, students are to enter the building by way of the entrances on the East end of the building, i.e. those off Sinclair Lane near the Student Dining Room, or those off the main parking lot leading to the gym foyer area, or by the Auditorium Lobby entrance.

## ACCIDENTS -- see HEALTH OFFICE

## ANNOUNCEMENTS

The use of the P.A. system will be restricted with regard to announcements. Any announcement to be broadcast must be approved by the Principal or Assistant Principals. However, the Administration, and Guidance Counselors may, when necessary, make use of the P.A. system for special announcements.

The morning procedure will be: Prayer, Pledge of Allegiance, Special Announcements (such as results of athletic events, etc.).

All announcements are to be submitted to the Main Office no later than 2:30 p.m. the day before the announcement is to be made; the announcement must be signed by a Faculty or Staff Member. Please keep the announcement concise and precise. If it is to be made on two or three consecutive days, please so indicate. If the announcement is addressed to a specific audience (e.g. Seniors), please note this at the top of the text.

## ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the *Asbestos Hazard Emergency Response Act* (referred to as *AHERA*). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require the school to inspect for the presence of asbestos, to develop a management plan that addresses any asbestos hazards in our building, and to implement response actions (repair or removal) in a timely manner.

During the summers of 1988 and 1991, Archbishop Curley High School's facilities underwent an exhaustive inspection by asbestos hazard specialists. The final report showed that, in general, Curley's facilities are free of any hazardous exposure to asbestos. The facility was reinspected in 1995 to insure continued compliance with AHERA.

The Asbestos Management Plan for Curley is a document which contains information on inspections, reinspections, response actions and other activities associated with the abatement of asbestos hazards. This document is available to concerned parties for their inspection and review. It is available at the Archdiocese of Baltimore's administrative offices at the Catholic Center, 320 Cathedral Street during normal business hours. It is also available for review at Curley's Business Office within five (5) working days of receiving a request for such review. Concerned parties should contact the Business Manager.

## ASSEMBLIES

Assemblies are a scheduled part of the curriculum and as such demands that the student body be respectful and appreciative. Talking, whispering, whistling, stomping of feet and booing are discourteous and distracting. The following are general directives for assemblies:

1. All students must return to their assigned group before assemblies.
2. No one is permitted to go to his locker at this time. Books should be left in the room.
3. When instructed, students are to proceed to the assembly quietly and promptly.

4. Students are to follow the instructions of teachers and ushers and be seated in their designated sections. Unless announced otherwise, the formal seating plan for the auditorium will be used.
5. When students' attention is requested, the student body should come to order immediately.
6. Courtesy to neighbors and performers alike is expected.
7. Applause should be generous, courteous and in keeping with the occasion.
8. Students are not to leave the assembly until dismissed.
9. Teachers are to supervise their students at all times.

### **CHANGE OF ADDRESS/EMAIL**

Parents/guardians and students are requested to inform the Main Office and Guidance Office if a change of home address, email address, telephone number, parish, parent's/guardian's place of employment, parent's/guardian's business phone or parent's/guardian's marital status occurs. Notify the school promptly and in writing of any changes in order to maintain accurate information on the permanent record.

### **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more co-curricular activities. Among the many activities available at Curley, there are athletics, drama, subject-oriented clubs, student government, publications and other interest groups. Once committed to an activity, the student owes it his best efforts, not only to the benefit of the activity, but also to himself.

With regard to student participation in co-curricular activities and athletics after dismissal, the following procedure will be followed:

1. Clubs are encouraged to meet during the Club and Activity Period during 8<sup>th</sup> period on Day 3. Club moderators and club officers will organize activities for club members for this time.
2. Clubs are also encouraged to organize activities and meetings after school between the times of 2:45 and 3:20 p.m., with the exception of activities or field trips that are off-campus and have received an approved Field Trip form from the administration, and have provided the administration with permission slips for any participating members.
3. Co-curricular participants are reminded that they fall under the jurisdiction of academic ineligibility (see Eligibility, p. 9).

### **COMPUTER/NETWORK, E-MAIL AND INTERNET ACCEPTABLE USE POLICY**

#### **Introduction and Rationale:**

As part of Archbishop Curley High School's commitment to academic excellence and the appropriate use of technology for that purpose, the following Acceptable Use Policy (AUP) is established for the welfare and benefit of the entire school. Our goal is not only to enhance our educational programs through the use of technology, but also to teach our students the appropriate and responsible use of technology.

We know the many benefits of using technology and the Internet with its nearly unlimited resources for information and communication; however, we are also confronted with challenges to our family values, the school environment and Catholic education. Archbishop Curley High School (ACHS) makes every effort to protect its users from the misuse or abuses found on the Internet. We provide both content and URL filtering on our network and Internet access to assure, as much as possible, the safety of those using these services. ACHS is not responsible for the offensive or objectionable material which might be accessed through the Internet.

All users of the ACHS network and Internet must comply with the technology policies of the Archdiocese of Baltimore as well as National and State telecommunications laws.

The use of all technology at ACHS is also governed by the rules and regulations in the Student Agenda (Handbook) and this AUP. All users, whether in or outside of school, must uphold these school standards as well as the school's good name and reputation. If a student damages school owned technology, parents or guardians are responsible for the cost of repair or the replacement of the technology. Violation of these policies, or any inappropriate use of any technology device or resource, whether through a personal or school-owned device, may result in disciplinary action.

### **Technology Devices:**

Appropriate use of technology means that a student is using technology for educational purposes. Anything else is considered unacceptable and subject to disciplinary action.

- Students are to respect the integrity of ACHS computers, iPads, network and infrastructure. School computers and iPads are provided for school related work. Built in software, features and services, especially Internet access, must be used appropriately for this purpose. Students are not to change the settings on any of these devices.
- All personal technology devices of any kind must be registered in the technology office and meet school network and security standards and requirements.
- All non-school approved technology (including but not limited to cell phones, Apple watches, head phones) should be "off and away" from 8:00 a.m. to 2:40 p.m.
- Texting or messaging and making or receiving phone calls are not permitted.
- The use of technology for the purpose of academic dishonesty is subject to disciplinary action.
- The new iPad program: All stated policies in this AUP apply to the iPad program, whether the iPad is school-owned or personal.
  - Student iPads must be brought to school and ready for class every day. This means that the iPad is clean, the battery fully charged and the Apps for school up-to-date. Failure to do so may result in disciplinary action.
  - For personally owned iPads, students and parents are responsible for the cost and downloading of all Apps that are needed for school.
  - School-owned iPads are never to be taken out of the case, and if there is a problem with the iPad students should take it to the technology office as soon as possible.
  - If there are any personal items on school-owned iPads which interfere with the academic functioning of the iPad, these items must be removed. The school is not responsible for personal items stored on the iPad.
  - If parents or guardians have chosen to "opt out" of AppleCare and the school-owned iPad is damaged, lost or stolen then parents or guardians are responsible for the replacement cost of the iPad and the iPad Accessory Package.
  - Loaner iPads may be available in the event that the school-owned iPad is damaged or is not functioning. Arrangements may be made with the technology office.
  - Students who are using a school-owned iPad will have the same iPad all 4 years. All school-owned iPads are to be turned in at the end of each school year so they may be prepared for the following year.
- All Smartphone access points or "hot-spots" must be turned off before entering the school.
- All technology devices must be fully charged at home. Devices may NOT be charged in school.

**Faculty and Staff access to all devices, personal or school owned:**

Faculty and Staff have full control of all technology devices in school. Teachers may look to see how the device is being used. Faculty and Staff may confiscate any laptop, iPad, or tablet if inappropriate use is suspected. They may check for subject matter, appropriate Apps, or if a student is not on task. Violations will be reported to the Assistant Principal of Students for possible disciplinary action through the following steps:

- Faculty or Staff suspects inappropriate use
- Faculty or Staff confiscates laptop, iPad or tablet
- Faculty or Staff completes Curley Conduct slip, student signs slip, Assistant Principal of Students notified
- Assistant Principal of Students collects device from teacher and determines disciplinary consequence

**Internet, network and e-mail accounts:**

- ACHS provides each student with a network account, file space, an e-mail address and Internet access. With these tools, students have an excellent opportunity to do homework and research through the responsible use of the Internet, Teacher + and the "Online Databases" provided by our Library.
- Network and e-mail accounts are to be used only by the assigned student and are not to be shared. Students should not access, modify or copy the passwords and data belonging to others.
- All students are expected to check their Curley e-mail daily and keep their account passwords current. Curley e-mail is a principal electronic means by which our faculty and students communicate with each other.
- Unauthorized access to ACHS computers, network system or the Internet is prohibited. Students should not attempt to circumvent the ACHS security system and firewall.
- Never use the computers that are designated for the teachers or staff without their expressed permission and supervision.
- Accessing and/or transmitting materials that promote pornography, profanity, gender, racial, religious, and other biases, intimidation, or any other information counter to ACHS philosophy and mission statement is strictly prohibited.
- All users are responsible for abiding by copyright laws and practicing ethical use of all resources. The unauthorized copying or distribution of software, modifying, manipulating, or otherwise tampering with applications, files, and data on the ACHS computers, iPads and networks is prohibited as is the use of file sharing software or peer-to-peer programs.
- Students are not to use school telephones and telephone system without explicit permission.
- **The violation of any of the stated policies is a serious matter and is subject to disciplinary consequences.**

**School Work:**

- Homework submitted electronically: Many teachers may allow or require that students submit written homework or projects electronically through Curley e-mail or other digital means. In completing homework or projects, students must use school approved software such as Microsoft Office or Open Office for PC's, Pages, Keynote and eBackpack for the iPads.
- Teacher + is an academic portal and service through which teachers, parents and students interact and communicate concerning grades and classwork. Students must activate and maintain their Teacher + accounts for purposes of homework, reviewing grades, interactive assignments, as well as taking tests and quizzes. Since there are two Teacher+ accounts, one for students and for

parents or guardians, parents or guardians are strongly encouraged to also activate and maintain their account to review their son's progress.

- The printing of school work such as assignments, newspaper/magazine articles or school research should be done at home.

### **Social Media:**

- Archbishop Curley High School recognizes that Social Media, such as Facebook, Twitter and various Blogs, when properly used, can enhance the academic life of the school.
- Students should always use Social Media in an appropriate manner befitting the purpose and mission of ACHS, always upholding the values and standards, as presented in the student and faculty handbooks, and in keeping with those same values and standards held by the Catholic Church. When communicating in Social Media students should always maintain appropriate courtesy and respect.
- It is highly recommended that all users of Social Media establish appropriate privacy settings to protect themselves and their family and friends from the abuses of others.
- Recording, photographing or posting pictures of others without their permission is an invasion of privacy. Posting information online might involve personal risk or liability. Many schools, including colleges and universities, businesses and legal institutions regularly monitor sites. Students should be careful what they share.
- If students post photographs of themselves or others (with permission) on social networking sites, these photographs should be appropriate and reflect the values of our school community.
- Harassment, cyber-bullying or bullying of any kind is never acceptable, including through Social Media. All are expected to report such matters immediately to school officials and other appropriate authorities.
- Interaction between faculty and staff with current students in Social Media on a personal basis is never appropriate. Students should not ask faculty or staff to establish this kind of interaction. If a professional site is established for school purposes, this type of interaction would be acceptable and welcome.

### **Conclusions and Consequences:**

- Student network and e-mail accounts are provided by ACHS as a privilege. Therefore, ACHS retains the right to withhold the use of these privileges and review, edit or delete any material that is posted through its system.
- ACHS does not accept responsibility for any electronic devices that are the personal property of the students,
- Any abuse or misuse of Social Media, when it becomes known to the Administration of ACHS, will be dealt with strictly and in keeping with the established guidelines and policies of the school as found in the student and faculty handbooks of ACHS and this AUP.
- Failure to comply with this AUP may result in disciplinary action. Repeated or severe infractions of this AUP may result in suspension or dismissal from ACHS.
- The Administration of Archbishop Curley High School reserves the right to make changes to this AUP as the need may arise.

