

INTRODUCTION

HISTORY AND BACKGROUND OF THE SCHOOL

Archbishop Curley High School was founded under the leadership and direction of the late Archbishop Francis P. Keough in the spring of 1960. Designed by local architect Edward H. Glidden, the school was built on a thirty-three acre site on the northeast edge of the City of Baltimore. The campus surrounds the main three-story building which contains classrooms, science labs, administrative, guidance, alumni and development offices, two computer centers, a closed-circuit T.V. station, and the guidance resource center. Attached to the central structure are six wings which house the chapel, auditorium, gymnasium, student dining room, the library, fitness center and the Friary, which is the residence of the Franciscan Friars at Archbishop Curley. Two smaller wings, added in 1987, house the music department facilities and additional athletic facilities. Adjacent to the building are several athletic practice fields, the baseball, soccer and lacrosse playing fields, tennis courts and the football/track stadium bowl.

The school is dedicated to Archbishop Michael J. Curley (1879-1947) who served as the tenth Archbishop of Baltimore from 1921 to 1947. It was the first Archdiocesan high school in Baltimore established for the education of young men. The school is accredited by the Maryland State Department of Education and the Middle States Association of Colleges and Schools.

Archbishop Curley High School opened its doors in September, 1961, to a pioneer class of 420 freshmen. It was formally dedicated on April 17, 1962, by Lawrence Cardinal Shehan, the successor of the late Archbishop Keough. During the 1985-86 academic year, the school celebrated its twenty-fifth Anniversary with the theme "Commitment to Excellence."

In December of 1969, after extensive renovation, the Lawrence Cardinal Shehan Library and Multi-Media Instructional Center was dedicated. It was the first building in the Archdiocese of Baltimore to be dedicated to His Eminence, Cardinal Shehan (1898-1984) who had been a long time friend and supporter of Curley. The Computer Center was dedicated by Bishop William Newman, auxiliary bishop of the Archdiocese and former Curley staff member, in September, 1984.

During the 1986-87 school year a building program added a new music center, concert practice room, weight training room, wrestling room and concession area to the Curley facilities. Further renovations provided a new faculty dining room, bookstore, conference room and offices for the development director, athletic director and Alumni Association.

In the 2004-2005 school year a two million dollar renovation was completed. The Friary was reconstructed to house the Friars in a smaller wing and the Library was moved to the second floor. The school advancement offices, Conference Center, Study, and Board Room were constructed on the first floor of the former Friary. The East wing became the location of the fitness center and wrestling room. Also included in the renovation was a new location for the school store and faculty work center.

Since its first graduating class in June, 1965, Archbishop Curley has graduated more than five thousand young men. The recently graduated Class of 2009 was Curley's forty-fifth.

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 Franciscan Friars (Order of Friars Minor Conventual) of St.

Anthony of Padua Province, who have staffed the school since its inception. In addition to the Franciscan Friars, the faculty also includes lay teachers.

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 educational institution of the Archdiocese of Baltimore, is a community of people identified with the Franciscan tradition, forming one Family that seeks the proclamation of the Gospel of Jesus Christ, the educational enlightenment of its members, character formation, religious growth of young men through course work and worship, and the promotion of service to the larger community.

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 750 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.

OBJECTIVES

The Administration and Faculty of Archbishop Curley High School have the following aspirations with respect to students:

- To inculcate an attitude and spirit which will facilitate growth toward a Christlike life;
- To view creation as a gift from God to be respected, and to be sensitive to issues of ecology and the environment.
- To provide a thorough yet flexible college preparatory curriculum which meets both the needs of the student and the demands of college and careers;
- To provide the maximum learning experience possible in each subject area; including familiarity with the use of technology in lifelong learning;
- To encourage, through counseling and guidance, prudent and rewarding college, post-graduate and vocational decisions;
- To view education as a liberating experience, attained through learning to think clearly and communicate effectively.
- To value and respect the worth, dignity and individuality of oneself, the school community and the family of humankind;
- To view knowledge as a means to make enlightened, responsible and mature decisions;
- To explain the necessity of, and a respect for, order and authority in all aspects of society;
- To promote the use of leisure time for beneficial recreation and enrichment for body, mind and spirit.
- To provide a comprehensive religious studies program to meet the present and future needs of the students;
- To introduce the students to various forms of prayer, worship and reflection, and to foster an appreciation of these forms of personal and communal worship;
- To inculcate a spirit of St. Francis, the peacemaker, the lover of the environment, the one who saw all creation as brother and sister.
- To instill the value and necessity for meaningful personal relations, service and leadership.
- To foster an awareness of growth toward worthwhile and productive roles in religious, political and community activities.

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 approximately 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 approximately 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 John

Offerman, Director of Guidance, 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 Barry Brownlee, 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 directory information:

 - 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 John Offerman, Director of Guidance, 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.

ACADEMIC POLICY

ACADEMIC DEPARTMENTS *(listed alphabetically)*

Business/Technology	Language	Religious Studies
English	Mathematics	Science
Fine Arts	Physical Education	Social Studies

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.

The following is considered Academic Dishonesty:

Cheating

- giving or receiving any unauthorized aid during a test, quiz, homework or classroom assignment;
- 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 your own.

All incidences of cheating and plagiarism must be reported to the Assistant Principal of Students. On the first offense, a Saturday detention is issued, a zero given, and a report is made to the guidance counselor. On the second offense, the student will go before the Board of Discipline for possible expulsion.

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 Board of Admissions 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 Board of Admission for a judgement of acceptance or rejection. No applicant will be considered for enrollment until all required admission materials are received.

CLASS ATTENDANCE

Class "cuts" are 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.

COURSE CHANGE POLICY

All student or parent initiated course changes must be requested by the end of the first quarter of the academic year. Any course change must first be approved by the student's guidance counselor. The counselor will make the decision in consultation with the student's teacher(s). The school reserves the right to make a course change for a student at any time.

COURSE LOAD

Each student must take at least six full-credit subjects and one-half credit subject per year, with all graduation requirements being met in four years (cf. Graduation Requirements, p 11).

COURSE REMEDIATION

Students are informed of course failures by mail within three working days of the submission of failure lists, as indicated on the school calendar. 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 any summer school, 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 or more credit units for that particular quarter. These students will be "Ineligible" to participate in any co-curricular activities.

The Franciscan philosophy of education stresses that co-curricular activities are an integral part of the education of the entire student and not simply some activity a student participates in "after" or "apart" from school but are part and parcel to his high school experience. Studies show that students tend to perform better in the classroom when they are simultaneously involved in co-curricular activities.

In order to be faithful to the Franciscan mission and build on the conclusions of educational studies, a student whose name appears on the Ineligibility List can be eligible to participate in a co-curricular activity if he attends a supervised study hall from 7:35-8:10 a.m. Tuesday, Wednesday and Thursday.

The student must remain in the study hall until the next quarter report card. If a student's report card indicates that he is not failing 2 (two) or more credit units, he is not required to continue to attend the study hall. If he is failing 2 (two) or more credit units at the report card period, he will remain in the study hall until publication of the next "Ineligibility List." If a student misses three sessions in a marking period, he will not be allowed to participate until the next marking period report card.

This eligibility policy pertains to each quarter. Participation in the study hall during the first quarter is determined by grades from the previous fourth quarter. Student progress will be monitored by the Guidance Department.

A senior who fails one or more subjects in a given quarter loses his open study and early dismissal privileges during the subsequent marking period. He must report to the assigned study hall and remain there for the duration of the study 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 must be exempted. No other criteria for exemptions are to be employed by the teacher.

Students who are exempt receive the average of the two quarters as their semester examination grade.

FACULTY ASSISTANCE

Teachers are available each afternoon from 2:23 p.m. to 2:50 p.m. to assist students with their study problems, extra help, make-up work or individual difficulties. Students are encouraged to take advantage of this help to improve their grades by making an appointment with their teacher.

A teacher may also request that a student stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as a desire on the part of the teacher to help the student make the progress of which he is capable.

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. In general, students should keep in mind that quarter grades are basically computed from class participation, written assignments, examinations, quizzes, homework assignments, projects, etc., as well as a general manifestation of the student's knowledge of subject matter. Parents may check the progress of their son in each class by using edline.com.

