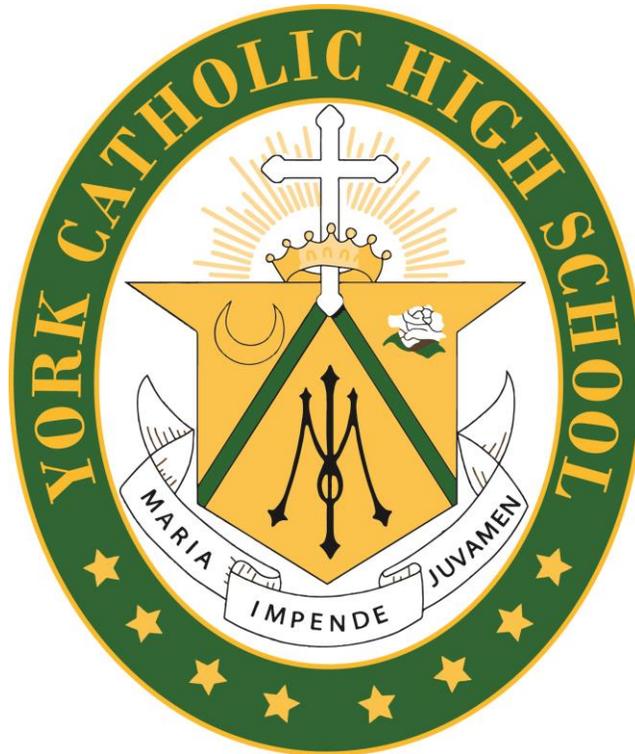


YORK CATHOLIC HIGH SCHOOL



ACADEMIC POLICIES AND PROCEDURES 2017-2018

EXPLANATION OF THE SCHOOL SEAL

Our school seal symbolizes our ideals, what we are, and the means by which we hope to reach our goals. The cross is a symbol of our Catholicity by which we hope to receive the crown, whose seven points remind us of the seven joys and seven sorrows of Our Lady. Through her we hope to reach our destiny, and so with implicit faith in her power, our motto, “*Maria Impende Juvamen*”/“O Mary, bestow your aid” is an echo of St. Bernard’s *Memorare*, while the monogram, M.I., *Maria Immaculata*, signifies the chosen title of our Patroness.

Besides Our Lady’s monogram, the shield, which is the symbol of the battle of righteousness, bears several other significant designs. The background is made up of lines and dots, which in heraldry represent green and gold, our school colors.

Ecclesiastical and civil authorities are symbolized. The crescent is representative of the Bishop of Harrisburg, and the white rose’s representative of the city of York. The eight stars that support the seal represent the parishes of the York Deanery.

TABLE OF CONTENTS

Note to the parent.....	4
Note to the student.....	4
Graduation requirements.....	4
Service requirements.....	5
Electives.....	5
Levels of study.....	5
Honor roll.....	6
Conduct grade.....	6
QPA, GPA, CR.....	6
AP courses.....	7
Grading system.....	7
Report card.....	7
Tutoring.....	8
Dual enrollment.....	8
Failures.....	8
Summer school.....	8
Academic eligibility policy.....	9
Integrity of work.....	9
Family trips.....	10
College visits.....	10
Six year education plan.....	11

APPENDICES

A. Ineligibility notification letter.....	12
B. GPA quality points table.....	13

YORK CATHOLIC HIGH SCHOOL ACADEMIC POLICIES

To the Parent

Catholic education is a creative and living process which seeks to develop the individual wholly and fully. York Catholic High School is committed to your child's spiritual, social, intellectual and physical development. We are committed to instilling in our students a sense of responsibility and accountability to themselves and the community so they can live in peace with respect for themselves and others. Such an important task requires close cooperation between the school and the home. The purpose of this booklet is to inform you of academic policies and regulations with the intention of promoting better understanding. You are urged to keep this booklet handy for future reference.

To the Student

This publication of the Academic Policies of York Catholic High School is to inform you of the school's requirements in the area of academics. Please read it carefully. Share its contents with your parents since it is important all at York Catholic have a common understanding of the policies, regulations, and procedures of the school.

Graduation Requirements

Graduation from York Catholic High School depends upon the successful completion of all required courses as mandated by the Pennsylvania Department of Education, the Superintendent of Education of the Diocese of Harrisburg, and York Catholic High School. Completion is to be interpreted as a passing grade of at least 70 for the year.