*In all matters concerning this Acceptable Use Policy (AUP), the Assistant Principal of Student Affairs, in consultation with other members of the administration, shall make the final determination and assign disciplinary consequences.*

### **DANCES/CURLEY SOCIAL EVENTS**

Groups sponsoring dances may extend invitations within the following restrictions: female guests from area schools accompanied by students of Archbishop Curley High School. To be admitted to a dance, all students must present a photo I.D. card. All school dances are formal or semi-formal.

All school rules regarding discipline, decorum and deportment will be strictly enforced at all school dances. It is also the responsibility of the student to have a ride available when the dance ends and not to loiter around the school area.

### **DELIVERIES/MESSAGES**

The delivery of packages, balloons, gifts, flowers, messages, food (unless dropped off by parents in the Main Office) or other similar items during the school day is not permitted. Third party food deliveries are not permitted. Likewise, except in the case of an emergency, messages from parents/guardians to their sons are discouraged and can, at best, only be accomplished at the end of the school day at the time of the general announcements.

### **DOCUMENT ENDORSEMENTS**

In instances where school policy or procedure requires the signature of a parent or guardian for permissions, excuses, or acknowledgments (e.g. Absentee Notes, Field Trip Permission Forms), the signature of a student, even though he has reached the age of majority (i.e. 18 years of age), is unacceptable.

### **ELEVATOR**

The Archbishop Curley elevator is for use by faculty, staff and guests. Student use will only occur with permission from the Administration or the School Nurse. Reasons for student use include, but are not limited to, sickness, injury, medical necessity or other appropriate reasons.

### **EMERGENCY PROCEDURES**

Fire drills and lock down drills, are required by law and are an important safety precaution. It is important that students become familiar with the fire evacuation plan posted in each room.

When the fire alarm sounds, students will stand and leave the room quietly and in an orderly fashion. Running is not permitted.

Students are not permitted to talk during a fire drill and are to re-enter the building quietly. No one is to return to the building until the signal is given by the Principal, Assistant Principals or another authorized representative.

### **EPINEPHRINE POLICY and PROCEDURE**

As of August, 2016, Archbishop Curley High School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### **FAMILY ILLNESS OR DEATH**

Parents/guardians should notify the school office about a serious illness or injury to the student or any member of the student's immediate family. This includes parents, brothers, sisters, and

grandparents. If the individual is hospitalized, please inform the school of the name of the individual, the hospital and room number.

Likewise, in the event of the death of an immediate member of a student's family, we would also appreciate being notified.

Students should consider it their responsibility to keep the school informed about their immediate family.

## **FIELD TRIPS**

When Archbishop Curley High School is scheduling an educational or school excursion field trip, students are given *Permission Forms* which must be completed by a parent or guardian and returned to the Faculty Moderator in charge. These forms give the student permission to participate in the trip and apprise parents/guardians of the degree of supervision the school will provide.

Teachers and Administrators have the right not to release students from their classes for any particular trip. It is the teacher's responsibility to notify the field trip moderator if a student will not be released.

In general, no field trips will be scheduled two weeks prior to the end of any given quarter. No field trips will be scheduled during class retreat weeks. Students are to dress in school dress code for trips unless permission is given for alternate dress by the administration. Students who are on contract or have been deemed ineligible may not participate in a field trip.

All school policies and procedures contained within this handbook apply to all school field trips and activities.

## **GUIDANCE and COUNSELING SERVICES**

The major services and goals of the Department of Guidance and Counseling are as follows:

1. Provides counseling to help in the educational, moral, personal, vocational and social development of the students.
2. Counselors will hold conferences with students, parents/guardians, teachers and outside resources, if necessary, concerning student progress.
3. Assists with course registration by collecting and entering course requests in the school scheduling software. Meet with students upon request or if issues need to be resolved concerning course selections.
4. Conducts all testing programs.
5. Assists students with their college and career exploration. Support and assist students with their college and other post secondary educational applications.
6. Assists students with investigating college and post secondary educational scholarship or financial aid opportunities.
7. Assists students seeking part time or summer employment. Make our students aware of employment opportunities when the Guidance Office receives notice of such positions.
8. Maintains and processes all permanent records of students and graduates.

## **GUIDANCE APPOINTMENTS**

A student who wishes to meet with his counselor should come to the Guidance Office to arrange the appointment. Often, a counselor will be able to meet with the student immediately. If an appointment needs to be made, the student will receive a pass for it during first period on the day of the appointment. Guidance passes will be delivered during first period. If a major test or quiz has been scheduled at the same time as that of the appointment, the student must ask to be excused from class



and should come directly to the Guidance Office. There he should present the pass to his counselor and inform him/her of the conflict. The guidance appointment will be rescheduled. When a student has a guidance appointment during a class period, he should show his pass to the teacher before the beginning of the period. At the appointed time, the student should quietly leave the classroom and proceed directly to the Guidance Office. At the end of the appointment, the counselor will sign the pass, re-admitting the student to class.

When a student has a Guidance appointment during a class period, he should show his pass to the teacher before the beginning of the period. At the appointed time, the student should quietly leave the classroom and proceed directly to the Guidance Office. At the end of the appointment, the counselor will sign the pass, re-admitting the student to class.

## **GYMNASIUM**

The Fr. Julian Gymnasium is primarily intended for use by the Athletic and Physical Education departments. Therefore, students and others do not have free access to the building or its facilities for other purposes. Unless participating in their scheduled Physical Education class, students are not permitted in the gymnasium or locker rooms during the school day without the express permission of a faculty member.

Anyone wishing to use the Fr. Julian Gymnasium for activities other than those established by the Athletic or Physical Education Departments must:

1. Seek the permission of the Athletic Director beforehand and complete the *Facility Use* form.
2. Let school authorities know who is coming; only those mentioned will be allowed to use the facility.
3. Have supervision. Therefore, it is necessary that a faculty member be present. Arrangements with the faculty member is the responsibility of the person making the request.
4. Tennis shoes or sneakers must be worn in the gymnasium.
5. The facility is to be left in a clean and orderly state (the floor mopped and equipment stored away).

## **HEALTH OFFICE**

Health and safety are important aspects of an educational program. A nurse is on duty during school hours and will care for any student needing health services for illness or injury. Any communicable disease, serious illness, hospitalization or accident is to be reported to the school nurse.

If a student wishes to visit the school nurse during the school day, he must obtain a pass from his classroom teacher, or if between classes, from the teacher of the next class, then report to the Health Office.

**ACCIDENTS** – It is of utmost importance that every injury, no matter how small, be reported to the school nurse, and an *Report of Injury Form* be filed. This pertains to any injury that occurs on school property. Any student who has an accident resulting in injury should be immediately brought to the Health Office.

**EMERGENCY CONTACT INFORMATION** – Parents/guardians are asked to notify the Main Office with changes of home and email address, phone number, and emergency contacts. It is critical that contact information is current and up-to-date. If the parent or emergency contact cannot be reached when a medical emergency arises, the student will be transported to the nearest hospital as determined by emergency medical services.

**GENERAL HEALTH POLICIES** – A current physical exam and updated immunization certificate must be on file for all incoming freshmen and transfer students by the first Friday in August. Students will be excluded from school, sports practice/games, and field trips until these documents are submitted. Yearly physicals are required if a student participates in school sports. All health forms can be found

online at [archbishopcurley.org/parents/forms](http://archbishopcurley.org/parents/forms). Completed forms may be delivered to the Main Office, faxed, or emailed to the school nurse.

**ILLNESS** – If a student becomes ill during the school, he should be instructed to report to the Health Office. The nurse will notify the parent/guardian. If a student is dismissed from school due to illness, please note that he may not return that day to participate in any athletic or extra-curricular activity. If a student is dismissed from school due to fever, vomiting or diarrhea, he should not return until he has been free of symptoms for 24 hours. Any communicable disease, serious illness, hospitalization, or accident is to be report to the school nurse.

**MEDICATION – Over -the-Counter (OTC) Medication Consent Form**

This form requires a parent signature and will allow the school nurse to administer certain OTC medications during the school day, as needed. All prescription drugs, as well as any over-the-counter medications not listed on the OTC form, must be accompanied by a MD School Medication Administration Authorization Form. One form for each prescription must be provided, and signed by both the parent and physician. Ideally, parents will make every effort to arrange for prescription medications to be taken outside of the school day. For those students who need to take prescription medication while at school, a parent must bring the medication, in the original container, to the Health Office. Please administer the first dose of any new medication at home, in order to observe for any side-effects. A parent must pick up any remaining medication by the end of the school year, or it will be discarded; no medications will be kept in the Health Office over the summer. No medications may be carried by the student, with the exception of Emergency Medication (see below). Teachers and administration may be authorized to store or supervise the taking of medication while on field trips.

**EMERGENCY MEDICATION** – The school allows students to “self-carry” emergency medication (inhalers and EpiPens ONLY) with prior written approval by the medical provider. It is suggested that duplicate emergency medication is also maintained in the Health Office in the event that the self-carrying student misplaces their medications. Students will be asked to demonstrate proper use of the medication, if they wish to exercise the self-carry option.

**I.D. CARDS**

Students will receive a photo identification card at their class orientation. Students must carry a valid and current Archbishop Curley High School identification card during the school day, and at extracurricular events (dances, field trips, etc.). Students must present this identification, on request, to Curley Faculty and Staff. Failure to have this identification card will result in a one day detention. Refusal to present this identification card will result in a two day detention. If a card is lost or stolen, replacement identification cards will be made in the CORD Office for a \$5.00 fee.

**LAVATORIES**

The lavatories are for student use and not abuse; therefore, students are expected to keep them clean. Loitering, use of contraband, writing on walls or damaging the facilities in any way will be handled as a serious disciplinary matter.

**LEAD CONTAMINATION**

In accordance with the *Lead Contamination Control Act* of 1988, inspections of all water fountains on the premises showed that no waters coolers posing hazards from lead contamination are installed at Curley. In addition, during the spring of 1990, extensive surveys of Archbishop Curley High School's facilities were conducted to identify other sources of lead in the drinking water of Curley's plumbing system. These tests revealed that lead is not present in any significant quantity.

The law requires that a copy of the results of this testing be available in the school's administrative offices for inspection by parents and personnel. It also requires that parents, teachers and other personnel be notified of the results of these surveys. The environmental monitoring report for Archbishop Curley High School is available for review at the Business Office within five (5) working days of receiving a request for such review. Concerned parties should contact the Business Manager.

Because of the concerns about Radon exposure, Curley also underwent an environmental analysis of the levels of this gas in the building. These tests showed that Curley students are not exposed to radon levels which would pose a health risk.

## **LIBRARY**

As an integral part of classroom learning, the Digital Media Resource Center and Library is open to students and faculty for the purpose of study and research. Materials are selected to support the school's curriculum and to encourage recreational reading.

Facilities and resources:

- Desktop computers, including library catalog access stations, with access to the internet and Microsoft Office applications for completing assignments.
- Subscriptions to internet-based database services such as Proquest, SIRS Knowledge Source, Britannica Online. Subscriptions are reviewed on an annual basis, added to or changed, to ensure that we provide the best information to our students.

Two weeks prior to the end of the academic year, the Media Center lending services terminate.

## **LOCKERS**

Each student is assigned a locker for the safekeeping of his books, lunch and personal items. While the locker is allocated for the student's use, it remains the property of the school. The Administration reserves the right to inspect lockers periodically. It is the student's responsibility to see that his locker is kept locked and in order at all times. Each student may use only the locker assigned to him, and only official school locks, which can be purchased at the school's Campus Store, may be used on the lockers. Tampering with another's locker is strictly prohibited and giving combinations to another person is strongly discouraged.

For physical education classes, lockers in the West Locker Room are available on a temporary basis for the storage of books, clothing and other personal items only during the class period. Students must have an additional lock with which they can secure these lockers during the gym class. Only official school locks are permitted.

Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. The cost of repairs for damage caused by misuse or abuse of a locker will be charged to the student's account. For security reasons, students must have a school lock on their lockers (hall/gym) at all times.

For athletic teams, lockers in the East and West Locker Rooms are available for team members during the season. Student/athletes are responsible for the conditions of the Locker Room and locker. Only official school locks are permitted and must be used on the assigned locker.