GRADUATION EXERCISES

Participation in Baccalaureate and Commencement exercises is required and is a privilege accorded to Seniors who have met the academic, disciplinary 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 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
Intro Computer	0.5 credit
Physical Education	1.0 credit
SAT Prep	0.5 credit
Electives	<u>4.5 credits</u>

TOTAL 27.5 credits

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 are also graduation requirements.

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 rare instances, a formal assignment may not be given; however, a review of the material covered that day is still expected and required.

HONORS

For each marking period and for the year as a whole, First and Second honors are awarded to students who have shown outstanding scholastic achievement and have passing grades in all subjects. These honors are determined on the basis of the student's Quality Point Average as follows:

First Honors	4.0-5.0
Second Honors	3.6-3.9
Principal's List	3.4-3.5

MAKE-UP WORK

Students who are legitimately absent for any reason will be required to make up the work missed in each class. It is the student's responsibility to obtain all 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 Guidance Office secretary. Please allow *at least two days* for this material to be compiled.

If a student has exceeded the limits of the absentee policy (see *Attendance*, #4, p. 18) without an excuse acceptable to the school (e.g. serious illness), the student will not be permitted to make up missed work.

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:

Each quarter grade is valued at 20 percent of the final grade; each of the two semester exams is valued at 10 percent. Therefore, for a full year's academic work, the final grade is computed as follows:

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

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/Dual Enrollment** courses are college level 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 certain 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; except Physical Education and SAT Prep quality points, based on the percentage grade and the course level are also computed.

The QPA conversion is made by multiplying the GPA by the following coefficient based on course level:

Course	Co-efficient
AP Level	1.25
Franciscan (and Franciscan Scholar) 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 and SAT Prep 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

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

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. The final report card is mailed to the student's home. 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).

RESEARCH PAPERS

Upon the recommendation of the Academic Council, the Administration has adopted a policy which stipulates that an adaptation of the MLA Stylesheet is to be used for all research papers submitted at Archbishop Curley High School. This stylesheet includes requirements for both the format of the paper and for documentation of sources (see Appendix I for the complete text of the Curley Stylesheet).

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. All transactions are to be made with the Business Office.

SEMESTER ACADEMIC REVIEW

Freshmen, Sophomores and first year students who have failing semester averages in more than 3.0 credit units of their course load are reviewed by the Administration and Guidance Staff. Where it is deemed helpful, students are given the option of enrolling in the Study Hall Program. If this option is not offered or accepted, the student must transfer from Archbishop Curley High School.

Other students who have failing semester averages in more than 2.5 credit units of their course load will be similarly evaluated by the Administration. A student whose academic status indicates a possibility of remediation may be offered the option of attending a required, supervised, study hall. If this option is not offered or accepted, the student must transfer from Archbishop Curley High School.

Attendance at the study hall, during which the student will engage in constructive academic activity, is mandatory unless excused in writing by a teacher or counselor for the purpose of special tutorial help; failure to attend the study hall will result in the student's dismissal from the school.

At the end of the third quarter, the student's progress will be evaluated. To be released from the study hall program, the student must have attained a cumulative average of 75 in all courses.

Any student who, at the end of the academic year, has failing final averages in more than 2.5 credit units of his course load may not be readmitted to Archbishop Curley High School for the following year. (see *Passing Grade*, page 12, for the manner of computing final averages.)

SEMESTER EXAMINATIONS

A definite 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. Students may leave the exam room after 1 hour and fifteen minutes of a full credit exam.

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.

On days when delayed openings are being announced for Baltimore City or Baltimore County schools due to inclement weather, Curley semester exams will begin at 9:00 a.m. (1st exam) and 11:00 a.m. (2nd exam).

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:

Preliminary Scholastic Aptitude Test (PSAT)

Sophomores:

Preliminary Scholastic Aptitude Test (PSAT)

Juniors:

Preliminary Scholastic Aptitude Test - National Merit Scholarship Qualifying Test (PSAT-NMSQT)

Scholastic Aptitude Test (SAT) - recommended to be taken in May
Advanced Placement (for qualified students)

ACT

Seniors:

Scholastic Aptitude Test (SAT) - recommended

SAT Subject Tests (SAT II)

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 specific subject Peer Tutoring program meeting on Days 3 and 6 last period. 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	7:55	
Homeroom	8:00-8:10	10 minutes
First Period	8:14-9:17	63 minutes
Second Period	9:21-10:24	63 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	1:18-2:23	65 Minutes

Periods 3-6 are lunch periods.

Teachers available for consultation 2:26 to 2:50

Co-curricular activities 3:00

Activity Program Schedule

Warning Bell	7:55	
Homeroom	8:00-8:10	10 minutes
First Period	8:14-9:04	50 minutes
Second Period	9:08-9:58	50 minutes
Third Period	10:02-10:32	30 minutes
Fourth Period	10:36-11:06	30 minutes
Fifth Period	11:10-11:40	30 minutes
Sixth Period	11:44-12:14	30 minutes
Seventh Period	12:18-12:38	20 minutes
Activity Period	12:42-1:27	45 minutes
Eighth Period	1:31-2:23	52 minutes

Periods 3-6 are lunch periods.

Teachers available for consultation 2:26 to 2:50

Co-curricular activities 3:00

Assembly Program I Schedule - *Assembly at the beginning of the day*

Warning Bell	7:55	
Homeroom	8:00-8:10	10 minutes
Assembly	8:14-9:14	60 minutes
Homeroom	9:18-9:20	2 minutes
First Period	9:24-10:09	45 minutes
Second Period	10:13-10:58	45 minutes
Third Period	11:02-11:32	30 minutes
Fourth Period	11:36-12:06	30 minutes
Fifth Period	12:10-12:40	30 minutes

Sixth Period	12:44-1:14	30 minutes
Seventh Period	1:18-1:33	15 minutes
Eighth Period	1:37-2:23	46 minutes

Periods 3-6 are lunch periods

Teachers available for consultation 2:26 to 2:50

Co-curricular activities 3:00

Assembly Program II Schedule – Assembly at the end of the day

Warning Bell	7:55	
Homeroom	8:00-8:10	10 minutes
First Period	8:14-8:59	45 minutes
Second Period	9:03-9:48	45 minutes
Third Period	9:52-10:22	30 minutes
Fourth Period	10:26-10:56	30 minutes
Fifth Period	11:00-11:30	30 minutes
Sixth Period	11:34-12:04	30 minutes
Seventh Period	12:08-12:23	15 minutes
Eighth Period	12:27-1:12	45 minutes
Homeroom	1:16-1:19	3 minutes
Assembly	1:23-2:23	60 minutes

Periods 3-6 are lunch periods

Teachers available for consultation 2:26 to 2:50

Co-curricular activities 3:00

2 Hour Late Opening Schedule

Warning Bell	9:55	
Homeroom	10:00-10:10	10 minutes
First Period	10:14-10:46	32 minutes
Second Period	10:50-11:22	32 minutes
Third Period	11:26-11:56	30 minutes
Fourth Period	12:00-12:30	30 minutes
Fifth Period	12:34-1:04	30 minutes
Sixth Period	1:08-1:38	30 minutes
Seventh Period	1:42-1:47	5 minutes
Eighth Period	1:51-2:23	32 minutes

Periods 3-6 are lunch periods

Teachers available for consultation 2:26 to 2:50

Co-curricular activities 3:00

ATTENDANCE

Attendance at school is mandated by State Law. Perfect attendance is normally expected of each student and is essential for scholastic progress. The following policies should be noted:

1. Homerooms will be opened by 7:50 a.m. The warning bell will sound at 7:55 a.m. Roll call will be taken at 8:00 a.m.
2. Anyone entering homeroom after 8:00 a.m. is late. Students reporting must have a pass from the Office. Excessive lateness will be handled as a disciplinary matter. (see *Lateness*, p. 20)
3. If absence is necessary:
 - a. On date of absence, a parent or guardian must telephone 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 and must obtain an *Admission Slip* before reporting to Homeroom. Notes should be written on stationery, with the student's name clearly indicated, so that they may be properly filed.
4. Since consistent attendance is integral to the student's comprehensive mastery of subject matter, excessive absence is to be considered a serious matter. Even if occasioned by illness or other legitimate reason, the following absence policy will be followed:
 - a. At the fifth absence, a warning letter will be sent home documenting the absences.
 - b. At the tenth absence, the student will attend a mandatory morning study hall for a time period stated by the Administration.
 - c. At the fifteenth absence, the student will not be permitted to attend classes until the student, parent, Principal, Assistant Principal of Students, and Guidance Counselor meet to discuss the poor attendance record. The student may be placed on an Attendance Contract at this meeting.
 - d. At the twentieth absence, the student is liable to dismissal.
 - e. The Administration will decide if an absence is excused or unexcused.
5. Truancy and illegal absence are disciplinary matters and will be treated accordingly (see *Truancy*, pgs. 21, 45).
6. Students who have an excused absence and have not exceeded the absentee limit (see #4 above) are permitted to make-up tests at the teacher's convenience.
7. During a prolonged illness, parents are urged to notify the Guidance Office to arrange for class assignments (see *Make-up Work*, p. 12).
8. 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.
9. Any student absent from school, tardy beyond the end of second period, or sent home by the nurse, is ineligible to participate in any co-curricular activity for that day.
10. A student who arrives at school after the end of second period, or who is dismissed before seventh period is considered one half-day absent.
11. A student who incurs in-house disciplinary suspension is marked present, but on suspension.