Required Courses and Credits for Graduation

Religion	4.0 Credits
English	4.0 Credits
Social Studies	3.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Arts/Humanities	2.0 Credits
Electives	5.0 Credits
Physical Education	1.0 Credits

Service Requirements

Christian Service is a component of York Catholic High School curriculum. All students are required to perform non-remunerated service each year, giving time as an individual or as part of a volunteer program. Students in grades 9-12 must perform and document a minimum of eight hours per semester. Students in grades 7-8 must perform and document a minimum of six hours per semester.

Electives

Many elective courses are offered within the school's academic program. For a complete listing and description of all courses offered and/or their levels, please consult the course catalog for the current year located under Forms and Documents at York Catholic's website (www.yorkcatholic.org).

Levels of Study

The Senior High Academic Program consists of curriculum offerings aimed at the following levels of instruction:

AP	Prepares qualified student to take the AP exam. These are college level courses offered in accordance with the national Advanced Placement program.
Honors	College preparatory courses for students of a high or exceptional ability and work ethic.
CP	College preparatory courses for students of an above average ability.
Level 2	College preparatory courses for students of average ability.
Level G	Minor subjects

It is noted that a student could carry a majority of subjects in one level together with one or two subjects from another level. The level for each subject taken is indicated on the report card and the permanent record of the student. A modified curriculum is not offered.

Honor Roll

Senior High Honor Roll criteria is as follows:

Distinguished Honors – All grades 93 or higher, 90 or higher in AP classes; a 4.0 weighted quarterly GPA

First Honors – All grades 89 or higher, 86 or higher in AP classes; a 3.5 a weighted quarterly GPA

Second Honors – All grades 85 or higher; a 3.0 weighted quarterly GPA

Junior High Honor Roll criteria is as follows:

Distinguished Honors - All grades 93 or higher

First Honors - All grades 89 or higher

Second Honors - All grades 85 or higher

Conduct Grade

Grades used to report conduct will be in three categories:

Satisfactory	(S)
Needs Improvement	(N)
Unsatisfactory	(U)

At the end of each quarter, the appropriate conduct grade for the quarter will be added to the report card. Unsatisfactory (U) is considered a failure in conduct. Failure in conduct for three quarters indicates a failure for the year. A failure in conduct for the year can deprive a student of returning to York Catholic.

Quality Point Average (QPA)

Grade Point Average (GPA)

Class Rank (CR)

The most important numbers that are part of a student's ongoing academic record are his/her Quality Point Average and his/her Grade Point Average. The QPA and GPA are particularly important where a school maintains a multi-level curriculum, as does York Catholic. The purpose of using a quality point/grade point system is so courses having more difficult content may be weighted higher than those which are less difficult.

Another reason why a student's QPA/GPA are so important is because these numbers are also used to determine his/her Class Rank (CR). The QPA, used for class rank, is based on a 4.0 scale and represents a weighted average.

The GPA is a non-weighted average based on all major subjects. All students carry a yearly and cumulative GPA based on percent grades. (See Appendix B)

For Senior High courses, the track system necessitates the use of a Quality Point System. At York Catholic, CR is based on quality point/grade points. A quality point system designates that a specific number of points be given for each grade according to the difficulty of the subject and the demands of the course. AP level courses are given the highest number of quality points, while basic level courses receive the lowest number of quality points. This system gives a just and fair determination for **Rank in Class**. Minor subjects such as Survey of Art/Music, Physical Education, Health, etc., are designated as G-Track and do not carry any quality point value.

AP Courses

All students in AP courses are required to take the corresponding advanced placement test given in May and pay the necessary test fee (approx. \$85). Since the advanced placement test is cumulative in content, no school final exam will be given.

Grading System

Evaluation and grading of students' course work is expressed in terms of a numerical system from 100 down to 0. The minimal passing grade is 70.

93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
Below 70	Failure

Report Card

Report cards are distributed four times during the school year. For the first three marking periods, the report card is given to the student in school. Dates for distribution of report cards can be found on the school calendar online. The final report card of the year will be mailed home. Issued report cards for any marking period need not be returned to the school.

Tutoring

Tutoring is available to students by the members of the National Honor Society and other qualified students. Tutoring assignments for those students in the academic and basic level classes will be given priority. For honors level students, the tutoring will be limited to only those students who are in jeopardy of failing a class. Students may request tutoring through their teacher. Tutoring services will be terminated if the student fails to show up at the designated time more than two times (not due to absences) or who is unprepared for the tutoring session. The Academic Assistance Center directed by Mrs. Obermeier is available for students with documented learning needs. The LIU also provides Math and Reading tutors.