## **MEDICATION -- see HEALTH OFFICE**

## **MISSION4**

Since Archbishop Curley High School believes strongly in the formation of the entire person, importance is placed upon developing the spiritual as well as the intellectual dimensions of its students. In teaching Christian values to its students, Curley hopes to instill in them an appreciation for God for the many gifts and talents He has given them, and a willingness to share those gifts and talents with the community in which they live, especially with the less fortunate.

As a means of accomplishing this, Curley has incorporated into its religion curriculum the Mission4 Program, participation in which is required for graduation. Through this program, freshmen, sophomores, juniors and seniors contribute time to a designated service, arranged by the student in conjunction with the Campus Minister. Satisfactory evaluations from the site supervisor and satisfactory paper work submitted on time is needed for the student to fulfill the graduation requirement.

Guidelines, requirements, a volunteer opportunity list, as well as all necessary forms for the program are available on the Curley website. Each student is required to complete all service obligations for one academic year before being allowed to move on to the next academic year of study.

It is the parent/guardian's responsibility to be apprised of his/her son's service selection. In signing the registration/re-registration form each parent/guardian assumes responsibility for his/her son's service activity, and thereby freely and voluntarily waives any right or cause of action of any kind whatsoever arising as a result of such activity and releases from liability Archbishop Curley High School, the Archdiocese of Baltimore and any other entity which may afford your son an opportunity to participate in any activity within its control, pursuant to the Mission4 Service Program. Please be aware, should it be found out that any falsification of the student's service forms has occurred (by the student or any other person), disciplinary action will be taken. It is the responsibility of each student to make himself aware of Mission4 program guidelines and deadlines which are stated on the school website.

## **NATIONAL HONOR SOCIETY**

The Archbishop Curley High School Chapter of the National Honor Society is named in honor of His Eminence, Lawrence Cardinal Shehan, the twelfth Ordinary of the Archdiocese of Baltimore.

Membership in the National Honor Society has become recognized as one of the highest honors that can be bestowed upon a high school student. Students who demonstrate the outstanding qualities of leadership, character, scholarship and service for which the National Honor Society stands are selected by the Faculty Council for membership.

To be considered for membership in the Cardinal Shehan Chapter of the National Honor Society, a student will receive information from the NHS moderator. He must equally possess outstanding qualities of character, leadership and service.

According to an annually announced schedule prior to the installation of new members, students who meet the academic requirement may obtain an Activity Form and two Faculty Nomination Forms from the NHS moderator. The procedures for the completion of these forms must be strictly followed. Students who have submitted forms will be interviewed by members of the Faculty Council. The Faculty Council votes by secret ballot, and a simple majority is required for selection. Candidates are informed by mail of the results of the balloting.

### **National Honor Society – Dismissal Policy**

A member of the NHS is never automatically dismissed for failing to maintain standards. Members are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character. A member who is dismissed or resigns may never again become a member of the NHS.

A Curley student jeopardizes his good standing when:

- 1) he violates NHS academic qualifications;
- 2) for a flagrant violation of a school rule;
- 3) if he does not participate in meetings, activities, and functions sponsored by the NHS;
- 4) if he has been arrested and found guilty of a civil offense.

**Procedure for Dismissal:**

In the event of a member jeopardizing his good standing in the NHS through an offense of numbers 2 and 4 above, steps 1-4 of the following procedure are omitted and the Faculty Council is automatically convened.

- 1) The Moderator will inform the errant member in writing of the nature of the violation.
- 2) A time period will be given for improvement.
- 3) The member will be informed of the impending consequences of non-improvement.
- 4) If the member demonstrates no improvement, the Faculty Council will convene to consider the case.
- 5) If dismissal is warranted, the member is allowed to present his case before the Faculty Council.
- 6) A written letter of dismissal, if warranted, will be sent to the member, his parents, and the principal.
- 7) The member may make an appeal to the principal.
- 8) Upon dismissal, the member must surrender the NHS stole and membership card.

**PARKING**

Students wishing to drive to school must register their vehicles with the Main Office and purchase a parking permit for \$20. The registration form must contain the information for all vehicles which the student will use; the form must also be signed by parents/guardians.

The parking permit must be hung from the rearview mirror with the permit information facing forward, and is only valid for the student parking area. Violators will have their parking privilege revoked without refund, may be fined, and are liable to disciplinary action. Students and others use the parking lot at their own risk and the school assumes no responsibility for lost, stolen or damaged property. Valuables should not be left in parked cars.

The speed limit on the school parking lot is 10 m.p.h. at all times and parking is prohibited in the drop-off area in front of the East entrance.

**PHOTOGRAPHY**

Parents/guardians are advised that photographs or videotape of students may be used in publications, websites or other materials produced from time to time by or on behalf of Archbishop Curley High School. (Participants would not be identified, however, without specific written consent.) Parents/guardians who do not wish their son to be photographed or filmed should notify the Principal in writing. Please note that the School has no control over the use of photographs or film taken by media that may be covering the event in which your son participates.

**PHYSICAL EDUCATION**

All students must wear the official Physical Education uniform. The full Physical Education uniform consists of a Curley gym shirt, a pair of Curley gym shorts, athletic socks and rubber soled tennis shoes. Students must also have a regulation lock to use on gym lockers during P.E. class. These items are obligatory for all physical education classes; failure to have them will be dealt with by the P.E. instructors.

A student requiring a temporary excuse from Physical Education class must bring a written note from his parents/guardians explaining the reason for the excuse. A student needing to be excused from Physical Education for more than one week must present a note from his doctor to his Physical Education teacher.

Any student not actively participating in a regularly scheduled Physical Education class because of a temporary excuse will not be permitted to actively participate in practice or games of an inter-scholastic or intramural sport on that particular day(s).

## **RELIGIOUS ACTIVITIES**

Ample opportunity is available for religious development at Archbishop Curley High School. On certain scheduled days, the Sacrament of Reconciliation is celebrated and Mass is offered for the entire student body. In addition, the friar-priests on the staff are always available for the Sacrament of Reconciliation and spiritual consultation.

For the development of greater spiritual values and habits, students may become members of The Franciscan Youth Ministry.

The Archbishop Curley Campus Ministry team includes in its membership Franciscan Friars, Campus Minister, lay faculty and students from the school community. The purpose of the team is to coordinate liturgies, para-liturgical services, retreats, and other programs.

Class retreats are considered an integral part of the Religious Studies program and are therefore mandatory for all students of Archbishop Curley High School. The Freshman Retreat is held on the campus prior to the beginning of the school year for all incoming freshmen students. Specific details are explained in the special notice sent to all students involved. Retreat experiences for Sophomores, Juniors and Seniors are scheduled during the school year, taking place either at school or off campus. All retreats are included as graduation requirements.

## **SCHOOL RING**

The Archbishop Curley High School ring is held in high esteem. It ultimately signifies the high standards of Archbishop Curley High School and serves as a compliment to Curley's diploma. Therefore, it is the school's policy that all students who transfer or who are dismissed during their Junior or Senior year are requested to return their Archbishop Curley school ring before any school records are released. A full refund for the ring is issued and all transactions are to be made with the Business Office.

## **SCHOOL SPIRIT**

School spirit takes a variety of forms and is essential to a complete high school experience. It includes:

1. Courtesy - Toward teachers, fellow students and the officials of school athletic activities.
2. Pride - In everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level. All students at Curley are encouraged to foster school spirit as a means of developing positive attitudes about themselves and others.

### **SENIOR PRIVILEGES**

The Administration may grant qualified Seniors certain privileges including, but not limited to, Early Dismissal. The fundamental criterion for such privilege requires that the student be passing all of his subjects. If a student fails one or more subjects in a given quarter, or is on contract, he is automatically excluded from privileges. Eligibility for privileges runs from the publication of one quarter's list to the publication of the next list.

The Administration reserves the right to cancel or temporarily suspend these privileges in whole or in part, either for individuals or the entire class, if warranted by situations or circumstances.

A student who arrives at school after 3<sup>rd</sup> period, or who is dismissed before 6<sup>th</sup> period begins, is considered one full-day absent.

### **STUDENT DINING ROOM**

The following policies and procedures will be followed with regard to the Student Dining Room:

1. From 7:30 a.m. to 8:00 a.m. milk, juice, donuts, egg sandwiches, etc. will be available for sale. Hot breakfast is also available for sale.
2. Students are required to report to the Student Dining Room for their lunch period within four minutes of the bell announcing the beginning of the period. Without special permission, a student is not permitted to eat in any place other than the Student Dining Room.
3. Specific rules will be determined and promulgated by the proctors at the beginning of the school year and as the need arises.
4. A la carte lunches are available for sale. Lunches brought to school must be kept in hall lockers until lunch time. Students are not permitted to order, accept, or receive deliveries from outside food vendors. Likewise, other deliveries or messengers are not permitted.
5. Once the lunch period has begun, students may not leave the SDR without the proctor's permission. There is to be no loitering in the corridors or in the lavatories during the lunch periods. Only the lavatory near the gym is to be used during the lunch periods.
6. Students are not permitted in the kitchen area, nor are they to enter the gym or locker room area.
7. Anyone deviating from acceptable social or table manners will be disciplined appropriately. The proctors have the authority to discipline uncooperative students.
8. At the teacher's discretion, students are allowed to see another teacher for study and research during the lunch period, provided the teacher gives a written note.
9. Before dismissal from the Student Dining Room, all chairs must be put in place and all tables must be left clean and in good order. Soda cans and all trash are to be placed into the containers provided.
10. Students may pay for food items with cash or money on their Curley Card account.

### **STUDY PERIODS**

Students may have a scheduled study period. Since this time during the school day is considered an educational opportunity, each student in a study period must use the time properly. Students are encouraged to use their time constructively and profitably. Therefore, each student must have books and other materials needed for study. Silence is to be strictly observed during the entire study period. Students in study period must secure a pre-arranged pass to be in designated areas. Students must first report to their assigned teacher/location.

### **TEACHER+**

Archbishop Curley High School uses Teacher+ as a communications portal for parents, teachers and students. Teacher+ is an Internet-based, safe, and easy way to keep up-to-date with academic

achievements and co-curricular activities at Curley. There are two separate accounts, one for parents and one for the student. Once activated you will be able to: check the latest grades; receive email alerts when new grades are posted; receive and send email messages about school; see class information; review homework assignments; read notes from teachers; review school activities and class calendars. Students may take online quizzes and tests; complete interactive assignments; read articles; access information databases and much more.

This is a powerful tool to assist with communication about the most important part of Curley's educational process: success at being the best student one can be. Because of the interactive nature of Teacher+ students are required to activate and use their own Teacher+ account. Parents are to activate and use their own account.

### **TELEPHONES and TEXTING**

Students are not permitted to make phone calls, text, use instant messaging or social media during the school day. Failure to have phones "off and away" from 8:10 a.m. to 3:00 p.m. will result in disciplinary action.

### **THREATENING ACTIVITIES POLICY**

In the event there is a threatening activity on or near campus, the school will follow a plan for the safety of all in the school community. Like fire drills and lock down drills, the procedure will be practiced periodically throughout the school year.

### **TRANSCRIPTS/RECORDS**

A transcript is an official copy of a student's educational record and, as such, its release is governed by law. Transcripts needed for prospective employer information may be requested from the Guidance Office by contacting the student's counselor. Transcripts needed for college applications and scholarships are requested by completing a Google Form which the Director of College Counseling publishes each August. The Google Form will be sent to all seniors and their families via email.

Transcripts are provided free of charge for one year after graduation. After one year of graduation, transcripts will be provided at a charge of \$5.00. Please allow 24 hours for transcript requests to be processed. Health Records (immunization records, major accident reports) are not considered part of a student's permanent record file, nor is Archbishop Curley High School obliged by law to maintain health records after a student leaves the school. However, the record office does maintain a student's health record for a period of five years after a student leaves the school. After the five year period expires, all health records will be destroyed.

### **TRANSFER TO ANOTHER SCHOOL**

Students who wish to withdraw from Archbishop Curley High School should report to the Director of Enrollment Management to obtain an official withdraw form. The Director will discuss this with the student and his parents in an attempt to retain the student, and will notify the Retention Committee.

Once completed, this form should be returned to the student's counselor for processing. (In the event of a discipline or academic situation in which a student is encouraged to withdraw before expulsion, then the form will be handled by the administrator involved.)