12. A Principal Excused Absence is noted in the attendance record when a student is absent from the campus but is involved in a pre-approved school-related function off-campus (e.g. Student Government activities, out-of-town athletic or arts events). Such absences are not considered in determining awards or sanctions.
13. Students may request a Principal Excused Absence for the purpose of attending the funeral of a direct relative.

EARLY DISMISSAL

For all students: Permission to leave school early should be requested and will be granted only for serious reasons, e.g. court appearance, hospital appointments, doctor, dentist.

If early dismissal is necessary, a phone call to the school 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 is granted, 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 Principal 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 Principal's designee 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 from the Administration, must be submitted by the date indicated for the student to qualify for this privilege.
3. Students on disciplinary probation are automatically excluded from the privilege.
4. Students must not loiter on the premises waiting for the regular dismissal, and must leave the building immediately and quietly.

The Principal and Assistant Principal 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 listen to radio station **WBAL 1090 AM**, which is the *official source of information regarding school closings and delayed openings*. We ask your cooperation in regard to these procedures to avoid needless calls coming into the Friary or School when there is doubt about school being held.

Follow the procedure outlined below:

1. If there is snow or any other emergency, listen to radio station WBAL 1090 AM.
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 (particularly in the event of an ice storm), Curley will make a special announcement regarding closing on WBAL 1090 AM.
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, decisions to dismiss early will be made by the Principal. In this case, Curley will not necessarily 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

As a part of the educational process, students must learn the importance of being prompt. Future employers, when requesting recommendations, place great weight on the student's attendance records, i.e., the total number of days late and absent for the four years. Archbishop Curley High School, therefore, maintains a rigorous policy regarding tardiness.

Any student who is late and does not have a valid excuse, which is to be determined by the disciplinarian, will receive detention and a parent/guardian will be contacted.

Legitimate and valid reasons for a student's tardiness must be substantiated, in writing, by a note or phone call from the student's parent/guardian. In the event that the excuse is transmitted by phone on the day of the lateness, a written excuse by the caller must be presented the following day. Whether excused by a note from parent/guardian or by administrative decision, only three (3) such excused latenesses will be allowed. Thereafter, the student will serve the regular penalty for lateness regardless of the reason.

Students who arrive at school after the publication of the daily absentee report are required to have a *Tardy Arrival Pass* signed by his teachers and proctors for the remainder of the day. This pass must be submitted to the Main Office at the end of the day it is issued.

A student who arrives at school after the end of the second period is considered one half-day absent; the reporting requirements for an absence are to be followed.

The following late/tardy policy will be followed:

- a. No penalty for the first three (3) unexcused tardies to school.
- b. One hour detention issued for each unexcused tardy after the third tardy.
- c. After the eighth unexcused tardy to school, a Saturday detention will be assigned.
- d. After the thirteenth unexcused tardy, another Saturday detention will be assigned, and a Tardy Contract will be issued which may render the student liable to dismissal.
- e. The Administration will decide if a tardy is excused or unexcused.

POST SECONDARY SCHOOL VISITS

Only *seniors* are permitted to make post-secondary school visits or attend Early Decision Days while classes are in session at Archbishop Curley High School and at the same time be recorded as in attendance for that day at Archbishop Curley High School. Seniors are permitted no more than two (2) such absences during their senior year.

The following procedure is to be followed by students requiring such visits:

1. All post-secondary school visits and Early Decision appointments while classes are in session at Archbishop Curley High School are to be approved by the Director of Guidance and Counseling. Three or four days before the actual day of visit or appointment, the Senior should request from the Director of Guidance and Counseling an "Approval for a College Visit - Appointment" form. The Director will evaluate the request of the Senior in the light of the college's requirements and the number of college visitations already made by the Senior.
2. If approved, the Director will issue the "Approval.." form to the Senior. This form must be signed by one of the Senior's parents/guardians and returned to the Director no later than the day before the actual visit/appointment.
3. On the morning of the actual visit/appointment, one of the Senior's parents/guardians should call the Receptionist of Archbishop Curley High School to report the visit/appointment.
4. If any of the above steps has not been fulfilled, the Senior is considered absent from school.

TRUANCY

Truancy is an illegal or unexcused absence from school or a part of the school day. 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 Disciplinarian for further investigation. Once a determination that the student is truant has been made by the Disciplinarian, 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 (see Truancy, p. 45).

FINANCIAL INFORMATION

TUITION and FEES

A non-refundable registration fee of \$50 and a tuition deposit of \$500 are required during the semester preceding enrollment or re-enrollment. Tuition and fees for 2009-2010 are listed below:

Tuition	\$10,300.00
Activity Fee/Parents' Guild Dues	100.00
Science Fee	50.00
Computer	50.00
Instrumental Music	65.00
Art Design & Composition	50.00
Choral Music	65.00
Graduation Fee <small>(Seniors only; posted 2nd semester)</small>	175.00

TUITION RATE

- 1) \$10,300.00 with minimum \$50 participation in each of the two school-wide fundraisers.
- 2) \$10,500.00 without participation in the two school-wide fundraisers.

PAYMENT PLANS AND DATES

PLAN I: March 13th - \$500.00 tuition deposit plus \$50.00 re-registration fee.
July 17th - The balance of \$9,800.00, plus fees that apply. A deduction of \$200.00 is applied to the base tuition rate as a reduction for choosing this plan. Therefore, this payment would be \$9,600.00 plus fees.

PLAN II: March 13th - \$500.00 tuition deposit plus \$50.00 re-registration fee.
July 17th - First Tuition Payment (\$6,000.00) plus fees that apply.
January 15th - Second Tuition Payment, less \$500.00 deposit (\$3,800.00), plus Graduation Fee for Seniors.

PLAN III: March 13th - \$500.00 tuition deposit plus \$50.00 re-registration fee.
Tuition Management Services (monthly) - This is the only monthly plan that can be accepted by the school. Payments will begin June 1st or 15th.

DISCOUNTS

Incorporated into Payment Plan I is a \$200.00 reduction.
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 \$200.00 reduction. Brother reductions will be deducted from the second semester tuition payment.

FEES

All activity and course fees are non-refundable.

FINANCIAL AID

The Financial Aid program, in the form of grants and work-study, is aimed at students who demonstrate satisfactory academic achievement and financial need based upon the family's resources and obligations. Some scholarships, according to the criteria specified by the donor, are awarded in view of both academic accomplishment and financial need.

Families must apply for Financial Aid, using the forms specified by the school, by the indicated deadline; all required documentation must be

provided. Students must demonstrate satisfactory academic performance in order to maintain eligibility for any financial aid awarded. Contact the Business Office for further details.

FINANCIAL DIFFICULTY IN MEETING PAYMENTS

Should a family experience a period of financial hardship, the family must request a review of their financial situation by the Finance Committee of the Archbishop Curley High School Board. The family should contact the Business Office to begin this review.

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

All first semester tuition is to be paid in full by January 15, 2010 or students cannot begin the second semester on January 19, 2010. Students are not allowed to return or participate in school activities until the first semester is paid in full.

