



# Student/Parent Handbook

2020-2021 School Year

## MISSION STATEMENT

Archbishop Williams High School is an independent, Catholic, college preparatory, grades 7-12 school. We endeavor to educate young men and women spiritually, intellectually, ethically, and physically. Driven by the love of Christ, in the tradition of the Sisters of Charity of Nazareth, we integrate learning with faith. We strive to graduate socially aware, morally responsible citizens prepared to succeed and to serve their local and global communities.



*Caritas Christi Urget Nos*

*“The Love of Christ Drives Us On”*

## SCHOOL IN THE TRADITION OF THE SISTERS OF CHARITY OF NAZARETH

Archbishop Williams proudly declares itself in the “tradition of the Sisters of Charity of Nazareth.” In today’s society, the Sisters stand for social justice, the affirmation of all especially the oppressed, and the care for the environment. We share in that vision and especially affirm the dignity of everyone who walks through our doors. Archbishop Williams seeks to raise up all of our community members in an environment that celebrates our diversity in all of its forms—race, gender, ethnicity, national origin, and sexual orientation. We continue to draw inspiration from our founding order and the teachings of the Gospel in which Jesus is always on the side of the marginalized and is encouraging His followers to be “socially aware and morally responsible.”

*All students and parents are responsible for knowing and adhering to all of the policies and procedures contained in this Handbook. On Family ID (explained later in the handbook), there is an electronic acknowledgement form that must be signed by a parent agreeing to abide by the policies set forth in this Handbook. Everyone in the Archbishop Williams community, especially students, are responsible at all times for knowing the policies contained in this Handbook. Any questions should be directed to a teacher, Guidance Counselor, or administrator.*

## AWHS Campus Directory

### *Academic Building*

*80 Independence Avenue*

*Braintree, MA 02184*

**Main Office Phone: 781-843-3636**

**Main Office Fax: 781-843-3782**

**Nurses Fax: 781-884-9431**

**Guidance Fax: 781-535-6040**

**Hours: 7:30 AM – 3:00 PM (M-F)**

<b>Office</b>	<b>Phone</b>
Principal	781-843-3636 x1400
Student Life Office	781-843-3636 x1405
Nurse	781-843-3636 x1421
Campus Ministry	781-843-3636 x1423
Guidance	781-843-3636 x1408
Adjustment Counselor	781-843-3636 x1419
Library Media Center	781-843-3636 x1420
Athletics	781-843-3636 x1410
Facilities & Maintenance	781-843-3636 x1411

### *Administration Building*

*40 Independence Avenue*

**Main Phone: 781-535-6066**

**Fax: 781-535-6481**

**Hours: 8:00 AM – 4:00 PM (M-F)**

<b>Office</b>	<b>Phone</b>
President & Assistant to the President	781-843-3636 x3015
Chief Financial Officer	781-843-3636 x3011
Business and Benefits Manager	781-843-3636 x3012
Admissions	781-843-3636 x3021
Advancement & Alumni Relations	781-843-3636 x3017
Communications	781-843-3636 x3018

### *Nazareth Hall*

*105 Washington Street*

**Hours: 7:30 AM – 3:00 PM (M-F)**

<b>Office</b>	<b>Phone</b>
Assistant Principal for Student Life	781-843-3636 x1406
Director of Grade 7 & 8 Program	781-843-3636 x1402
Fine Arts Department	781-843-3636 x1490

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# I. SCHOOL OVERVIEW

## SCHOOL HISTORY

Archbishop Williams High School bears the name of a great spiritual and educational leader, the Most Reverend John Joseph Williams (1822-1907), fourth Bishop and first Archbishop of Boston. Archbishop Williams was born in the North End of Boston on April 27, 1822, and attended the parochial school attached to the old Cathedral of the Holy Cross. At the age of eleven he entered the seminary. He was ordained by the Bishop of Paris on May 17, 1845.



*Archbishop John J. Williams*

On his return to Boston, Father Williams carried on his apostolic work at the Chapel of the Holy Cross, the Cathedral, and the Church of Saint James. In 1857, he was raised to the rank of Bishop and assumed the lead of the Boston diocese. In 1885, the pallium of an archbishop was conferred on the Most Reverend John Joseph Williams when Boston was raised to the status of an archdiocese.