Once the completed withdraw form has been submitted to the Guidance Office, the student's guidance counselor will notify the Principal. The Principal will then officially communicate the student's withdraw to the Vice President of Finance, Assistant Principals, Guidance Counselors, Controller, Technology Director, and Main Office administrative assistant.



The assigned guidance counselor will notify the appropriate teachers to obtain final grades, which are to be communicated to the guidance staff within 48 hours. Once grades are received, the guidance staff will notify the Technology Director to deactivate the student's profile in Administrators Plus and associated programs.

No transcript or grades will be forwarded to another school until all financial and material obligations to Archbishop Curley High School have been met. Also see FERPA Policy (p. 4-5).

### **TRANSPORTATION SERVICE**

Archbishop Curley High School offers bus transportation service to various counties throughout the Baltimore Metropolitan area. Any student who takes the transportation service agrees to follow the rules and regulations of Archbishop Curley High School while on and waiting for the bus. Students who do not follow school policies may lose privileges to ride the transportation service and face possible disciplinary action.

### **VALUABLES**

Students are cautioned not to bring large sums of money, or other valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, students should leave it at the Main Office for safe keeping; it should not be left in lockers or book bags.

# DISCIPLINE CODE and RULES

## INTRODUCTION

Archbishop Curley High School is identified with and by the student body. The students, therefore, are the architects, the contractors and the builders of the reputation and the name that the school will present to the City of Baltimore and the neighboring communities. Each student must accept the responsibility of publicly demonstrating the honorable conduct rightfully expected of every student of this school.

The Curley student is to be a gentleman at all times. He is always courteous, respectful, and obedient. Students are expected to use proper titles (Father, Mister, Miss, etc.) when speaking to a Faculty or Staff member.

In the spirit of the Franciscan Tradition and as an Archbishop Curley High School student (or man), I will

- Demonstrate honesty and integrity in my work and interactions with others;
- Promote an atmosphere of brotherhood and goodwill within the school community;
- Respect the worth, dignity, and individuality of myself and others; and
- Encourage others in my school, in my home, and in my community, to do the same.

## ACADEMIC INTEGRITY

The Archbishop Curley community has been established as a community where high values are expected from each member. Honesty and integrity are essential for the moral development of our youth. Therefore, academic integrity is expected from all students. Since the grades issued to a student are reflective of his personal academic progress, any student found cheating, plagiarizing or using unauthorized electronic devices on an assignment will be given a zero for the assignment, test, or quiz in question. Any student who is a member of the Scholars program and is found guilty by school administration of an academic integrity violation will be removed from membership with no opportunity to appeal.

The following is considered Academic Dishonesty:

### **Cheating**

- giving or receiving any unauthorized aid during a test, quiz, homework or classroom assignment; using unauthorized electronic devices.
- use of unauthorized sources to aid in a test, quiz, homework or classroom assignment;
- finding information about a test or quiz before it has been taken.

### **Plagiarism**

- copying items from a source without proper documentation;
- taking another's idea and using it as one's own.

For all incidences of cheating and plagiarism, the student will receive a zero for the assignment.

## ACADEMIC VIOLATIONS

In all matters concerning academic violations, the Assistant Principal of Student Affairs, in consultation with other members of the Administration, shall make the final determination on both the violation and consequences. *Academic violations are cumulative over the course of a student's Curley career.* When a student receives a third incident of cheating or plagiarism, he will be suspended until a Board of Discipline meeting can be held.

Academic violations will be dealt with according to the following guidelines:

An act of disobedience will serve a next day detention:

- 1<sup>st</sup> instance of cheating or plagiarism

## *40 / Archbishop Curley High School*

An act of disrespect will serve a Saturday detention:

- 2<sup>nd</sup> instance of cheating or plagiarism

An act of disorder will result in an automatic suspension and a hearing by the Board of Discipline:

- 3<sup>rd</sup> instance of cheating or plagiarism

### **AFTER SCHOOL POLICY**

Students who do not leave campus immediately after dismissal must adhere to the following guidelines:

- At 3:00 p.m., students not involved in a supervised activity must report directly to the SDR.
- Students using the Archbishop Curley High School bus transportation service will be picked up by the SDR entrance.
- Students not involved in a supervised activity must be picked up by 4:00 p.m.

### **ANNUAL EVALUATION OF DISCIPLINE RECORDS**

At the conclusion of each academic year the discipline record of each student will be evaluated by the Board of Discipline and Guidance Counselors. If, in the judgement of the Board, the behavior of the student does not conform to the standards set by Archbishop Curley High School, the Board may recommend to the Principal that the student be dismissed (see Disciplinary Suspension & Expulsion, p. 42).

The Board of Discipline and/or Administration shall have the authority to place students on Disciplinary Contract. Students who violate the terms of the contract may be dismissed.

### **ATHLETIC EVENT BEHAVIOR**

All Curley rules regarding discipline and deportment must be adhered to at all athletic events, both home and away. Poor sportsmanship and/or disparaging comments or actions towards the other team, officials, fans, etc. will not be tolerated, and can result in disciplinary actions.

### **AUP VIOLATIONS**

In all matters concerning the AUP, the Assistant Principal of Student Affairs, in consultation with other members of the Administration, shall make the final determination and assign disciplinary consequences. For each violation, the teacher and the Assistant Principal of Student Affairs will contact the parents/guardians. Violations to the AUP will be dealt with according to the following guidelines:

An act of discourtesy will serve a next day detention:

- Cell phone not "off and away"; headphones on; consistent neglect of device; no gaming

An act of disobedience will serve a next day detention:

- Texting/Calling/Messaging during school day/Use of personal hotspots

Please note: Repeated acts of discourtesy and/or disobedience will result in a two day detention.

An act of disrespect will serve a two day detention:

- Installing unapproved programs and apps; tampering with applications, files and data; device confiscated for inappropriate use

An act of defiance will serve a two day detention and Saturday detention:

- Use of technology for purpose of academic dishonesty; unauthorized access to Curley computers, network system or the internet; inappropriate use of social media.

An act of disorder will result in an automatic suspension and a hearing by the Board of Discipline:

- Accessing and/or transmitting materials that promote pornography, profanity, gender, racial, religious, and other biases, cyber-bullying, intimidation or any other conduct inconsistent with the philosophy and standards of the school.

## **BOARD OF DISCIPLINE**

The Board of Discipline is appointed by the Administration to evaluate discipline records annually and to handle serious discipline matters referred to it by the Assistant Principal of Student Affairs. The members impartially consider the facts of the situation and decide on the appropriate sanction or disposition of the matter. The members of the Board of Discipline are as follows: the Assistant Principal of Student Affairs and three teachers. The student's guidance counselor is also present at the Board of Discipline meeting in order to witness the proceedings. The student's parent(s)/guardian(s) will be invited to the meeting as observers.

## **BOARD OF DISCIPLINE PROCEDURES**

- The Board of Discipline consists of three faculty members, appointed by the Principal, who each serve a three year term.
- The Assistant Principal of Student Affairs shall preside at the student's Board of Discipline hearing.
- The Principal or Assistant Principal of Student Affairs shall inform the student and parent/guardian of the student's suspension to the Board of Discipline. During that communication, the student and parent/guardian will be informed of the date and time of the hearing.
- The student should arrive 15 minutes prior to the scheduled time of the hearing. His guidance counselor will meet with him and the parent/guardian, prior to the hearing to discuss the process and answer any questions.
- Once the hearing begins, the student will be given an opportunity to explain, reflect, and discuss the incident with the Board members. While a parent/guardian is encouraged to attend, their role is one of support and observation, rather than active participation. The hearing is intended to be a forum for the student to address the Curley community, as represented by the Board members, and to share his reflection. Similarly, the Board members are able to listen to the student, ask questions, review facts, review witness statements, review teacher information forms, and review the student's overall Curley discipline.
- Once the student and the Board has concluded the hearing, the student and parent/guardian will leave with the guidance counselor.
- The Board of Discipline committee shall deliberate, after the hearing, in a closed session. The committee shall issue a recommendation of consequences to the Principal. The Board may recommend additional disciplinary consequences, such as: a discipline contract, counseling, suspension, extra-curricular exclusion, withdraw or expulsion from Archbishop Curley.
- The Principal takes the recommendation of the Board of Discipline into consideration, but has the final say in the decision. The Principal can overturn, increase, decrease, or modify the recommendations made by the Board of Discipline.
- The Principal or Assistant Principal of Student Affairs will contact the family with final decisions.

## **CLASSROOM BEHAVIOR**

Proper behavior is expected of all students in the classroom. Disruptions of any kind that hinder the learning process will not be tolerated.

A student is never permitted to change his seat without the consent of the teacher. Each student is responsible for the condition of his desk and the floor surrounding it. The blackboards, bulletin boards, and computers are not to be used without the permission of the teacher in charge. Likewise, windows, shades, lights, classroom and audio-visual equipment are not to be touched except at the direction of the teacher.

### **CORRIDOR and STAIRWAY COURTESY**

Corridors and stairways are to be kept open to traffic by walking to the right. Traffic is not to be blocked by students standing in groups. Consideration for others in the corridors and classrooms should be shown by passing through the corridors quietly.

### **DISCIPLINARY PROCESS**

- Faculty or Staff fills out a Detention Slip, student signs it and teacher contacts parent.
- Faculty or Staff turns in slip to Assistant Principal of Student Affairs Office on same day.
- Student is assigned a disciplinary consequence and parent is contacted with summary of incident.
- If the detention is a teacher detention:
  - Assigned to correct behaviors disruptive to instruction, or failure to show courtesy to others, etc.
  - Arranged between teacher and student
  - Occur after school, in teacher's classroom
  - Duration and activity determined by teacher, not to exceed 30 minutes
  - Reported to the Assistant Principal of Student Affairs as a "teacher detention"
  - Parents notified by e-mail or by phone by the teacher issuing the detention.
  - Failure to appear will result in the issuance of an Assistant Principal of Student Affairs administered detention.
- If the infraction is a school detention, Saturday detention, or suspension, the Assistant Principal of Student Affairs will contact parents by email and administer the detention.
- Student complies with the assigned disciplinary consequence.

### **DISCIPLINARY OUTCOMES**

- When a student accumulates four (4) detentions, or commits an infraction that automatically warrants a Saturday Detention, the student is assigned a Saturday Detention and parents/guardians are notified by e-mail. The student reports to the assigned Saturday detention from 9:00 a.m. to 11:00 a.m.
- When more serious violations occur which immediately lead to a Saturday Detention(s), parents/guardians will be contacted.
- When a student accumulates eight (8) detentions, a second Saturday Detention is assigned. The student reports to the assigned Saturday(s) from 9:00 a.m. to 11:00 a.m.
- When a student accumulates 10 detentions (not including detentions for unexcused tardiness), or commits an infraction for which the consequence is suspension, a Board of Discipline will take place. The student may be suspended until the Assistant Principal of Student Affairs can arrange a disciplinary hearing to review the student's situation. The student must abide by the consequences set by the Board of Discipline. Expulsion is a possible outcome.

### **CURLEY DETENTION SYSTEM**

An act of discourtesy will serve a next day detention:

- dress code; grooming code; chewing gum; food outside SDR; late to class; lateness to school; failure to have Student ID upon request; parking violation; littering; inappropriate language; failure to follow after school procedures; failure to report for minor detention

Please note: Repeated acts of discourtesy will result in a two day detention.

An act of disobedience will serve a two day detention:

- misconduct, disruptive behavior in class, hallway or SDR; cutting a class; use/possession of tobacco products; gambling; refusal to sign detention form

An act of disrespect will serve two day detention and Saturday detention:

- behavior which results in dismissal from class, assembly, or school function; disrespect to staff, faculty or students

An act of defiance will serve two day detention and Saturday detention:

- dishonesty - lying; failure to report for a major detention; unexcused departure from school grounds; truancy; reckless driving on campus; intimidation

An act of disorder will result in an automatic suspension and a hearing by the Board of Discipline:

- fighting; vandalism; theft; bullying/harassment/hazing; use of ethnic/racial slurs; pornography; violation of drug/alcohol policy; possession of weapons/"look alike" weapons; threat of violence/violent behavior that creates a substantial danger to persons or property; violation of existing disciplinary contract; conduct inconsistent with the philosophy and standards of the school

### **DISCIPLINARY CONTRACT STATUS**

Contract status is given by the Board of Discipline and/or Administration to those students who are judged to have committed major or consistent violations of the school rules and regulations. In the event that a student is placed on contract, parents/guardians are notified indicating their status and possible consequences. For a student on contract status, any serious offense or consistent violation of school rules will result in action by the Administration and/or Board of Discipline, which may include loss of privileges, participation in activities, scholarships or aid, suspension or expulsion.