Any student whose tuition is not paid in full by May 1, 2010 will be sent home and not allowed to participate in school activities, nor take final exams until tuition is paid in full. (For seniors this includes non-participation in prom, baccalaureate, graduation, etc.)

Any student whose tuition from the 2009-2010 academic year is not paid in full by August 1, 2010 will not be permitted to return for the 2010-2011 academic year nor participate in any school 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.

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 Assistant Principal of Students. 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 Office secretary 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 are designed to be educational as well as entertaining experiences. They provide an alternative means of acquiring knowledge and experience, as well as an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Since in live entertainment, unlike radio, television, or movies, the performer is very conscious of the audience, talking, whispering, whistling,

stomping of feet and booing are discourteous and distracting. Yelling and stamping of feet are appropriate at pep rallies. The following are general directives for assemblies:

1. All students must return to their homerooms before assemblies.
2. No one is permitted to go to his locker at this time. Books should be left in the homeroom.
3. When instructed, students are to proceed to the assembly quietly and promptly.
4. Students are to follow the instructions of homeroom 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.

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.

CLASSROOM BEHAVIOR

Education involves the cooperation of all concerned. Proper behavior is therefore 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.

CO-CURRICULAR ACTIVITIES

Each student is urged to participate in one or more co-curricular activities, to be a "doer" and not a "watcher", thus each student should join activities that interest him. Among the many activities available at Curley, there are athletics, drama, subject-oriented clubs, student senate, 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. Practice sessions for Intramural and Inter-Scholastic sports will not begin officially until 3:00 p.m.
2. In so far as possible, students will advise their coaches during the school day of a meeting with a teacher, a club, or Student Government scheduled for after school.
3. Co-curricular participants are reminded that they fall under the jurisdiction of academic ineligibility (see Eligibility, p. 10).

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.

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

As part of Archbishop Curley High School's commitment to academic excellence and the use of technology for that purpose, students have the privilege of using school computers for their academic pursuits. Therefore each student is provided with a network account, space to save their school files, Internet access, and an e-mail address. With these tools students have an excellent opportunity to do homework and research through the responsible use of the Internet and the "Online Databases" provided through our Library. Student e-mail accounts will make it easier to communicate with faculty, staff, and fellow students.

We know that when using technology and the Internet students may be exposed to things that are inappropriate to our school environment and more importantly, inappropriate to Catholic education. Although Archbishop Curley High School makes every effort to limit such possibilities it is necessary to establish this Acceptable Use Policy to help ensure the viability of our school's technology as well as the safety of all students.

The following Computer, Network, E-mail and Internet acceptable use practices are not an all inclusive listing, but general guidelines dictated by decorum, privacy and respect.

1. Network and e-mail accounts may be used only by student owner. **All students are expected to check their Curley e-mail daily. This is the principal means by which our faculty will communicate with them.**
2. As representatives of Archbishop Curley High School, students are responsible for their behavior and the communications made through their accounts. All messages are to be purposeful and appropriate.
3. Students, respecting the privacy of other users, are not to access, modify or copy passwords or data belonging to other users.
4. Students will not publish personal or private information about other students, faculty or staff without expressed permission.
5. Students shall respect copyright laws and licensing agreements pertaining to all material entered into and obtained through the Network and Internet systems.
6. Students are to respect the integrity of the Archbishop Curley High School computers, network and infrastructure. **Therefore, computer and network settings are not to be altered or changed in any way.**
7. Unauthorized access to Archbishop Curley High School's computers, network system or the Internet is prohibited. Students are to never use those computers that are designated for the teachers or staff.
8. Students may not access any inappropriate Internet sites or objectionable materials that are deemed so by the school Administration.
9. Personal notebook or laptop computers are encouraged and may be used for school related work only. **In order to connect to the School Network or Internet students must first register with the Technology Director and receive an access permission card that is to be carried with them for verification. Students must use and maintain the required settings when on school property. Students must also receive permission from each teacher to use such technology in class, during study hall, or from the Librarian for use in the library.**

10. Archbishop Curley High School does not accept responsibility for student notebook or laptop computers.

Since the students accounts are provided by Archbishop Curley High School as a privilege, the School retains the right to review and edit (including deletion) any material that is posted through its telecommunication connections. Any student who does not comply with this Acceptable Use Policy will lose computer, Internet and network privileges and is subject to disciplinary action. Repeated or severe infractions of this Acceptable Use Policy will result in severe disciplinary action.

A copy of this policy will be handed out at the beginning of the school year to be signed by parent and student. It is to be returned to the homeroom teacher in a timely manner.

In all matters concerning this Acceptable Use Policy the Principal and Assistant Principal of Students have the final determination.

DANCES

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. Guest Dance Permission Forms must be submitted prior to the dance.

DELIVERIES/MESSAGES

The delivery of packages, balloons, gifts, flowers, messages or other similar items during the school day is not permitted. Likewise, except in the case of an emergency, messages from parents/guardians to their sons is 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 acknowledgements (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.

EDLINE

Archbishop Curley High School now uses Edline as a communications portal for parents, students and teachers. Edline is an Internet-based, safe and easy way to keep up-to-date with academic achievements and co-curricular activities at Curley. Once you have activated your Edline account you will be able to: check the latest grades, receive email alerts when new grades are posted, receive email messages about school, see class information, read notes from teachers, review school activities and the class calendars, verify attendance, 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 you can be.

ELECTRONIC DEVICES

To avoid disruption to the educational process and maintain the appropriate atmosphere in the school building, students may not use radios, walkmans,

stereos, pagers, cellular phones, MP3 players, iPod's or other similar items in the school building between 7:45 a.m. and dismissal. Students found using devices in the building will forfeit the device for the remainder of the day. On the first offense, the student may pick up the device the next day between 8 a.m. and 8:15 a.m. On the second offense, he will receive a detention and may pick up the confiscated device during the next day. Another violation of the school policy may result in more serious disciplinary action and a parent contact. Students are permitted to use laptop computers in class once requested with the Technology Director.

The recording of class lectures is strictly prohibited without the express permission of the teacher. As a professional courtesy, all cellular phones/pagers should be turned off in the building. Students who need to carry a cellular phone, for transportation, should have it secured in a locker or book bag **at all times**.

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.

EMPLOYMENT INFORMATION

Students seeking employment information, employment application forms, work permits, etc., are to see the Counselor in the Guidance Office either in the morning before classes or after school.

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 us 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 us 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. An additional form is required if personal transportation will be used.

Teachers 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.

FIRE DRILLS

Fire drills, at regular intervals, 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 Principal or his authorized representative.

GUIDANCE and COUNSELING SERVICES

The Offices of the Department of Guidance and Counseling are located directly across from the West entrance to the second floor. The staff consists of three counselors and a secretary. For academic affairs, students are assigned to a counselor alphabetically by last name. This system attempts to insure that the student's academic progress and development be familiar to a single counselor, thus lending a consistency of approach to the student's academic program. For personal counseling, students may seek another counselor if this seems advisable.

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 wants an appointment for an interview with his counselor must fill out an *Interview Request Form*, available in the Guidance Waiting Room. The counselor will schedule an appointment and issue a pass to the student as soon as possible. Guidance passes will be delivered during the morning homeroom 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 homeroom and should come directly to the Guidance Office. There he should present the pass to the secretary and inform 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.

Passes to the Guidance Office may be requested from and issued **only** by the Guidance Counselors. Therefore, teachers have been asked **not** to issue passes during class or study periods.

The student is free to request an interview from any counselor if he wishes to discuss non-academic matters. For all *academic* matters, however, (course

failures, study conflicts, etc.) the student is requested to seek an interview with his assigned counselor.

Parents/guardians may request an interview with any of the counselors by calling the Guidance Department for an appointment.

GUIDANCE FACILITIES

The Guidance Resource Center is not a study hall. Rather, it is a place where the student researches information about colleges, trade schools, careers, and financial aid. Also available for student use are various workbooks and computer software for improving S.A.T. scores and for researching careers and financial aid information. The Resource Center may be used by a student during his lunch period provided a pass has been issued by his counselor. Requests for passes should be made the previous day. Under no circumstances, however, is food or drink allowed in the Resource Center.

The waiting room/lobby of the Guidance Office complex is not to be used as a student lounge. Therefore, students are not to gather in the waiting room in the morning before homeroom, between classes, during lunch or open study.