Dual Enrollment

York Catholic High School partners with Alvernia University in Reading, Pennsylvania to offer college level courses to Juniors and Seniors. York Catholic students can earn college credit in five dual enrollment courses via Alvernia: Latin I, Spanish V, Sociology/Psychology, Comprehensive Business Technology, and Accelerated Accounting. Information about the program, tuition, and registration are mailed home to students over the summer. Students who enroll in this program pay tuition to Alvernia University and can expect to complete academic work beyond what might otherwise be required in a college preparatory level class. Graduating Seniors need to submit a transcript request form to the register's office at Alvernia to insure that transcripts are sent to their college of choice.

Failures

A York Catholic High School student is expected to pass each subject each year. All failures in subjects required by the school for graduation must be made up in summer school or under a tutor approved by the school. If, in spite of this, the failure is not removed by the end of the summer, the school administration will determine whether the student will have to repeat the year. If in the opinion of the school administration, there has been a lack of cooperation on the part of the student and/or parents to remove the failure, the administration may see fit to deny the student the privilege of continuing at York Catholic. A student who fails three or more major courses will be retained in the same grade.

Summer School

No more than two academic subjects may be made up in summer school. Any student with three or more academic failures must be retained in the same grade. Ordinarily such a student is not eligible for summer school. However, if it seems to be in the best interest of the student and the school, the student may be permitted to try to make up one or two subjects in summer school with the understanding this does not entitle the student to be advanced to the next grade. Only if and when all subjects have been made up and sufficient credits have been acquired can the student rejoin his or her original class. Any student who is repeating the year and who continues

to carry two or more failures and/or is non-cooperative or a disciplinary problem may be asked to withdraw from school. No student may repeat the same grade more than two times. Various school districts conduct summer schools. Information about registration for summer school is sent from the Director of Studies at the end of the school year with a list of available tutors and Keystone Credit Recovery correspondence courses.

Academic Eligibility Policy

In its efforts to lead students to academic achievement, the administration and faculty of York Catholic High School observe the following criteria for student participation in extra-curricular activities:

1. If a student fails three or more major subjects in an official marking period he/she is ineligible to actively participate in any extra-curricular activities until the completion of the next marking period. If a student fails two subjects for any quarter they will be ineligible until the first ineligibility list of the next quarter.
2. If a senior high student fails two subjects in a marking period, he/she will lose cafeteria privileges for the following marking periods.
3. If a student is failing two major subjects in a one week period, he/she will be ineligible to participate in any extra-curricular activities during the upcoming week (Monday through Sunday). If at the end of the one week ineligibility period a student no longer has two or more failure reports in subject areas, he/she may resume participation in extra-curricular activities. In cases where a student continues to have two or more failure reports, his/her ineligibility is extended for the next one week period.

For a sample of an ineligibility notification letter, please refer to Appendix A.

Integrity of Work

The YCHS Honor Code states: “I pledge I will neither give nor receive unauthorized assistance during the completion of academic work, or tolerate those who do.”

According to the YCHS Honor Code, academic dishonesty includes but is not limited to, cheating, plagiarism, copying homework or other assignments, discussing assessments with other students, recycling previously graded work, and collaborating (including through digital means) on work when it is not within the assignment or instructor's guidelines. Cheating is further defined as: attempting to receive help in any way not approved by the teacher while completing a test, quiz or other assignment. Helping or attempting to help others commit academic dishonesty is also considered cheating. Plagiarism is further defined as: use of someone else’s ideas or expressions, from any source, including print and electronic origins, as one’s own work, either verbatim or paraphrased, without the acknowledgement of the person or proper citation. We call upon the YC student to be a responsible digital citizen, using technology with integrity in the completion of academic work.

Violation of the YCHS Honor Code is a serious offense. Students who violate the Honor Code will receive disciplinary and academic consequences. Academically, any assignment related to the violation will receive an automatic 0 as a grade and students will be placed on the ineligibility list for the next closest ineligibility period. After one violation to the Honor Code involving a major quarterly assessment/assignment (test, project, etc.) or three violations involving minor assessments/assignments (homework, quiz, etc.), students will lose the privilege of earning any academic awards at the end of the year. Other consequences for Academic Dishonesty may include lunch detention, loss of cafeteria privileges, detention, and/or suspension.