### **DISCIPLINARY SUSPENSION AND EXPULSION**

The Board of Discipline and/or Administration shall have the authority to assign detentions, Saturday detention, place students on disciplinary contract, suspend, and expel students for violations of conduct. The student shall be afforded an opportunity to address the Board and/or Administration on his own behalf before a final sanction of suspension or expulsion is imposed. The Assistant Principal of Student Affairs will notify the student and parent(s)/guardian(s) regarding the Board of Discipline Meeting and he will communicate the results to the parent(s)/guardian(s).

In the event that the Board of Discipline and/or Administration imposes a sanction which consists of expulsion or a suspension longer than three (3) school days, these penalties, and these alone, may be appealed by the student and/or his parent(s)/guardian(s) for review by the Principal. Such appeal must be requested within three school days of the first notification of the sanction. The nature of the appeal is limited to ascertaining that the Board of Discipline and/or Administration followed the disciplinary procedures as outlined in this *Handbook*. At the review hearing attended by the Assistant Principal of Student Affairs, a guidance counselor and Principal, the student and/or his parents/guardians shall be afforded an opportunity to speak on their own behalf before a decision is reached by the Principal. Within 10 days after the review hearing, the Principal shall affirm, revoke, or modify the decision of the Board in writing. During this process the student serves the original sanction pending the outcome of the appeal.

If, as a result of the appeal the Principal upholds or augments the sanction imposed by the Board of Discipline or Administration as applicable, the parent(s)/guardian(s) may request a review by the Superintendent of the Division of Catholic Schools of the Archdiocese of Baltimore. This review must be requested within five school days of written notification of the Principal's decision, and shall be limited to the issue of whether the school followed the disciplinary procedures as outlined in this *Handbook*.

Suspension may be in or out of school and may require some type of public service and/or a written assignment. Additionally, any student who incurs suspension cannot participate in co-curricular activities until the day following the last day of suspension; however, he may see his teachers to make up work missed.

## **DRESS AND GROOMING**

Archbishop Curley High School believes each student should be dressed and groomed in a professional manner. All clothing should be neat and in good repair. Students are expected to be in full dress code from the time they enter the building until 2:40 p.m. Storage of the student's school wardrobe (e.g. ties, belts, shoes, etc.) in lockers, and changing clothes at lockers, in lavatories, or in the parking lot is not permitted.

### **Dress**

- A collared dress shirt of a solid color (tucked in and buttoned at the neck). Writing is not permitted on the shirt or on the undershirt. Long sleeve undershirts are not permitted.
- A tie (knotted at the neck), or bow tie
- Dress or Dockers style pants of a solid color with a traditional vertical seam on the leg. Denim, corduroy or cargo pants are not permitted.
- A traditional belt (dark brown or black) and belt buckle (no large type design emblem or letters). Curley belts may be worn.
- Socks - above ankle length.
- Brown or black dress shoes without a white sole - multicolored shoes and waffle bottom shoes are not permitted. Sperry type shoes are allowed but must be brown or black and without a white sole. Shoes must be below the ankle. Boots of any type will not be permitted.
- A sports coat will be required from the Feast of St. Francis to May 1, or a date set by the Administration, based on weather. Sports coats are to be worn from 8:10 a.m. to 2:40 p.m. in communal areas, including but not limited to: auditorium, hallways, chapel, school offices, DMRC, classrooms (at the discretion of the classroom teacher), on campus areas outside the building. Sports coats must be a solid color and professional looking.
- Sweaters are optional but must be solid in color and professional looking. Hoodies and clothing made by Champion, Under Armour, Nike, Reebok, Adidas, Russell, or other athletic apparel manufacturers may not be worn during the school day.

### **Grooming**

- Clean shaven.
- Hair neatly trimmed, on all sides, so the length does not exceed the top of the collar (back), the eyebrows (front), and the top of the ear (sides). Unconventional hairstyles (partial head shaving, lines and designs, faux-hawks, mohawks, dread locks, braids, mullets, kruddy type or any current fad or trend) or coloring of any kind are not permitted. Sideburns are not to exceed the bottom of the ear.
- Body piercing jewelry of any kind, including earrings, is not permitted while on campus.
- Tattoos are strongly discouraged. However, if they exist, they must be covered at all times, including during participation in athletic events.
- Chains or necklaces, if worn, are not to be visible. Plastic or gel bracelets are not permitted.

The final decision as to what constitutes acceptable dress and grooming rests with the Assistant Principal of Student Affairs. The penalty for violations of these norms will be a detention. No warning need be given. Students and parents who have questions regarding the acceptability of certain types and styles of clothing or grooming should consult with the Assistant Principal of Student Affairs before appearing in school with them.

## **DRUGS AND ALCOHOL**

Any student who provides, possesses, consumes and/or is under the influence of alcoholic beverages, on or near school property or at any event held in connection with school activities, is liable to expulsion.

Likewise, any student who provides, possesses, is under the influence of, uses, sells, or buys illegal drugs, items represented to be drugs, or drug-related paraphernalia, on or near school property or at any event held in connection with school activities may be subject to disciplinary consequences and may be liable to expulsion.

Students may be subject to drug and/or alcohol testing upon reasonable suspicion of a violation of this policy, as determined by the sole discretion of the Administration of Archbishop Curley High School. When a drug/alcohol test is required, it must be completed in the timeframe and at the facility determined by the school. Results will be sent directly from the facility to Archbishop Curley High School. Failure to meet these guidelines will result in a Board of Discipline meeting and renders the student liable to disciplinary consequences, and/or expulsion. Archbishop Curley High School will pay for a negative test. If a student tests positive for drug use, he will be liable to disciplinary consequences or expulsion. Families will be financially responsible for a positive test. If a subsequent test indicates use of drugs/alcohol, then the Board of Discipline will meet and the student will be liable to expulsion. Families will be financially responsible for a positive test and all follow up tests.

## **FIGHTING**

Any threats, fighting, injury or damage to the person or property of any person, by an individual or group, is strictly forbidden. Such actions render the student liable to expulsion. Any student found carrying or possessing objects on school property or in connection with school activities, which could inflict bodily harm, renders himself liable to disciplinary consequences or expulsion.

## **GAMBLING**

Gambling in any form is not permitted. Teachers will confiscate any material and/or money and refer students to the Assistant Principal of Student Affairs.

## **GUM CHEWING/FOOD**

Gum chewing is not permitted in the school building at any time. Violation of this regulation will result in a detention for each offense.

No food or drinks (including items from the snack machine) is to be eaten in the classrooms, corridors, gymnasium, or library. Eating or carrying food in these areas makes a student liable for a detention. Only water is permitted in academic areas.

## **HARASSMENT and BULLYING**

Any action demeaning another student is considered to be harassment. The actions may be physical, verbal, behavioral, or electronic in nature. Such actions are strictly forbidden on or off campus and may result in disciplinary consequences or expulsion.

## **INITIATION**

Hazing, initiation, or harassment of other students under any form whatsoever, is forbidden. Students who engage in such behaviors may result in disciplinary consequences or expulsion.



### **LATENESS TO CLASS**

Students who are late to class are subject to a school detention unless the student has a written pass from the previous faculty member.

### **LATENESS TO SCHOOL**

Archbishop Curley High School maintains a rigorous policy regarding lateness. A student's parent/guardian should contact the school explaining the reason for the lateness to school between 7:30 a.m. and 9:00 a.m. Contacting the school is considered a courtesy and does not excuse the lateness. The Assistant Principal of Student Affairs monitors the local traffic reports, emergency situations, and construction areas online and has the final decision to issue either a pass or a detention for the lateness. Incidents of lateness are handled on an individual basis, and a decision will be based on the student's overall lateness throughout the year. Students late due to medical appointments (i.e. dentist, orthodontist, physical therapy, doctor visit, etc.) must have official written proof of appointment.

A student who arrives at school after 3<sup>rd</sup> period is considered one-full day absent. Any athlete arriving after 3<sup>rd</sup> period must have the approval of the Assistant Principal of Student Affairs and the Athletic Director to determine eligibility to participate in activities that day.

### **LATENESS DISCIPLINARY OUTCOMES**

When a student accumulates five (5) lateness detentions, the student is assigned a Saturday detention and parents/guardians are notified by email. The student reports to the assigned Saturday detention from 9:00 a.m. to 11:00 a.m.

When a student accumulates ten (10) lateness detentions, the student is assigned another Saturday detention and parents/guardians are notified by email. The student reports to the assigned Saturday detention from 9:00 a.m. to 11:00 a.m. Parents/guardians are also notified that if the lateness concern continues, the student may be placed on a Lateness Contract.

When a student accumulates fifteen (15) lateness detentions, the student is assigned a third Saturday detention and the student is placed on a Lateness Contract for the remainder of the school year. Violation of the Lateness Contract may render a student liable to suspension from athletic or co-curricular activities or expulsion from Archbishop Curley High School.

### **OTHER MISBEHAVIOR**

Defiance, dishonesty, littering, stealing, disrespect to those in authority, continued disobedience, inappropriate language, inflammatory or racial remarks, or any misbehavior which in the opinion of the Administration is detrimental to the reputation of the school or the good name of the student body will be grounds for disciplinary action.

### **PORNOGRAPHY**

Any student found carrying, possessing, or distributing indecent literature or pornographic, lewd, or suggestive pictures or drawings renders himself liable to expulsion. (cf. Computer/Network Policy, p. 24-27)

### **PUBLIC DEPORTMENT**

Every student should be sensitive to the reputation of Archbishop Curley High School in the local community and refrain from any form of public misconduct or illegal behavior that will injure his own reputation or that of the school. Students who engage in such public activity, which in the opinion of

the Board of Discipline and/or the Administration is detrimental to the good name of Archbishop Curley High School, are liable to disciplinary action and possible expulsion.

### **QUIET AND ORDER**

An atmosphere of calm is essential to learning and nothing so contributes to this atmosphere as quiet: quiet voices, gentle handling of lockers, books, desks, relative silence in traffic areas such as corridors, stairways and lobbies. When it is time for class, it is expected that all talking ceases immediately and that the students be ready for prayer.

### **SMOKING**

Students are not permitted to smoke or use smokeless tobacco products or be in possession of such products anywhere on or near school property, or at any event held in connection with school activities. By State Law, smoking is not permitted in school buildings. As part of public department, Curley students are not permitted to smoke within sight of the school. Smoking policy is an act of disorder. Violations of the smoking policy will result in disciplinary consequences.

### **THEFT**

Theft is an act of disorder. Any student who participates in the theft of money, goods, clothing, electronics, etc., or is found to be in possession of stolen goods, or who aids in theft and stealing, is liable to disciplinary action and restitution.

### **TRUANCY**

A student whose parent or guardian has not called the school to report an absence is suspected to be truant, and the matter will be referred to the Assistant Principal of Student Affairs for further investigation. Once a determination that the student is truant has been made by the Assistant Principal of Student Affairs, no excuse for the student's absence offered by a parent or guardian will be considered valid. Since truancy is a serious situation, it will be handled as a disciplinary matter.

### **VANDALISM/PROPERTY DAMAGE**

Vandalism is an act of disorder. The determination of what constitutes vandalism and who is responsible for damages rests with the Administration. In the event that the Administration determines that property damages were the result of negligence or were accidental, restitution in whole or in part, may still be required.

# ATHLETICS

## ATHLETIC DEPARTMENT PHILOSOPHY & OBJECTIVES

The Athletic program of Archbishop Curley High School exists not as an entity in itself, but as a vital and integral part of the educational program. Therefore, the Athletic Department seeks to promote in its particular way the same goals and objectives that are enunciated in the school's philosophy and objectives statement.