Archbishop Williams served the people of the Archdiocese for 41 years and achieved an outstanding record in the development of the Catholic parochial school system. Thus, it was fitting on November 25, 1945, when His Eminence Richard Cardinal Cushing laid the cornerstone and blessed the new Archdiocesan high school in Braintree, that he acknowledged the work of his predecessor by naming the school in his honor. On September 12, 1949, Archbishop Williams High School was officially opened. At the start of the 2004-2005 academic year, the school's name was changed to Archbishop Williams High School, Inc. to reflect its new independent governance status with a Board of Trustees.

Archbishop Williams High School reached another milestone in 2014-2015 when it opened its Grade 7 & 8 Program.



*Christ the Teacher*

## **THE SCHOOL SEAL**

The Archbishop Williams School Seal features a pelican, an early Christian symbol of Christ the Redeemer. Its meaning is derived from the “Physiologus,” which told of the pelican drawing blood from its own breast to feed its young. To Christians this is a symbol of the Blessed Sacrament in which Christ feeds us on His own most precious Body and Blood. The words, “*Caritas Christi Urget Nos*,” The Love of Christ Drives us on, express the whole reason for our existence as Catholic Christians dedicated to the teaching apostolate.

The School Seal and Motto are the seal and motto of the Sisters of Charity of Nazareth, the community of sisters which opened and staffed Archbishop Williams High School at the request of the late Richard Cardinal Cushing in September 1949. Archbishop Williams’ superior reputation as a Catholic, co-educational, college preparatory high school is due largely to the Sisters of Charity of Nazareth’s decades of dedication and commitment. That dedication and commitment is carried forward today by our outstanding faculty, staff, and administration.

## **SCHOOL GOALS**

### **SPIRITUALITY**

To provide opportunities for students, faculty and staff to grow in the spiritual dimension of life, and reflect the life and teachings of Jesus Christ, through curriculum, activities and programs for spiritual formation and compassionate service to others.

### **SERVICE**

To cultivate Gospel values which enable students to realize their responsibility to serve others in their school community and beyond.

### **CURRICULUM**

To offer students, through a technologically-enhanced and integrated curriculum, the opportunity for educational growth which recognizes and supports their academic abilities, fosters critical and creative thinking with attention to learning styles, develops aesthetic awareness, and acknowledges the need for a healthy body.

### **CHARACTER**

To give students the opportunity to interact responsibly, effectively and respectfully with others and to develop self-control, patience, integrity, and a balance between emotional and rational thinking.

### **FACULTY COMMUNITY**

To create and sustain a faculty community in which teachers support one another, grow professionally, model the values of the School, work to improve the curriculum, and rejoice in the accomplishments of their students and peers.

### **PARENT AND ALUMNI INVOLVEMENT**

To encourage the active involvement of parents, alumni and friends of the school to surround students with a community of support which fosters Catholic values and reinforces the work of the faculty and administration.

## **NOTICE OF NONDISCRIMINATION POLICY**

The nonpublic schools of the Archdiocese of Boston admit students of any race, color, creed, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin, or sexual orientation in the administration of educational policies, admission policies, scholarship and loan programs, or in the hiring of school personnel.

Approved

Dennis M. Duggan, Jr. Esq. '70  
President

Michael R. Volonnino, Ph.D.  
Principal

## BOARD OF TRUSTEES

Stephen F. Nazzaro '82 P'11'14, *Chair*  
Paul F. Mollica '69, *Vice Chair*  
Nicole Beltram '00  
John M. Falvey '87  
Steven Habeeb  
Lynne Hammell '00

Hung Lam '02  
Jared Lewis '98  
James MacDonald '74  
Eleanor Martin, SCN '63  
Leonard G. Pepe '71

## ADMINISTRATION & ORGANIZATION

### Administration

Dennis M. Duggan, Jr., Esq. '70, *President*  
Michael Volonnino, Ph.D., *Principal*  
William Kinsherf '89, M.Ed., *Assistant Principal for Student Life*  
Katie Folan, B.A., *Director of Grade 7 & 8*  
Stephanie Mariano '08, M.Ed., *Director for Student Life*

### Guidance Department

Kelly Davoli, M.A., *Director & Interim Academic Dean*  
Perry Larkin '68, M.Ed., *Counselor*  
Jillian Nalick, M.Ed., *Counselor*  
Daniel O'Donnell, M.Ed., *Counselor*  
Jessica Consilvio, M.Ed., *Adjustment Counselor*