GYMNASIUM

The Fr. Julian Gymnasium is not an open gym or a community center; it 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 phases of an educational program. The school nurse is willing to be of assistance whenever and wherever she can. Any communicable disease, serious illness, hospitalization or accident is to be reported to the school nurse.

If a student becomes ill during class, he must obtain a pass from the teacher in charge to go to the Health Office. If the student is too ill to return to class, arrangements will be made for his return home. No student is allowed to call home or leave school on his own as this will be taken care of by the school nurse.

All Freshmen, transfer students, and athletes must have a medical (physical) form completed by a doctor and returned to the Health Office.

ACCIDENTS -- It is of utmost importance that every injury, no matter how small or trivial, be reported, and an *Accident and Treatment Report* 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.

MEDICATION – Any student who is required to take medication while in school must leave the prescription with the nurse at the beginning of the school day and inform her of its use. A note of permission from a parent or guardian, explaining the medication and its administration, must accompany the prescription.

RECORDS – see Transcripts/Records

I.D. CARDS

Students will receive a photo identification card at their class orientation. Since it will be necessary to present the I.D. card for identification at various times during the school year, students are to carry their card with them at all times. Replacements can be obtained at the Main Office. There is a \$5.00 fee.

INSURANCE FORMS

The Guidance Department at Archbishop Curley High School will consent to sign a "Good Student Discount" automobile insurance form if the student has no failing grades in academic subjects (excluding Physical Education or Junior Seminar) and if any of the following criteria are met during the most recent marking period, i.e., quarter, semester, or final average:

1. Student has achieved First or Second Honors (Q.P.A.)
2. Student has achieved, at least a 3.3 (85%) Grade Point Average.
3. Ranks in the top 20% of his class based on G.P.A.
4. Student fulfills any specific requirement of the given insurance company.

It is the conviction of the Guidance Department that any discount offered by an insurance company is a privilege to be earned by a good student. Our definition of a "good student" for this purpose, conforming to the definition supplied by the insurance industry, is given above.

LAVATORIES

The lavatories are for student use and not abuse; therefore, students are expected to keep them clean. Loitering, smoking, writing on walls or damaging the facilities in any way will be severely handled as a disciplinary matter. A student who is feeling ill should report to the Health Office with a pass.

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 Library Multi-Media Center 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:

- Curriculum-based collection of more than 10,000 books, videos, DVDs and audiotapes.
- 11 desktop computers, including two 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, to name a few. Subscriptions are reviewed on an annual basis, added to or changed, to ensure that we provide the best information to our students.
- Lawrence Cardinal Shehan Seminar room for audiovisual instruction and small group activities.
- Coin-operated photocopier machine available for student use, subject to posted copyright restrictions.

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

Students are not to receive a pass to the library from any teacher except by prior arrangement with the librarians. Upon entering the library, students must check all duffel bags and/or book bags with the librarians' desk.

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 to 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 program coordinator. Only satisfactory evaluations from the site supervisor and satisfactory paper work submitted on time by the student fulfill the graduation requirement.

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

It is the parent/guardian's responsibility to be apprised of their son's service selection. In signing the registration/re-registration form each parent/guardian assumes responsibility for their 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 web-site.

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 must have at least a cumulative unweighted Grade Point Average of 90% and must pass all classes. 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) his grade point average falls below 90% in any given quarter;
- 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 \$10.00. The registration form must contain the information for all vehicles which the student will use and park in his assigned space; 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. Repeated 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 car should be clear of objects.

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, web-sites 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 so 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 supporter, 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.

All students are required to take physical education classes twice a cycle during two of their years at Curley. 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. This note must be presented to the Main Office before the morning homeroom period. A student needing to be excused from Physical Education for more than one week must present a note from his Doctor to the Physical Education Office.

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).

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 homeroom or class, it is expected that all talking ceases immediately and that the students be ready for prayer.

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.

Closed 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 during the first quarter 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 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

According to custom, the Administration may grant qualified Seniors certain privileges including, but not limited to, Open Study and 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 Disciplinary Probation, 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.

Regarding the "Open Study" privilege students must observe the following:

1. No loitering in the lavatories or wandering through the school.
2. The Student Dining Room is to be kept clean at all times. Therefore, all soda cans and trash are to be placed in the containers provided.
3. All chairs must be put in place and all tables left clean and in good order.
4. Card playing or personal radios are not permitted at any time.
5. Seniors may not proceed to their next class until the end of the period.

SERVICE AND ACTIVITIES AWARDS

The *Service and Activities Awards* are presented to students in recognition of service to the school and participation in various school clubs and activities. Merits are earned cumulatively over a four year period.

The merits awarded are subject to the strict discretion and approval of the moderator of the activity, to insure that only active and deserving members of organizations or activities receive them. The merits are awarded as follows:

*One Merit*¹

AVAC	Biology Club	Cultural Awareness	Intramurals
FYM	Chess Club	Chronicle Reporters	Class Delegates
NHS	Spanish Club	Italian Club	Booster Club
CAP	Visions	Environmental Club	Chemistry Club
Visions	Philosophy	Outdoor Experience	Art Club
Guitar Club	Forensics	Library Advisory Council	History Club
Movie Club	ALT-F4 Club	Brownies & Books Club	Ultimate Frisbee
Student Assistants (e.g. Dance Committee, sacristans, Open House)			

Two Merits (maximum)

It's Academic WFRS

Three Merits (maximum)

Class Officers Student Government Officers

Chronicle Editor Martial Art Club

Four Merits (maximum)

Cord Blackfriars

¹An additional merit may be added for exceptional service

Awards will be conferred according to the following criteria:

10 merits	Service Certificate
20 merits	Curley Service Pin
30 merits	Chenille Service Letter
50 merits	Extraordinary Service Plaque

The procedure for choosing recipients will be as follows:

1. At the beginning of each school year, club moderators will submit a roster of members to the Service and Activities Awards (SAA) moderator. At the end of the same academic year, club moderators will again submit a roster with the number of merits awarded each member.
2. An on-going record of students active in the various activities and the number of merits accumulated is kept by the SAA moderator.
3. The awards are presented at the Senior Assembly at which year-long achievement is recognized.

STUDENT DINING ROOM

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

1. From 7:25 a.m. to 7:55 a.m. milk, juice, donuts, egg sandwiches, etc. will be available for sale for those who must leave home without breakfast. Hot breakfast is also available for sale.
2. Students are required to report to the Student Dining Room for their lunch period within three 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 give a demerit or school detention to persistently uncooperative students.
8. Students are allowed to use the library for study and research during the lunch period, provided the library is open and seats are available.
9. With the exception of those in the library, students are to report back to the Student Dining Room five minutes prior to dismissal to begin clean-up operations.
10. 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.
11. The lunch period ends with a thanksgiving prayer, after which students wait to be dismissed in an orderly manner by the proctor at the bell.
12. Students may pay for food items with cash or money on their Curley Card account.

STUDY SKILLS

Since education is an activity by which one not only learns material but also learns how to learn, all students are encouraged to develop efficient and productive study skills. A student who studies well:

1. brings notebook, paper, pen or pencil and other materials necessary to class;

2. is an active participant in the classroom; listens well; takes part in discussions;
3. asks questions if he doesn't understand the discussion or if he has a problem;
4. plans his work and schedules time for homework each day; makes sure he understands the assignments before he leaves class;
5. uses what he learns; sees how each subject applies to others;
6. strives to do his best, not just get by.

The following aspects of how people learn need to be taken into consideration in designing a successful study method:

Planning: Assign a definite time for study at home for school work. Homework is to be considered a part of the student's school day. Students are expected to take home with them a text or notebook for each course. Even though a formal assignment may not be given, a review of the material covered that day is still required. This daily review will lessen the study time needed for tests and examinations.

Place: Have a definite, well-lighted, quiet place to study, away from distractions and with all necessary materials available.

Attitude: Think positively; work independently. Seek help only when you have exhausted your own resources; then ask questions, use library resources.

Procedure: Be certain that you understand the assignment when the teacher gives it and make sure you write it down in your agenda which you should have with you at all times.

Read the entire assignment rapidly to grasp the basic content. Reread slowly to understand content, details, explanations, directions. Then read it again more carefully, seeking additional content, relationships and details. If the assignment has no written component, make notes of your own; outline what you have learned.