The particular ways in which the department seeks to accomplish this are:

- To view athletics as a function of the education process;
- To teach the values of fair play and good competition;
- To encourage team work as an important part of a student's growth toward maturity;
- To promote school spirit and develop a sense of pride in the school;
- To develop proper care and respect for one's physical self, knowing that conditioning one's body also helps develop one's mind;
- To nurture respect for other athletes, fans, and authority on the athletic field as a means to learning respect for authority in day to day living;
- To counsel athletes as to the rewards of athletics as it applies to vocational and educational decisions.

## ABSENCE

Any student missing a game or practice without a valid excuse may face suspension from future games or practices, at the discretion of the head coach. The Athletic Director will have the final decision as to what constitutes a valid excuse.

## ACCESS TO FACILITIES

Once students have entered the locker rooms to prepare for games or practice, the back doors are to be used as the primary access to and from the playing fields. Athletes should not pass through or congregate in the gym foyer area again until they have showered and dressed.

## ATHLETIC AWARDS

Student athletes who have distinguished themselves through competition on the Varsity level are specially recognized as outstanding athletes at the conclusion of their senior year according to the following criteria: 4 varsity letters earned in a single sport; or, 6 varsity letters earned in any combination of sports. The *Outstanding Athlete Award* and *The Father Julian Award* ("Athlete of the Year") are presented at a special athletic affair.

The Annual Friar "C" Club Award was established by the Friar "C" Club during the 1988-89 academic year as a means of recognizing an outstanding freshman, sophomore or junior participant in Curley's athletic programs. The award is normally presented at a special athletic affair and carries with it a scholarship award applicable to the following year's tuition at Curley.

The Father Julian Scholarship is awarded to a freshman basketball player in memory of Father Julian Piszczatowski, a teacher at Curley who died March 18, 1975. The recipient, who must exemplify school and team spirit, a Christian attitude, and must be a student who maximizes his potential in the academic setting, is selected by the basketball coaching staff. The amount of the scholarship is determined by Father Maurice Piszczatowski, the brother of Father Julian.

The following awards recognizing athletic accomplishments are conferred at either the Baccalaureate Liturgy or at special athletic affairs: (refer to page 54 for award descriptions)

- The National Football Foundation Scholar Athlete Award
- The McCormick Unsung Hero Football Award
- The C. Markland Kelly, Jr. Physical Education Service Award
- The Frank Genco Award
- The Father Julian Award
- The Timothy Brannan Memorial Scholarship
- The Friar "C" Scholarship Awards

### **ATHLETIC FACILITIES**

The following facilities are available to the athletic department for use in training, practice and competition: the Fr. Julian Gymnasium, the Fitness Center, the Wrestling and Activity Room, the Athletic Bowl, the competition Soccer Field, the Baseball Field, East and West Locker Rooms, and the various practice fields located East and South of the Main Building.

### **ATHLETIC LETTERS**

To be eligible for a Varsity letter, all candidates must strictly observe all regulations of the Administration and Athletic Department as set forth in this *Handbook*.

Each athlete will receive only one letter on each level of participation regardless of how many sports he plays. For each additional sport in which he participates he will receive a gold pin signifying that sport. A gold pin will be awarded to the athlete for each additional year in the same sport. He attaches these to his letter.

Letters will be awarded to all members of a team who are on the team roster at the end of the league season, including injured players who did not finish the season due to injury, but remained with their teams in some capacity. A letter is not awarded to a player who has been declared academically ineligible and does not complete the season or mandatory study hall.

Student managers may be awarded the athletic letter for satisfactory service upon the recommendation of the coach.

### **DISMISSAL FROM A TEAM**

In a circumstance where a Head Varsity Coach feels a player should be dismissed from any level team in his sport, the Head Varsity Coach, after discussion with his staff, may suspend the player and bring the matter to the immediate attention of the Athletic Director. Further action and penalties will be imposed by the Athletic Director. The penalties could effect the student's full or partial participation on other teams.

### **EARLY DISMISSAL FOR ATHLETES**

Members and managers of all inter-scholastic sports teams receiving early dismissal for competition are not allowed to leave the locker room area prior to the time for boarding the bus. Violators will be returned to class for the remainder of the school day. Only the Athletic Director, Assistant Athletic Director, Principal and/or Assistant Principals may grant early dismissal permission.

### **EXTRAMURAL SPORTS**

Students are encouraged to avoid excessive participation in other teams or competitions after they have become members of a Curley varsity, junior varsity or frosh-soph team. It is expected that a

student who has made the roster of a Curley interscholastic team will give that team his full commitment and priority over any other athletic participation.

### **FITNESS CENTER POLICIES**

The following policies are to be followed by all coaches and students with regard to use of the Fitness Center.

- 1) A coach or staff member must be present when students are in the room.
- 2) No one should be in the room unless properly dressed: Tee shirt or sweat shirt, gym shorts or sweat pants, athletic socks, and sneakers.
- 3) Absolutely no gum, food or drink is allowed in the room.
- 4) Absolutely no entering or exiting by the back door of the Fitness Center. It is an emergency exit and should only be opened in case of emergency.
- 5) When using free weights, no one should lift without a spotter.
- 6) Bars, dumbbells, and plates are to be returned to their appropriate racks after use.
- 7) First Aid kits are for emergency use only.
- 8) The room is to be left neat, clean and secure after use.
- 9) Follow all instructions/rules posted in facility.
- 10) Anyone engaging in unruly conduct or horseplay will be ejected. Violations of the above policies will result in loss of privileges in the Fitness Center, for a time to be determined by the Athletic Director.

### **GENERAL POLICIES**

1. All decisions on athletic policy and practices will be made by the Athletic Director, in conjunction with the Administration.
2. Any student who is seen, or reported to be seen, by a member of the coaching staff, faculty, or Administration to be using tobacco (including vaporizers), drinking alcoholic beverages, or to be under the influence of drugs or alcohol, will be reported to the Athletic Director for disciplinary action.
3. Any student who embarrasses the team and school by his conduct during or after a game or uses profane language during a game or practice session will be removed from the game or practice session and will be subject to disciplinary action.
4. Student athletes who have afternoon or evening games or practices may not leave campus and return unless they have written approval from a parent or guardian. This approval, like permission to travel to games themselves, must be submitted to the Athletic Director. Violations may result in suspension from games or practices.
5. Any problems between teammates or between a player and the coach should be brought to the attention of the coach or Athletic Director.
6. Curley athletes are to be expected to set a good example in the classroom as well as on the playing field. Conflicts arising between the students and teachers should be handled prior to practice sessions. Detention is not a valid excuse for missing practice; an athlete should realize the importance of a practice and his obligations to his teammates and coaches.
7. There will be no disrespect shown to other teams, coaches, fans, officials, sportswriters, or school officials while representing Archbishop Curley. This means on and off the field.
8. The purpose of the bus is to transport teams to and from athletic contests. It is not a recreational vehicle. Any player(s) found in violation of this rule will be disciplined and may be subject to suspension from the team.
9. All athletes must limit the wearing of issued equipment and uniforms to game days only. No one

is allowed to wear his equipment to school, during practice or Phys Ed classes. If any athlete has violated this rule, he runs the risk of losing the privilege of wearing the Curley uniform.

10. Athletes violating the above departmental policies and individual team policies run the risk of suspension or dismissal from a team, causing them to lose their athletic eligibility for one year. It will be the decision of the Athletic Director, in consultation with the Principal, as to whether a violation warrants possible dismissal from a team.
11. The name of the school is clearly visible on the school owned mini buses. Students are expected to conduct themselves as Curley gentlemen when traveling in the buses. Buses should be left clean at all times. Abuse of the buses could result in game forfeitures, or disciplinary consequences for individual athletes.

### **INTER-SCHOLASTIC SPORTS**

Archbishop Curley High School has entered various fields of competition on the inter-scholastic level and is a founding member of the Maryland Interscholastic Athletic Association. The officially recognized sports having varsity and/or junior varsity and/or fresh-soph status are: baseball, basketball, cross country, football, lacrosse, soccer, swimming, wrestling, golf, tennis, indoor track and field, track and field, and volleyball. Students participating in inter-scholastic sports must have a physical examination prior to the start of the season.

### **INTRAMURAL SPORTS**

A program of intramural sports under the supervision of the Assistant Principal of Student Affairs provides an ample opportunity for all students to participate in athletics.

Since intramural sports form a part of the general student activities program of the school, the parent's/guardian's registration of the student in the school constitutes their permission for their son to participate unless an explicit and written exclusion to do so is filed with the Athletic Director within three (3) weeks of the beginning of the academic year.

### **LOST EQUIPMENT**

Any student who has lost or inexcusably damaged athletic equipment issued to him by the school must pay the cost for the replacement of that equipment. A student will not be allowed to participate until this financial obligation to the school has been absolved.

### **M.I.A.A.**

Archbishop Curley High School is a member of the M.I.A.A. (Maryland Interscholastic Athletic Association). As a result of this membership, Curley is bound by all the guidelines and policies promulgated by and through this organization including heat acclimatization, concussion testing, and wrestling weight certification requirements. Student athletes will be provided a copy of these guidelines at the beginning of their participation in the Sports Program. Additional copies of the M.I.A.A. Guidelines may be obtained from the Athletic Director.

### **PARENTAL RESPONSIBILITY**

In order for a student to participate in inter-scholastic sports, a parent or guardian is required to give explicit permission in writing for the student to participate in that particular sport. Such permission must include a declaration of the parent's/guardian's awareness of the risks involved in such athletic participation and their acceptance of the responsibility for any injury the student might incur thereby, including but not limited to participation in training, practices, scrimmages, league or non-league

games, and transportation to and from such events. Parents are expected to attend Parent/Athlete/Coach meetings scheduled for each season.

Archbishop Curley High School cannot assume responsibility for medical costs incurred by a student or his family as a result of participation in inter-scholastic sports, and therefore strongly advises parents/guardians to ensure that the student-athlete is covered by adequate health care insurance.

### **PHYSICAL EXAMINATIONS**

Students participating in inter-scholastic sports must have an updated (one calendar year) physical examination prior to the start of the season. The physical examination paperwork must be submitted to the Athletic Trainer.

### **PRACTICE POLICIES**

1. Anyone late for practice, who has not previously contacted one of his coaches explaining in advance the reason that will cause his lateness, or who, in the case of a last minute emergency, has not, in the opinion of the coaches, acted in a responsible and mature manner in trying to attend promptly, thus causing inconvenience to his teammates, will not be allowed to practice that day. Habitual tardiness is a reason for dismissal from the team.
2. If a team member is absent from a mandatory session, and has not notified one of the coaches, he may be suspended from the team for one game.
3. For any doctor or dentist appointment, the player must present a note from the doctor or dentist to indicate the player's presence at the appointment. If a note does not accompany the player the following day, he may not play in the next game, but will practice as normal.

### **SPORTSMANSHIP**

All Curley students, team members and coaches are expected to demonstrate courtesy and hospitality to visiting teams and officials and to conduct themselves in a sportsmanlike manner whether home or away. The conduct of parents/guardians and faculty should also reflect the ideals stated above.

The M.I.A.A. regulation governing sportsmanship states: "Any player or coach who is ejected from a game or contest is automatically suspended from participation in that team's next scheduled game or contest and the MIAA could impose further penalties. The suspended individual may neither be in uniform nor sit on team benches. The game officials' decisions regarding an individual's ejection from a game or contest are final and binding; no appeals will be entertained."

Curley athletes are encouraged to be mindful of the fundamentals of good sportsmanship:

1. Showing courtesy and respect for all faculty, staff, coaches, fellow students, opponents and officials.
2. Knowing, understanding, and appreciating the rules of the contest.
3. Exercising self-control.
4. Appreciating skill and performance regardless of an athlete's affiliation.
5. Maintaining a healthy desire to excel and win while having the ability to win and lose gracefully.

### **STUDENT DRESS**

Except when traveling in uniforms and equipment, student athletes are required to maintain the school dress code en route to away games. If a student is not following the dress code, he will not be allowed to participate in the event.

## **SUSPENSION**

Any student under disciplinary suspension of any nature is not permitted to participate in any athletic event until the day following the last day of the suspension. This does not constitute an excused absence, and the student is therefore subject to the policies set forth for unexcused absences from games or practices.