### Campus Ministry

Rev. Walter Keymont, *Chaplain*  
David M. Gilpin, M.A., *Director*  
Mary Kate Cervin, M.A., *Assistant Director*

### Library/Media Center

Joanna Sands, B.S., *Librarian*

### Technical Services

John McMahon, B.S., *Director of Technology*

### Athletic Department

Gordon McClay, B.B.A., *Director of Athletics*  
Sean McDonagh, B.S., *Assistant Director of Athletics*  
Stephanie Adukonis, B.S., *Trainer*

### Admissions

Michela Schuster, B.S., *Director of Admissions*

### Nurse

Crystal Galvin, R.N., *Head Nurse*

### Finance

Paula J. Timmins '76, C.P.A., *Chief Financial Officer*  
Eileen Kennerley, B.S., *Scheduling & Bookkeeper*

### Advancement

Lindsay Simpson, B.S., *Director of Advancement*  
Anthony Chighisola '07, M.B.A., *Assistant Director of the Williams Fund and Alumni Relations*  
Kathryn Walsh, M.A., *Marketing and Communications Officer*  
Katy Mayo, A.S., *Advancement Assistant*

### Support Staff

Maura Gilmartin, M.M., *Assistant to President*  
Brett Marcotte, M.A., *Administration Office Coordinator*  
Julie McCormack, *Assistant to Principal*  
Anne-Marie Connolly, B.S., *Assistant to the Office of Student Life*  
Kara Kinsella, B.S., *Assistant to the Guidance Department*

## FACULTY

Jamie Adams, M.A.	English, Chair	Meghan Kelly, M.Ed.	Foreign Language
Susan Antonellis, M.A.	Foreign Language	John Kinsman, B.A.	English
Jonathan Babcock, J.D.	Social Studies	Jacqueline Lacovara, B.A.	Theology
Robert Brearley, B.A.	Theology	James Lane, B.S.	Social Studies
Gretchen Brehm, M.Ed.	Social Studies	Jared Lyons '13, B.A.	Mathematics
Jack Buckley, M.A.	Skills	Emily Machado, M.Ed.	Social Studies
Jordan Bullock, M.A.	Social Studies	Andrew MacKenzie, B.A.	English & Theology
Maddison Cabral, M.Ed.	English	Richard Martin, B.A.	Fine Arts
Mary Kate Cervin, M.A.	Theology	Regina Martini, M.A.	English
Robert Congdon, Ph.D.	Foreign Language	Erin McMenamain, M.Ed.	Science
Catherine Contois, M.A.	Social Studies, Chair	Judy McMullan, M.Div.	Theology, Chair
Elizabeth Coyne, B.A.	Social Studies	John Mone, M.A.	Science
Peter Curley, M.L.A.	Mathematics, Chair	Carmella Morteo, B.A.	Theology
Linda DeRosa-Coakley, B.A.	Fine Arts, Chair	Katie Newell '01, M.Ed.	English
Jacqueline Donovan, B.S.	Science	Heather Perreira, M.A.	Fine Arts
James Dooley, M.T.S.	Social Studies & Theology	Patricia Piatelli '82, M.A.	English
Beverly Ekstrom '71, M.Ed.	Foreign Language, Chair	Wilber Pineda, M.A.	Foreign Language
Alexia Etienne, M.Ed.	Science	Philip Previte, M.A.	Science
Timothy Forti, M.Ed.	Science	Joan Querzoli, B.A.	Theology
Marie Fraher, M.A.	English	Joanna Sands, B.S.	Librarian
Megan Goncalves, B.A.	Mathematics	Jonah Steiss, B.A.	Foreign Language
Channing Hodgkins, M.A.	Mathematics	Madeline Van Note, B.A.	Mathematics
Brian Holden '90, B.S.	Physical Education	Amanda Vertullo, M.Ed.	Social Studies
Kathleen Houle, B.S.	Mathematics	Nina Villanova, J.D./M.B.A.	Mathematics
		Denise Walsh, M.Ed.	Science
		Sarah Walsh, B.S.	Mathematics
		Raymond Whitehouse, M.S.	Science, Chair

## II. FINANCIAL INFORMATION

Archbishop Williams High School is an independent, Catholic, Grade 7 – 12 school. Our yearly tuition revenue represents approximately 80% of the cost to educate each student. We receive no significant financial aid from any external source. We depend on fundraising and the prompt payment of each student's tuition.