Close the book, and from memory, outline the material and ideas contained in the assignment. Try to anticipate the questions that the teacher may ask. Try to master the material well enough to explain it to someone else.

If the assignment is a long term project, do a little of it each day; don't let it go until the last minute. It will be easier and you'll do a better job.

Test Taking:

1. Relax and forget other people.
2. Read the directions carefully, and then follow them.
3. Read the whole test first to see what's asked for and how to apportion your time.
4. Read each question twice before answering.
5. Think before you write.
6. Answer questions fully with information asked for - not what isn't asked for.
7. Check your paper for spelling and grammar before turning in.

STUDY PERIODS

Students may have a scheduled study period. Since this time during the school day is considered an education opportunity, each student in a study period must use the time properly. Students are encouraged to use their time constructively and profitably. Therefore, each 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.

TELEPHONES

Parents/guardians are asked not to call the school to deliver messages unless the message is of extreme importance. A class will not be interrupted to deliver

personal messages. Students are not permitted to make phone calls during class time.

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, 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 (see pgs. 8-9). Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the Guidance Office by completing a *Transcript Request Form*. The first transcript is issued free of charge. Additional transcripts are provided for a fee of \$3.00. 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. To obtain a copy of a student's health record, a *Transcript Request Form* must be completed and forwarded with a \$2.00 handling charge to the Guidance Office. It must be specified on the *Transcript Request Form* that Health Records are being requested.

TRANSFER TO ANOTHER SCHOOL

If a student has decided or is directed to transfer to another school, he must obtain a *Student Transfer Records Release* from the Guidance Office. This form must be completed and returned to the Guidance Office before any records can be released.

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. 5).

TRANSPORTATION SERVICE

Archbishop Curley High School offers a transportation service to both Anne Arundel and Harford County. This service is contracted through American Limousine (410-522-0400). 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, radios or cameras to school, and if they wear glasses or watches, to keep track of them at all times. 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 High student is to be a gentleman at all times. He is always courteous, respectful, and obedient; likewise, vulgar or obscene language is unacceptable. Students are expected to use proper titles (Father, Mister, Miss, etc.) when speaking to a Faculty or Staff member.

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. If, in the judgement of the Board, the behavior of the student does not conform to the standards set by the Archbishop Curley High School, the Board may recommend to the Principal that the student be dismissed (see Disciplinary Suspension & Expulsion, p. 42).

Any student who has received 15 infractions, has been suspended, or who has been truant from school may begin the following semester on Disciplinary Probation (see p. 41).

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

BOARD OF DISCIPLINE

The Board of Discipline is appointed by the Administration to evaluate discipline records annually and to handle serious discipline matters or those referred to it by the Assistant Principal of Students. 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 Students and three teachers. The student's guidance counselor is also present at the Board of Discipline meeting.

CLASS LATENESS

Class lateness will be handled by an attendance officer in the Main Office. Students who are late for class must report to the Main Office for a Late Pass and are subject to school detention unless the tardiness is explained and an excuse presented in writing by the faculty member responsible for dismissing his class late, if this be the reason for the lateness.

CLASS TRUANCY/CUTS

Any student who cuts or skips a class is considered truant and it will be noted as such by the Assistant Principal of Students on the student's discipline record. Other penalties for truancy also apply (see Truancy, p. 45).

DETENTION

In general, school detention is assigned by the Assistant Principal of Students for violations of school rules, infractions of the disciplinary code, and unacceptable behavior, including, but not limited to, the violations and behaviors outlined in this handbook for which detention is noted specifically as a penalty.

The disciplinary policy is as follows:

Detention will be issued for all disciplinary infractions that do not require a Board of Discipline Meeting.

Detention will be held Monday through Thursday weekly.

Students will report to the assigned detention room and complete a writing assignment on the day the detention is scheduled.

Detention will last for one half hour for minor offenses, from 2:35 p.m. to 3:05 p.m.

Detention will last one hour for major offenses, from 2:35 p.m. to 3:35 p.m.

Minor offenses include, but are not limited to: dress code, grooming code, tardy to class, did not follow procedures.

Major offenses include, but are not limited to: defiance, disrespect, disrupting a class, lying, misconduct, swearing, skipping two teacher detentions, skipping school detention.

The Assistant Principal of Students has the final say in the issue of detention and the length of time served.

A Saturday detention will be assigned after each accumulated five hours of assigned detention.

The following offenses will result in a Board of Discipline Meeting, and either detentions, suspensions, disciplinary probation, disciplinary contract, or dismissal (or a combination of the previous list): truancy, fighting, gambling, harassment, pornography, theft, vandalism, possession of drugs, possession of alcohol, public deportment, and any offenses as deemed fit by the Administration.

The Assistant Principal of Students or Board of Discipline may assign multiple days of school detention for more serious violations. Continued failure to serve detention will result in appearing before the Board of Discipline.

An individual teacher may detain a student in his/her classroom for violations of classroom discipline on the day following the infraction. Teachers may also require students to report after school to address academic issues. After the 2nd failure to report to the teacher for discipline, or for some other serious breach of classroom discipline, the teacher will submit a Disciplinary Referral Form that will result in appropriate action by the Assistant Principal of Students.

DISCIPLINARY ACTION

The following categories of disciplinary actions may be invoked by the Administration and/or Board of Discipline. In applying these sanctions, the nature of the violation, the number of violations, and other pertinent factors shall be taken into account.

- 1) Detention (see p. 40-41)
- 2) Disciplinary Probation and/or Contract (see p. 41)
- 3) Suspension (see p. 42)
- 4) Disciplinary Dismissal (see p. 42)

DISCIPLINARY PROBATION AND/OR CONTRACT STATUS

Probation 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 probation, parents/guardians are notified by a letter indicating the status and possible consequences. For a student on probation 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 suspension, contract or expulsion.

DISCIPLINARY SUSPENSION AND EXPULSION

The Board of Discipline and/or Administration shall have the authority to assign demerits, student detention, place students on disciplinary probation and/or 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 sanction of suspension or expulsion is imposed. The Assistant Principal of Students will meet with the student and parent/guardian prior to and after the Board of Discipline Meeting and explain the procedure and results.

In the event that the Board of Discipline and/or Administration imposes a sanction which consists of expulsion or a suspension longer than five (5) 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 verbal 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 chairperson of the Board of Discipline, the 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 of the request for a review, 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 of expulsion 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*.

Any suspension will be in-house for the determined number of regular school days and may also require some type of public service and/or a written assignment. The student will also serve one Saturday. In any case, a parent phone call will be made, followed by a letter documenting the situation. 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

The Administration and Faculty, in cooperation with the parents, try to develop proper dress and grooming habits which will enhance the student's personal appearance. Therefore, we insist on a neat oxford button down collared dress shirt of a solid color (tucked in and buttoned at the neck), tie (knotted at the neck) - no bow ties, sport coat or school sweater (when temperature warrants). Writing or logos are not permitted on the shirt or on the undershirt. Long sleeve undershirts are not to be worn. Dress or Docker style pants of a solid color with a traditional vertical seam on the leg - no corduroy or cargo pants (pockets cannot be on the outside of the pant), pants with cuts up the pant leg are not to be worn, traditional belt - no suspenders, socks (above ankle length) and brown or black shoes - no multicolored shoes, no waffle bottom shoes (laced shoes must be tied; laces colored either black or brown). Athletic shoes, work boots, canvas shoes or any shoes that cover the ankle are not permitted.

Students must also be clean shaven, and have their hair neatly trimmed, on all sides, the length not to exceed the base of the collar (back), the eyebrows (front), and the earlobes (sides). The students' hair may not cover his ear.

Unconventional hairstyles (partial head shaving, mohawks, dread locks, corn rows) or coloring of any kind are not permitted. Sideburns are not to exceed the bottom of the ear. No body piercing jewelry of any kind is permissible. Tattoos or body scarring is strongly discouraged. However, if it does exist, it must be covered at all times, including participation in athletic events. No earrings or earclips are permitted. Chains or necklaces, if worn, are not to be visible. Plastic or gel bracelets are not permitted. At Curley, as in the business and professional world, conventional attire is the norm.

The final decision as to what constitutes acceptable dress and grooming rests with the Assistant Principal of Students. 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 Students before appearing in school with them.