A student-athlete who demonstrates flagrant disregard for disciplinary policy or sanctions may be suspended from participation in games or practice for that day by the Assistant Principal of Students, who will inform the Athletic Director and Principal for further possible action.

## **TEAM COLORS**

The official team colors of Archbishop Curley High School are White and Black with Cardinal (Pantone 202C) trim. In so far as possible, these are the colors used for all uniforms and equipment of the athletic teams.

## **TEAM NAME and MASCOT**

The official team name and mascot of the Archbishop Curley High School athletic squads is The Friars. The official design of the mascot consists of a front-facing bust view of a friar, robed in black with arms crossed. The use of the logo (including lettering) on uniforms and team related apparel must adhere to the school's Logo Standard Guide. Any questions regarding proper usage should be directed to the Advancement office.

## **TEAM TRAVEL**

Archbishop Curley High School has the following policy concerning team travel:

- 1) The school will provide transportation by bus, van or car to and from all athletic contests, unless otherwise stated in advance.
- 2) In some cases, with the permission of a parent/guardian, a student may have permission to drive. This permission must be authorized by a parent/guardian in writing and by a phone call. The written permission note is to be submitted to the Athletic Director.
- 3) A driving student is not permitted to transport any other student unless the non-driving student's parent gives written and phone call permission.
- 4) If at the end of an athletic contest, an athlete requests to leave with a parent/guardian, he and the parent/guardian must inform the coach.
- 5) Any problems or concerns should be directed to the Athletic Director.

## **WITHDRAWAL FROM A TEAM**

Once a student has been selected to a particular school team and then quits or is dismissed from the team, he is suspended for a portion of the following two seasons in which he tries out for and makes a team roster. The suspension period will work as follows, if the teams he has made in the two seasons following the quitting or dismissal play 1-10 games, he will be suspended one regular game. If the team plays 11-20 games, he will be suspended for two regular games, and if the team plays more than 21 games, he will be suspended for three regular season games. A final ruling on consequent suspensions will be made by the Athletic Director in conjunction with the Administration. Non-league and league games constitute regular season games. The athlete can participate in all practices, but not pre-season scrimmages.



# AWARDS

## ANNUAL ACADEMIC AWARDS

Each year, in May for the graduating class and September for the underclassmen, the following Scholastic Awards are conferred:

*The Archbishop Curley Award* is presented to the student in each class with the highest quality point average (QPA).

*The Lawrence Cardinal Shehan Award* is presented to the student in each class with the second highest quality point average (QPA).

*The Archbishop Keough Award* is presented to the student in each class with the third highest quality point average (QPA).

## GRADUATION HONORS

Presented annually at the Commencement Exercises, the following awards constitute the highest honors a Curley student might achieve:

*The Ideal Curley Man of the Year Award* is presented to a member of the graduating class who, in the judgement of the faculty and administration, lives by the motto inscribed on the plaque in the main lobby. It reads: "An Ideal Curley High Man is mindful of the presence of God; possesses outstanding qualities of scholarship, character, leadership and school spirit."

*The School Spirit Award* is presented to a member of the graduating class who has done everything possible to bring credit to the name of the school within the community. This award recognizes the student's wholehearted participation in school activities.

*The School Service Award* is presented to a member of the graduating class who has rendered service to the school as exemplified by his outstanding qualities of cooperation, usefulness and enthusiasm through participation in extracurricular activities and support of school projects.

*The St. Alphonsus Scholastic Award*, originally sponsored by the late Monsignor Louis J. Mendelis, is presented to a member of the graduating class who has the highest quality point average for four years. It recognizes the academic excellence of a graduate for four years.

*The St. Francis Scholastic Award* is presented to a member of the graduating class who has the second highest quality point average for four years. This award recognizes quality and consistent academic achievement by a student.

Other awards, presented annually at the Senior Assembly, Baccalaureate Liturgy or other ceremonies recognize the achievements and accomplishments of students during their high school careers:

*The Father Julian Award* formerly titled "Athlete of the Year Award" is named and presented in memory of Fr. Julian Piszczatowski, OFM Conv. Fr. Julian was ordained on May 25, 1963 as a Franciscan Friar and taught at Archbishop Curley High School until his sudden death on March 18, 1975. Fr. Julian will always be remembered not only for being a most outstanding and dedicated Friar, but also because of his intense interest in our young athletes as Freshman Basketball Coach. The graduate chosen by the Athletic Department for the Fr. Julian Award is, therefore, one who epitomizes the attributes found in Fr. Julian himself, that is: exceptional athletic skill, good character,

leadership, sportsmanship and team spirit. The number of sports played and the achievement of honors in and out of school are also considerations in the selection of the recipient.

*The St. Maximilian Kolbe Award* for excellence in Religious Studies. This award is presented to a senior in honor of the memory of Fr. Maximilian, a Conventual Franciscan who was put to death in a Nazi concentration camp after volunteering to die in order to save the life of a fellow inmate. A senior is honored who exemplifies the Christian virtues of charity, leadership through service, moral integrity and an intellectual understanding of the truths of the Catholic faith.

*The Stanley Giermek Memorial Award for Excellence in Mathematics* is presented to a senior who has exhibited talent in the field of mathematics.

*The E. Patrick Moloney Memorial Award for Excellence in History* is presented to a senior who has exhibited an adequate knowledge of man's history as well as the historical process.

*Excellence in Modern Foreign Language Award* is presented to a senior for academic excellence in French or Spanish.

*The Albert J. Strubinger Memorial Award for Excellence in Business.* Beginning with the Class of 1981, the Excellence in Business Subjects Award was changed to the Albert J. Strubinger Memorial Award. The award honors Mr. Albert J. Strubinger, who taught business subjects at Curley for sixteen years. Al Strubinger not only taught thousands of Curley students but also was always ready to help them on his own time with both personal problems or school problems.

*Excellence in Computer Science Award* is presented to a senior who has exhibited exceptional talent in the field of computer science.

*The Daniel Biser Memorial Award for Excellence in Science* is given to the student who has demonstrated diligence, achievement and personal integrity in his pursuit of scientific knowledge and who, in the judgement of his science teachers, has consistently exemplified these qualities.

*The Ganster Award for English* is sponsored by the Maryland Council No. 370 of the Knights of Columbus and presented to a senior for academic excellence in English.

*The John Hartman Music Award* is presented to the student who has most demonstrated the following qualities of Musicianship, Scholarship and Leadership in all the areas of his activity in the Curley music program.

*The John Philip Sousa Award.* John Philip Sousa's excellence in music will be forever remembered through the nationwide presentation of this award in his name. The Sousa Award is presented to a member of the Curley Performing Ensembles whose contributions and achievements through his commitment to excellence in music are invaluable.

*The St. Gregory Choral Award* is presented to the graduating senior who has consistently demonstrated the greatest musical activity, leadership and dedication to the Curley choral music program.

56 / Archbishop Curley High School

*The Michelangelo Buonarroti Art Award* is presented to a graduating senior of exceptional talent who has completed at least two years of study in the art department. The student must have consistently demonstrated artistic development, outstanding achievement, and enhancement of the school and community through his artistic abilities.

*The FYM St. Anthony of Padua Award* is presented to a graduating senior who has demonstrated a strong Christian faith and has promoted Franciscan values through his participation in Franciscan Youth Ministry.

*The Cord Service Award* is presented to a student who has worked on the Archbishop Curley Yearbook, the *Cord*, for a minimum of two years, and who, during those two years has demonstrated a willingness to share his time and his talents, so that the student body might have a fitting book of memories to recall their high school experiences. The award recognizes a student whose only reward has been the production of a book that others may enjoy and who has realized little acclaim for the countless hours spent in its production.

*The Scholar Athlete Award.* Each year at the request of the National Football Foundation and the Quarterback Club of Baltimore, the school nominates our scholar athlete. He must be an outstanding member of the Varsity Football Team, and exhibit competency in the classroom. The student is officially honored at a special banquet, but because of the honor and the good name brought to the school through his efforts on the football field as well as in the classroom he is also recognized at the Baccalaureate Mass.

*The C. Markland Kelly, Jr. Physical Education Service Award.* This perpetual recognition is to record the names of students who have best demonstrated outstanding characteristics to the school's athletic and/or physical education program. The criteria for selection are leadership, the promotion of athletics within the school, teamwork, sportsmanship and scholarship.

*The Chronicle Service Award* is presented by The Chronicle to a senior for outstanding achievement and service for the school newspaper.

*The Blackfriars' Award* is presented by the Blackfriars' Theatre to a senior for outstanding achievement and service in the dramatic arts.

*The Frank Genco Award.* This award is presented to a student on behalf of the Friar "C" Club to recognize a student whose contributions to the athletic program as team manager exemplified the dedication of the late Frank Genco, a past president of the Friar "C" Club. This award is chosen by the Athletic Director in conjunction with the Athletic Staff.

*Outstanding Athlete Award.* Student athletes who have distinguished themselves through competition on the Varsity level are specially recognized as outstanding athletes at the conclusion of their senior year according to the following criteria: 4 varsity letters earned in a single sport; or, 6 varsity letters earned in any combination of sports.

## **AUXILIARY ORGANIZATIONS**

### **ALUMNI ASSOCIATION**

Begun in the fall of 1980, the Alumni Association has as its purposes keeping the graduates informed about their alma mater, and encouraging them to remain active members of the Curley Family.

The first goal is accomplished primarily by sending graduates a quarterly newsletter filled with information about the school, the Association, and individual graduates. Sponsored activities include a Homecoming reception, a Memorial Mass for deceased students, graduates, faculty and staff, participating in the school's Open House, and helping to coordinate and run class reunions. Annual dues and special events during the year also make possible the Association's support of various projects in the school.

### **ALUMNI PARENTS**

Alumni Parents receive a magazine to inform them of the activities of the school and to request their support. A means of maintaining the friendships and bonds that developed while their sons attended Curley, the Alumni Parents remain active in numerous social events and fundraising projects for the school. They continue to be a most welcome part of the Curley Family.

### **CURLEY C-NOTES**

The Curley C-Notes is an organization of parents and friends of the Arts, begun in 1983 to support the projects and activities of the Curley Performing Ensembles. As Curley's major organization of the Patrons of the Arts, the C-Notes provide invaluable support for the growing program of performing arts by sponsoring numerous fund-raising activities throughout the school year.

### **FRIAR "C" CLUB**

The Friar "C" Club was organized in February, 1971, to sponsor programs and activities in order to aid the school in improving the athletic facilities. In the past the "C" Club has acquired for the school a universal gym machine, equipment for the photography club, bleachers for the athletic fields, a scoreboard for the "bowl" and many other accomplishments.

The Friar "C" Club of Archbishop Curley High School meets periodically during the school year; dates of these meetings are indicated on the school calendar. All parents, alumni, and friends of Curley are encouraged to become active members and/or to support the many activities and affairs sponsored by the Club.

### **PARENTS' GUILD**

The Archbishop Curley High School Parents' Guild promotes a Curley education by encouraging parental involvement, promoting communication between the home and school, and rendering financial support through the proceeds from Guild sponsored events.

A weekly bulletin to the parents of all students serves to keep parents informed of the dates and times of Parents' Guild activities and other important school matters.