Family Trips

Under Pennsylvania law, family trips are not automatically an excused absence. If a family trip is absolutely necessary, the request for a student to be absent must be submitted in written form to the Attendance Desk prior to the absence. Educational merit must be shown. Following the approval of administration, the student must obtain a Family Trip Form from the Assistant Principal of Student Affairs. The form must be filled out completely and a copy submitted prior to leaving on the family trip. If the above procedure is followed, the absence will be marked “excused.” A maximum of five days of excused absences due to a family trip will be permitted each academic year. If the above is not followed, the absence will be marked “non-excused” and the teachers are not required to accept work. Students must be traveling with their parents. It is the student’s responsibility to obtain all work prior to the absence. Students are expected to have all work completed on the day of return. Tests missed must be scheduled immediately upon return to school. The school reserves the right to excuse students for any reason. Trips should be taken during school vacation periods whenever possible. No student with a grade point average below 75% will qualify for an excused absence. **No trips will be approved during Midterm and Final exams.**

College Visits

Any student wishing to visit a college must have a note from a parent requesting a visit to the college two days in advance. The student must then obtain a “college visit” form from their guidance counselor. This form must be completed to be excused for the visit. The Admissions Office of the college will verify the visit on the form. Two college visits will be permitted per year. Students are required to obtain missed assignments in advance. Failure to follow this procedure will result in a “non-excused” absence and teachers will not be required to accept work. If the visit is two days or more, the student must obtain a trip form from the Assistant Principal of Student Affairs.

**SIX YEAR EDUCATIONAL PLAN AT
YORK CATHOLIC HIGH SCHOOL**

Grade 7	Grade 8
Religion 7	Religion 8
English 7	English 8
Mathematics 7	Mathematics 8
Life Science	Earth Science
Civics	World History I
French I or Spanish I (if qualified)	Foreign Language (if qualified)
*Enrichment 7	*Enrichment 8
Grade 9	Grade 10
Religion 9	Religion 10
English 9	British Literature
Mathematics	Mathematics
Physical Science	Biology
US History I	World History II
Elective	Elective
*Required Minor	*Required minor
Grade 11	Grade 12
Religion 11	Religion 12
American Literature	World Literature
Mathematics	Elective
U.S. History II	Elective
Science	Elective
Elective	Elective
*Required minor	*Required minor

*Enrichment 7	*Enrichment 8
Music	Music
Art	Art
Computer	Computer
Study Skills	Health, Hygiene
Physical Education	Physical Education

*Required minors:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Survey of Music	Survey of Art	Health	Physical Education
Physical Education	Physical Education	Physical Education	

APPENDIX A

INELIGIBILITY NOTIFICATION LETTER

To the Parent(s)/Guardian(s) of «First» «Last»,

Each week York Catholic High School does an academic check in order to monitor the academic progress of our students.

The Pennsylvania Interscholastic Athletic Association (PIAA) has established a minimal standard of academic performance for participation in interscholastic sports. In the best interest of all our students, we require a somewhat higher standard of academic performance and apply it to all school extra-curricular activities. Any student who is failing two or more major subjects is restricted from participating in any extra-curricular activities for the following week.

According to our academic check on Thursday, September 28, 2017, your son/daughter is failing two or more subjects. Therefore, he/she may not participate in any extra-curricular activities for the week of Monday, October 2, 2017 to Sunday, October 8, 2017.

Even if your son/daughter is not active in an organized extra-curricular organized activity, I know you will support the need for additional study time. We hope you will check MMS and Google Classroom to access homework and grades. The purpose of this site is to aid in communication. Parents should always contact faculty members using the voice mail or email system if they have questions.

Thank you for your assistance in this matter. If there is anything we can do to help your student, please do not hesitate to call the Studies Office.

Sincerely,

Mrs. Kathy Hand
Assistant Principal of Academic Affairs

Subjects failing:

APPENDIX B

GPA QUALITY POINTS TABLE

	2	1	H	AP
100	4.675	4.875	5.075	5.275
99	4.55	4.75	4.95	5.15
98	4.425	4.625	4.825	5.025
97	4.3	4.5	4.7	4.9
96	4.175	4.375	4.575	4.775
95	4.05	4.25	4.45	4.65
94	3.925	4.125	4.325	4.525
93	3.8	4	4.2	4.4
92	3.675	3.875	4.075	4.275
91	3.55	3.75	3.95	4.15
90	3.425	3.625	3.825	4.025
89	3.3	3.5	3.7	3.9
88	3.175	3.375	3.575	3.775
87	3.05	3.25	3.45	3.65
86	2.925	3.125	3.325	3.525
85	2.8	3	3.2	3.4
84	2.675	2.875	3.075	3.275
83	2.55	2.75	2.95	3.15
82	2.425	2.625	2.825	3.025
81	2.3	2.5	2.7	2.9
80	2.175	2.375	2.575	2.775
79	2.05	2.25	2.45	2.65
78	1.925	2.125	2.325	2.525
77	1.8	2	2.2	2.4
76	1.675	1.875	2.075	2.275
75	1.55	1.75	1.95	2.15
74	1.425	1.625	1.825	2.025
73	1.3	1.5	1.7	1.9
72	1.175	1.375	1.575	1.775
71	1.05	1.25	1.45	1.65
70	0.925	1.125	1.325	1.525