Students are expected to arrive at, and depart from, school up to 3:00 p.m. fully and properly dressed. Storage of the student's school wardrobe (e.g. ties, belts, shoes, etc.) in lockers, and changing clothes at lockers or in lavatories or in parking lot is not permitted.

DRUGS AND ALCOHOL

Any student who 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 possesses, is under the influence of, uses, sells, or buys illegal drugs of any kind, look-a-like 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, is liable to expulsion.

Students may be subject to drug and/or alcohol testing upon reasonable suspicion of a violation of this policy, as determined in 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 expulsion. If the student tests negative, no further immediate action will be pursued by the Board of Discipline. Archbishop Curley High School will pay for a negative test. If a student tests positive, but was not found in possession of or under the influence of drugs or alcohol, there will be a mandatory assessment completed by an outside counselor and follow up tests will be required to monitor the student's progress. 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 open to expulsion.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money or any other form of gambling is not permitted. Teachers will confiscate any material or money and refer students to the Disciplinarian.

GUM CHEWING/FOOD

Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation and cleaning problems and costly repairs. Therefore, 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 (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 detention.

HARASSMENT

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 and may result in the expulsion of any student involved.

INITIATION

Hazing, initiation, or harassment of other students under any form whatsoever, is forbidden under penalty of disciplinary action.

OTHER MISBEHAVIOR

Defiance, dishonesty, 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 open to expulsion. (cf. Computer/Network Policy, p. 26)

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 or the Administration is detrimental to the good name of Archbishop Curley High School, are liable to disciplinary action.

SMOKING

Students are not permitted to smoke or use smokeless tobacco 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 deportment, Curley students are not permitted to smoke within sight of the school.

Penalties for violation of the above rules are – First Violation: Detention – Second Violation: Saturday detention; disciplinary probation – Third Violation: Referral to the Board of Discipline.

STANDARDS OF BEHAVIOR

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.

STEALING

Any student who participates in the theft of money, goods, clothing, etc., or is found to be in possession of stolen goods, or who aids in theft and stealing, is liable to disciplinary action by the Board of Discipline and will be held responsible for making restitution.

TRUANCY

Truancy and illegal absence are disciplinary matters. Furthermore, any student who leaves school premises during the school day without permission is considered truant and will be liable to disciplinary action.

A student found to be truant will compensate for the periods he missed of the school day with a Saturday detention. Students truant for a day will receive in-school suspension. The truancy will be indicated on the student's discipline record and parents/guardians will be notified. In addition, the student cannot receive credit for any tests, quizzes, or classwork given during the violation.

A student found to be truant on more than one occasion is liable to serve in-school suspension and will be placed on disciplinary probation. Any student found to be truant more than two occasions is liable to disciplinary action by the Board of Discipline.

VANDALISM

Any student who mars or destroys school property renders himself open to expulsion. Any damages caused will be the responsibility of the parents/guardians of the guilty student(s). Should accidental breakage or damage to school property occur, it should be reported to the office immediately.

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. 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 the Sports Banquet.

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 the Sports Banquet 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, the Sports Banquet or at special athletic affairs: (refer to page 52 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 Football/Track Bowl, the competition Soccer Field, the Baseball Field, 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.

Athletic letters will be distributed to students at honors assemblies for the student body as scheduled by the administration.

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 and Assistant Principal of Students 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 supporter, white 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) Anyone engaging in unruly conduct or horseplay will be ejected and will lose the privilege of using the room for a time determined by the A.D.
- 9) The room is to be left neat, clean and secure after use.
- 10) Follow all instructions/rules posted in facility.

GENERAL POLICIES

1. Any student who is seen, or reported to be seen, by a member of the coaching staff, faculty, or Administration to be smoking, drinking alcoholic beverages, or to be under the influence of drugs or alcohol, will be reported to the Athletic Director for disciplinary action.
2. 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.
3. Any problems between teammates or between a player and the coach should be brought to the attention of the coach or Athletic Director, not handled behind the players' and/or coaches' back.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 vans. Buses should be left clean at all times. Abuse of the buses could result in game forfeitures.

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, 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 Intramural Sports Director provides an ample opportunity for all students to participate in athletics. The intramural program includes, but is not limited to, basketball, flag football, and ping pong.

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 in another sport 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. 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 practice 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 Academics, 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 Red 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 mascot may be modified for particular sports by having the right arm raised, holding aloft a symbol of the specific sport.

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 of his file.
- 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. 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 Sports Banquet, 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.

Excellence in Mathematics Award is presented to a senior who has exhibited talent in the field of mathematics.

The E. Patrick Moloney History Award 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 Award. Beginning with the Class of 1981, the Excellence in Business Subjects Award was changed to the Albert J. Strubinger 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. This award is just a small sign of the esteem that Curley has for Albert J. Strubinger.

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.

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.

Library Service Award. This award is presented in memory of Fr. Paul Kasprzak. Fr. Paul was the librarian for nineteen years here at Archbishop Curley High School. This award is presented to the senior who best exemplifies Fr. Paul's dedication and service to Archbishop Curley High School through his work in the library.

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 also sponsors a Sports Awards Banquet each year. This affair offers an opportunity for the parents, administration, faculty, and coaches to recognize the athletes of the school. Membership in the club is open to parents of the students, alumni and friends of Curley.

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.

Parents are asked to consult the school calendar for the dates of the Parents' Guild meetings, which begin at 7:00 p.m.

A monthly 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.

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.

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.

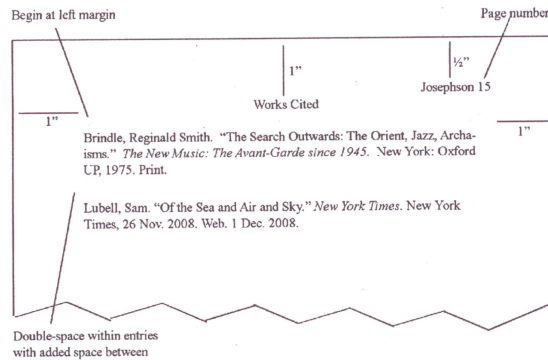
Works Cited: The parenthetical documentation provided within the text refers the reader to the list of works cited which appears at the end of the research paper immediately following the text. This page is titled with the words Works Cited (do not underline this title) on the top line centered between 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.

APPENDIX II

Archbishop Curley High School

CONSTITUTION

of the STUDENT GOVERNMENT ASSOCIATION

*Ratified 04 February 1991
Amended 31 May 1995
Amended 15 September 2003
Amended 4 December 2007*

ARTICLE ONE: Name

The name of this organization shall be "The Student Government Association of Archbishop Curley High School" (hereinafter: the Student Government, the Student Government Association or simply the SGA).

ARTICLE TWO: Purpose

The purpose of this Student Government shall be to promote school unity and spirit; to be the liaison between the Student Body and the Administration; to enhance the reputation of the School by participation in community projects; and to promote the general welfare of the School.

ARTICLE THREE: Membership

The Student Government shall consist of the five elected officers of the Student Government; the five elected officers of each of the classes. The Executive Board shall consist of the five elected officers of the SGA plus the Cabinet. The Cabinet shall consist of the Committee Chairmen, the Archdiocesan Youth Advisory Council representatives, and the Parliamentarian as appropriate. The Campus Activities Board shall consist of all appointees to that committee, the Cabinet-level position of Student Activities Director, and all interested student body members. The President may nominate at-large Delegates to the General Assembly, which are subject to a two-thirds majority ratification by the existing membership before assuming office.

ARTICLE FOUR: Titles, Functions, Nomination and Election

Section One: Titles

The officers of the Student Government shall be: the President, the Vice-President, the Secretary, the Treasurer, and the Sergeant at Arms. The officers of each of the four classes shall be known by the same titles, and any at-large delegates shall be known simply as Delegates.

Section Two: Functions

The President of the Student Government shall preside at all meetings of the Student Government; call special meetings as necessary; appoint all committees; represent the Student Body on all public occasions; shall be the official representative of the Student Body to the Faculty and Administration; and, he shall assume such other duties as are generally associated with this office.

The Vice-President shall perform all the duties of the President in his absence and shall perform any other duties that are generally associated with this office.

The Secretary shall keep records of attendance at meetings; shall keep an accurate set of minutes for all meetings; shall read the minutes of the previous meeting at a new session; shall supervise the collection and reporting of the minutes of committees; shall make all public records available for viewing; shall handle all official correspondence.