# INDEX

- Absence 18
  - athletic 48
  - excessive 19
  - illegal 19
  - notes excusing 18-19
  - procedures for reporting 18
- Academic
  - awards 54-56
  - contract status 8-9
  - departments 8
  - ineligibility 9-10
  - integrity 39
  - violations 39-40
- Access 23
- Accidents 23
- Activities 24, 35
- Admissions
  - criteria 8
  - procedure 8
- After School Policy 40
- Alcohol 45
- Alma Mater 64
- Alumni Association 57
- Alumni Parents 57
- Amendments 4
- Announcements 23
- Annual evaluation
  - of discipline records 40
- Appointments
  - Guidance 29
- Archdiocesan Mission Statement 3
- Assemblies 23-24
  - special schedules 16-18
- Athletics
  - absence 48
  - awards 48
  - behavior 40
  - eligibility 9-10
  - facilities 48, 49
  - general policies 50-51
  - letters 49
  - philosophy & objectives 48
  - practice policies 52
  - suspension 53
- Attendance 18-19
- Auxiliary Organizations 57
- Awards 54-56
- Behavior 40, 41
- Belief Statements 6
- Board of Discipline 41
  - procedures 41
- Bullying 45
- Bus, proper use of 51
- C-Notes 57
- Change of address 24
- Cheating 39
- Class
  - attendance 18
  - lateness 46
  - truancy 47
- Closings, emergency 120
- Co-curriculars 24
- Computer Acceptable Use Policy 24-27
- Counseling 29
- Course change 9
- Course load 9
- Course remediation 9
- Courtesy 42
- Credits 4
- Credit by examination 9
- Curley, Michael J. 1
- Dances 28
- Deliveries 28
- Detention 40
  - system 42-43
- Discipline 40
  - Board of 41
  - contract status 43
  - outcomes 41-42
  - process 41
  - suspension/expulsion 43-44
- Discounts 21
- Dismissal
  - early 19, 49
  - from team 49
  - NHS 33-34
- Document Endorsements 28
- Dress code 43, 52
- Drugs 45
- Early Dismissal 19-20
  - for athletes 49
- Elevator 28
- Eligibility 9-10

Email 26  
Emergency Contact Information 30  
Emergency Procedures 28  
Employment information 29  
Epinephrine Policy 28  
Examinations 14  
- credit by 9  
- exemptions from 10  
Exemption 10  
Extramural sports 49-50  
  
Facilities 1, 23, 48, 49  
Faculty Assistance 10  
Failure 10  
- make-up of 9  
Family  
- illness or death 28-29  
Fees 20  
Field trips 29  
Fighting 45  
Financial  
- aid 21  
- difficulty 22  
- information 21-22  
Fire drills 28  
Fitness Center 50  
Francis of Assisi, St. 1, 2  
Franciscan Friars 1, 2, 35  
Franciscan Ideals 6  
Friar "C" Club 57  
Fundraising Efforts 22  
  
Gambling 45  
Grade Point Average 13  
Grading 10  
Graduation Exercises  
- rehearsal 10-11  
- requirements 11  
Grooming 44  
Guidance  
- appointments 29-30  
- services 29  
Gum chewing 45  
Gymnasium 30  
  
Hair styles 44  
Harassment 45  
Hazing 45  
Health Office 30-31

History of school 1  
  
Homework 11, 26  
- snow policy 11  
Honors 11  
  
Identification cards 31  
Illness 19, 28, 31  
Ineligibility 9-10  
Initiation 45  
Injury 30  
Interscholastic sports 51  
Intramural sports 51  
  
Late opening 17  
Lateness  
- disciplinary outcomes 46  
- to class 45  
- to school 18, 46  
Lavatories 31  
Letters - athletic 49  
Levels 13  
Library 32  
Lockers 32  
Locker room 34, 48  
Lost equipment 51  
Lunch 36  
  
Make-up work 11  
Mascot 53  
Medication 31  
M.I.A.A. 51  
Misbehavior 46  
MISSION4 33  
Mission Statement 2  
  
National Honor Society 33-34  
Notes, absentee 18  
  
Objectives  
- athletic department 48  
  
Parental Responsibility 51-52  
Parents' Guild 57  
Parking 34  
Passes 29  
Passing grade 12  
Past due accounts 22  
Payment plans 21

60 / Archbishop Curley High School

- Photography 34
- Physical education 34-35
- Physical examinations 30, 52
- Pledge, Curley 7
- Principal's List 12
- Policy Statements
  - Asbestos Management Plan 23
  - athletic policies 50
  - Family Education Rights and
- Privacy Act 4-6
  - Computer Acceptable Use Policy 24-27
  - Lead Contamination 31-32
  - Non-discrimination 3
  - Student Harassment 4
- Pornography 46
- Public department 46
  
- Quality Point Average (QPA) 13
- Quiet and Order 47
  
- Records
  - discipline 40
  - release of 4-6
- Refunds 22
- Religious Activities 35
- Report cards 14
- Research Papers 61-63
- Respect 2, 3, 23
- Retreats 35
  
- Schedules 16-18
- School
  - closings 20
  - Board 1, 3
  - ring 35
  - spirit 35
  - seal 1
- Semester
  - examinations 14
  
- Senior
  - early dismissal 20
  - privileges 36
- Smoking 47
- Snow 19
- Social Media 27
- Sportsmanship 52
- Student Dining Room 36
- Study periods 36
- Summer school 9
- Suspension 42, 53
  
- Teacher+ 36-37
- Team
  - colors 53
  - travel 53
- Technology 24-27
- Telephones/Texting 37
- Testing program 14
- Theft 47
- Threatening Activities 37
- Transcripts/Records 37
- Transfer 8
  - to another school 37
- Transportation Service 38
- Truancy 19, 47
- Tuition 21
  - discounts 21
  - rates 21
  - refunds 22
- Tutoring 15
  
- Valuables 38
- Vandalism 47
- Violations
  - academic 39-40
  - AUP 40
  
- Withdrawal from team 53

# APPENDIX I

## Archbishop Curley High School Research Paper Style sheet

Upon the recommendation of the Academic Council, the Administration has adopted a policy which stipulates that the following adaptation of the MLA Style is to be used for all research papers submitted at Archbishop Curley High School. This Style sheet includes requirements for both the format of the paper and for documentation of sources.

### Format

Paper: 8½ x 11 inches, white, weight 20-24 lb. Lightweight, onion skin, and coated papers which smudge are not acceptable. Continuous form computer papers should have clean perforations.

Printing: Typewriter or Computer printout is required. Only clean typefaces, monospaced or proportional, serif, sans serif, or Times New Roman are acceptable. No script or other display typefaces are permitted. Printing should appear on only one side of the paper.

Margins: Except for the placement of page numbers (see "Pagination" below), a one (1) inch margin at the top, bottom and both sides of the page are required. The first word of a paragraph is indented five (5) spaces or ½" from the left margin. Quotations which require an offset (see "Quotations" below) are indented ten (10) spaces or 1" from the left margin, keeping the right margin intact.

Spacing: The entire text of the paper, including title page, set-off quotations and the "Works Cited" page, are to be double-spaced (i.e. a blank line between every line of printed text). Single spacing is never appropriate.

Heading and Title: A research paper does not need a title page. Instead, beginning one inch from the top of the first page and flush with the left margin, type your name, your instructor's name, the course number, and the date on separate lines, double-spacing between the lines. Double-space again and center the title. Double-space also between the lines of the title, and double-space between the title and first line of the text. Do not underline your title or put it in quotation marks or type it in all capital letters. Do not use a period after your title or after any heading in the paper.

Pagination: Pagination begins with page one (1) of the text. The format for page numbers is as follows: the student's last name, a space, the page number (e.g. Smith 3) All page numbers are positioned in the upper right hand corner of the page, ½ inch from the top and flush with the 1 inch right margin.



62 / Archbishop Curley High School

**Binding:** The collated pages are to be stapled securely in the upper left corner. Binders, cover folders and the like are not acceptable.

**Title:** In general, the titles of books, magazines, newspapers, and other publications are italicized. All other titles are placed within quotation marks. Underlining is not appropriate.

**Quotations:** Except for lengthy quotations which require an offset (see below), direct quotes are incorporated into the text of the paper and indicated by quotation marks; lines of verse are separated by a slash (/). Quotations of more than 4 lines of prose or 3 lines of verse require an offset (see "Margins" above); no quotation marks are used.

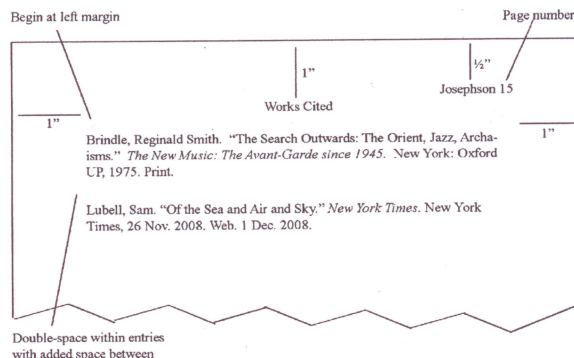
**Works Cited:** The parenthetical documentation provided within the text refers the reader to the list of works cited which appears at the end of the research paper immediately following the text. This page is titled with the words Works Cited (do not underline this title) on the top line centered between the margins; double spacing is used throughout. All titles for longer works should be italicized instead of underlined. Additionally, web sources must indicate the date of access following the identification of medium. Web sources should also indicate a lack of publisher information, year of publication, or pagination by the abbreviations n.p., n.d., and n. pag., respectively. The listing of URL's for web sources is unnecessary. The year of publication should be in parentheses, and is distinct from the date of access. Works are listed alphabetically by the principal's (author, editor, etc.) last name according to the following format: Last Name, First Name. *Title of work*. Volume. Issue: Pages (if appropriate). Place of publication: Publisher, year of publication. Medium. Date of Internet access (if appropriate).

Examples:

Orgel, Stephen. *The Illusion of Power: Political Theater in the English Renaissance*. Berkley: University of California Press, 1975. Print.

Kessl, Fabian and Nadia Kutsche. "Rationalities, Practices, and Resistance in Post-Welfarism. A Comment on Kevin Stenson." *Social Work & Society* 6.1 (2008): n. pag. Web. 10 Oct. 2008.

Burns, Ken. *Empire of the Air: The Men Who Made Radio*. PBS Home Video, 1991. DVD.



### Documentation

Students are required to document the source of the material being included in their text. Not only direct quotation, but also paraphrased ideas require documentation.

References are cited by author and page number in parentheses within the text. To avoid interrupting the flow of the text, the parenthesis is placed where a pause would naturally occur and as near as possible to the material it documents. It precedes the punctuation mark that concludes the sentence, the clause or the phrase containing the material being documented but outside the quotation marks of a direct quote.

In the case where the author's name is mentioned in the text, only the page number is given. When necessary sequential page numbers are separated by a hyphen, non-sequential numbers separated by a comma. When more than one source by the same author is being used in the paper, the author, abbreviated title and page number are included in the parentheses; a comma separates the author's name from the title of the work. When both the author's name and title of the work are included in the text, only the page number is given. See the examples below:

Examples:

*The author's last name appears in the text:*

Frye has argued this point before (178-85).

*The author's last name is not in the text:*

This point has been argued before (Frye 178-85).

*Using more than one source by the same author:*

This point has been argued before (Frye, *Satire* 178-85).

Frye has argued this point before in his *History of English Satire* (178-85).

*Direct quotations:*

The elaborate scenic devices in Richelieu's theater constituted what Stephen Orgel calls "a prime instance of royal liberty" (37).

Daughters "were often unwanted and might be regarded as no more than a tiresome drain on the economic resources of the family" (Stone, 112).

Specific guidelines regarding the format and documentation of complex citations are taught in English courses and can be found in the *MLA Handbook for Writers of Research Papers* (7th edition), which is available in the library.

**The Alma Mater**  
*(Curley's School Song)*

Archbishop Curley High, proudly do we hail thee;  
Teach to us, all your sons, Faith, Hope and Charity.  
We will be true to you, in thoughts, words and actions, too;  
Your sons we're proud to be, Oh Curley High.

**APPENDIX II**

**ARCHBISHOP CURLEY HIGH SCHOOL  
International Student Credit Requirements**

<b>Subject</b>	<b>Credits Req.</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
English	4	English I	English II	American Literature	British Literature
Theology	4	Theology I	Theology II	Theology III	Theology IV
Mathematics	4	Algebra I Algebra II	Geometry Geometry	Algebra II Pre-Calculus Calculus	College Algebra/Trig Calculus AP Calculus
Science	3	Biology	Chemistry	Physics AP Physics	
Social Studies	3	World Civilization	US History I	US History II	
Language	N/A	English Language Learners	English Language Learners	English Language Learners	English Language Learners
Health	0.5	Health			
Physical Education	0.5		Phys Ed		
Fine Arts	0.5		Art Seminar or Music Appreciation		
Reading	0.5	Reading I or Reading II	Reading I or Reading II		
Electives	5			2 credits	2 credits
Credits		6	6	7	7
<b>TOTAL CREDITS</b>	<b>26</b>				