The Treasurer shall keep accurate and true records of any financial activity of such committees and the Student Government itself; shall chair and coordinate all fundraising efforts; shall keep accurate records of all inventory.

The Sergeant at Arms shall give due notice of date, time and place of all regular and special meetings to the members; shall provide and distribute materials and information relevant to the nomination and election of members of the Student Government; shall provide all necessary means to conduct the meetings in an orderly manner; shall ensure that the meeting site is returned to proper order and that all materials are collected and stored.

Class Officers assume the same duties, responsibilities and functions associated with their offices, with respect to their own classes, that have been given to the Student Government Officers for the whole student body.

Section Three: Nomination For, and, Election to Office

In order to be considered for *nomination* for an Office the following are necessary:

- a) The person shall be a duly registered student of Archbishop Curley High School for one year by the time he assumes the office; nominees for Freshman Class Offices are exempt from this provision.
- b) He must be a member of the Class which the office serves;
- c) If it is an Secretary, Treasurer, or Sergeant-at-Arms for the entire Student Government, then he must be a Sophomore, Junior or Senior by the time he assumes the office. If it is President or Vice-President for the entire Student Government, then he must be a Junior or Senior by the time he assumes the office.
- d) He must take part in one other extra-curricular activity;
- e) He must secure the recommendation of at least three (3) teachers, one of whom must be the moderator of the club or activity in which he participates.
- f) The person shall acquire a set of nomination papers from the Sergeant at Arms of the Student Government in the third week of April to begin the process, and these papers must be submitted to the Sergeant at Arms by the deadline specified by the Nominations Committee.
- g) Any sitting member who lost their office by any of the following methods, shall be prohibited from holding elected office in the Government for the following year. This is in addition to the balance of time in the term in which they forfeited office. The methods are: impeachment, resignation, two quarters of academic ineligibility, or removal by the Moderator (or Principal).

By the third week of April, the President of Government shall appoint two government members from each class to the Nominations committee, of which he is the chairman. This delegation shall, in the third week of April, approach the Administration to negotiate the process whereby the student body at large can hear and question candidates for Student Government offices, and members of the respective classes can do the same for candidates for their class offices.

The election for all of the offices of the Student Government, and each of the Classes, shall take place on the second Friday of May for future Seniors, Juniors and Sophomores. The election for Freshmen Offices shall take place in November after the distribution of 1st Quarter Report Cards. The method of election shall be by secret ballot. Every registered student shall be eligible to vote for each of the offices of the Student Government; each member of a class shall be eligible to vote for offices of that particular class. The results of the election shall be announced on the Monday following the election.

ARTICLE FIVE: Removal from office

Section One: Removal from Office

A Member of the Student Government may be removed from his office for the following reasons:

- a) three unexcused absences from scheduled meetings;
- b) if there is punitive action taken against him by the Board of Discipline;
- c) if he is ineligible because of academic difficulty for two quarters; if he is ineligible because of academic difficulty for one quarter, then he is suspended from the exercise of his office until the ineligibility ceases and a two-thirds majority have voted for a confidence in leadership;
- d) non-performance of duties, in terms of representing his constituents properly, or in performing the duties of his office;
- e) for actions which are detrimental to the welfare and the best interests of the School.

Section Two: Trial Board

Once the articles of impeachment have been presented to the Student Government by the officers, any delegate, Moderator or Principal, the entire Student Government acts as the Trial Board. A vote of two-thirds of the Government is needed to remove a person from office, and such action must be ratified by the Moderator and the Principal.

Section Three: Special Elections

- a) Once a vacancy in the Student Government has come about, by removal or resignation, a replacement must be established within a month's time.
- b) If the member is a Class Officer, then the President of the class in question will accept recommendations from all parties and place the nominations on the floor to his fellow class officers. The class officers vote with a two-thirds majority to ratify the President's choice.
- c) Any member of the student body who feels they have been vacated from the process must submit their grievance in writing to the Executive Board Sergeant at Arms within one week of the ratification.
- d) The SGA Moderator and the Class Moderators, in conjunction with the Principal, are the ultimate judges of who serves on the SGA.
- e) If a vacancy occurs in the Executive Board, a Nominating Committee must be formed to take the matter to the entire student body.
- f) Vacancies in the Cabinet midyear are filled in the same fashion as they are at the start of each year.

ARTICLE SIX: Meetings

Section One: Meetings

The Student Government shall meet at least once every month, except during holidays and summer vacation. The President has the right to call special or emergency meetings at anytime.

Section Two: Quorum

The Quorum for all regular and special meetings of the Student Government shall be a simple majority, or one half of the voting members plus one. All members who are legitimately excused by the President shall be marked "present" and included in the number to obtain the quorum. They shall not be counted in a vote.

Section Three: Order of Meetings

Robert's Rules of Order shall be used to conduct all meetings of the Student Government. In all matters not expressly dealt with in this document, Robert's Rules of Order shall be the final authority.

Section Four: Office of the Parliamentarian

The Student Government shall elect a non-partisan student to serve as parliamentarian. This person has no vote and he may not be an elected member of the Student Government. His duty shall be to interpret Robert's Rules of Order in matters of procedure. He shall be nominated from the floor and elected by a simple majority of members of the Student Government.

Section Five: The Cabinet

- a) The student Government shall elect General Assembly members to serve as Sitting Committee Chairs, ostensibly a Pep Rallies Chair, a Dance Chair, a Fundraising Chair, and a Student Activities Director.
- b) Standing Committees may be established for additional function the membership deems fit (e.g. a Homecoming Committee) and votes upon by a simple majority at any time, as per Robert's Rules of Order.
- c) The duration of a Standing Committee is for the school year. Continuing resolutions are required to be passed by a simple majority to extend a Standing Committee for each subsequent year of operation.
- d) These chairmen have no additional votes beyond the one entitled to them with their original elected office. Their duties shall be to report at each meeting on the work their committee has performed and to lead their respective committees in the work assigned to them by the General Assembly; namely, the execution of service projects for the school/community; the evaluation and development of elements of the Strategic Plan (and similar documents); to raise funds for programming; and to plan programs for student involvement. These chairmen constitute the Cabinet. They are nominated by the President and confirmed by a two-thirds majority of the General Assembly.
- e) The Student Activities Director's Committee is known as the Campus Activities Board (hereinafter: CAB). CAB meets twice monthly as an independent club and is open to all students, regardless of membership in the SGA. CAB plans pep rallies, dances, and other activities as the membership deems fit.
- f) All Committee action is subject to a General Assembly vote as directed by the Executive Board.
- g) Committee planning time shall be set aside in each General Assembly meeting and each General Assembly member will be assigned to a Committee by the Executive Board in consultation with the Class Presidents.

Section Six: The Archdiocesan Youth Advisory Council

The Student Government Moderator in consultation with the Executive Board, the Principal, the Faculty, and Campus Ministry shall appoint two non-partisan students (it is recommended that one be a junior and one be a senior and that the term of service be two years) to serve as representatives to the Archdiocesan Youth Advisory Council (hereinafter: AYAC). These individuals may or may not be elected members of the SGA. Their duties shall be to meet monthly with the AYAC, a group of parish and Catholic high school representatives who advise the Archbishop of Baltimore on youth affairs and plan Archdiocesan programs. The AYAC representatives shall report monthly to the General Assembly on the AYAC's progress and keep the general school community abreast of Archdiocesan events. Their official status within the SGA shall be as Cabinet members, but they will only retain a vote if they are elected to an office beyond their appointment to the AYAC role. The ultimate oversight of the AYAC representatives belongs to the Principal, Campus Ministry, and the SGA Moderator.

ARTICLE SEVEN: The Moderator

The Moderator of the Student Government shall be chosen by the Principal. The term of the service shall be set by the Principal.

ARTICLE EIGHT: Powers of the Student Government

All powers of the Student Government are delegated by the Administration of the School. Therefore, the Principal or his/her designee (e.g. the SGA Moderator) has the right to veto any action of the Student Government or to revoke any powers held by the Student Government.

ARTICLE NINE: Amending the Constitution

In order to amend an article of this Constitution, a two-thirds majority of the members is needed. In order to add, amend or repeal a Bylaw, a simple majority is needed.

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.

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