### TUITION & FEES

The tuition for the 2020-2021 school year is \$15,750. All students in Grades 7 & 8 receive a grant of \$2,350 making the net tuition for those grades, \$13,400. In addition, AWHS offers a Family Grant to those who concurrently enroll more than one student equal to 10% of tuition for the second and each subsequent child.

The tuition for International Students for 2020-2021 is \$22,500.

### Graduation Fee, Class of 2021

All members of the Class of 2021 will be charged a Graduation Fee of \$350. This fee covers many of the expenses related to the considerable program of events AWHS conducts to celebrate the Senior Class at the end of the school year.

### Registration Fees, All Students

All returning students will be charged a \$300 non-refundable registration fee, which is to be paid by June 1. \$200 of that deposit will be credited toward tuition. Newly enrolled students will pay a \$500 non-refundable registration fee.

Archbishop Williams charges no fees in relationship to Athletics, Technology, or Co-Curricular Activities.

### PAYMENT INFORMATION

#### Payment plans

In order to meet the needs of our families, we offer four tuition payment plans through FACTS. All families need to enroll in one of the four plans, which are listed below. The link to FACTS is available on the school website.

- **Annual Payment** Parents must pay the full amount by July 15, 2020. A \$100 credit will be applied to the tuition upon receipt of payment by the deadline.
- **Semi-Annual Payment** The first payment is due by July 15, 2020. The second payment is due December 1, 2019. Payments received after the due date will incur a weekly late payment charge of \$25.
- **Monthly Payment** A ten month equal payment plan can be made using a bank account or a credit card. Payments begin in July and all tuition must be paid by April under this plan.

All payments must be made through FACTS.

#### Consequences for Non-payment of Tuition

All financial accounts are subject to periodic review. Students who have tuition in arrears are subject to removal from classes, an inability to take semester exams, ineligibility to participate in athletics/extra-curricular activities or ineligibility to attend any school functions, such as dances, trips, Prom, or any Graduation-related Senior activity, including Commencement. Furthermore, accounts



with tuition in arrears may be denied access to PowerSchool. Report cards, final grades, and/or transcripts will not be released for any student until all financial obligations to the school are settled and the account is current.

Prior to the start of every academic quarter, families shall be notified if their account is in arrears. Any student whose financial account is not in good standing by the start of a quarter shall be declared ineligible for extra-curricular activities, including athletics.

Two months tuition must be paid prior to September 1, 2019. Tuition must be paid in full by June 30 in order to return to school for the following academic year.

### **Refund Policy**

Refunds will be given on a sliding scale based on the date of withdrawal. This policy applies regardless of the reason for a student leaving Archbishop Williams High School and may only be waived by the President of the School.

- Students who withdraw during the first quarter will be responsible for 30% of the full tuition.
- Students who withdraw during the second quarter (but before December 1) will be responsible for 55% of the tuition.
- Students who withdraw after the start of the second semester are responsible for 100% of the year's tuition.

### **PARENT SUPPORT BOARD**

There is a Parent Support Board that exists to support the activities of Archbishop Williams High School and to build community among our parents. Participation in the Parent Support Board is truly appreciated and an excellent vehicle to support our school. Meetings of the Parent Support Board occur monthly and are posted on the school calendar. To find out more information on the Parent Support Board, email [awhspsb@awhs.org](mailto:awhspsb@awhs.org). There will be many opportunities to get involved during the school year!

Please note that all parent volunteers must undergo a CORI background check, per Archdiocesan policy.

### **FUNDRAISING**

Prior to engaging in any form of fundraising activity, a Fundraising Application Form must be completed and submitted for approval by the Principal and/or President. A fundraising activity may not begin until signed approval is received. Details and forms can be found online.

### **PURCHASING AWHS APPAREL**

In order to provide consistency to the AWHS brand and a look appropriate to the school, there are regulations for the design of AWHS apparel. Official AWHS merchandise can be found on our online school store. Team apparel is ordered through our officially designated online merchant. Please refer to the Uniform guidelines in Section IV of this handbook for regulations concerning outerwear/spiritwear that may be worn during the school day.

**DUAL MAILINGS**

AWHS adheres to State Law on Student Records Access for Non-Custodial Parents (General Law Chapter 71, Section 34H):

Under 34H, any parent who does not have physical custody of a child must send to the school principal annually a written request for the child's records. Report cards, progress reports, results of standardized testing, detentions, suspensions, and attendance fall with 34H domain. The request must also include the following documentation: A certified copy of the Probate Court's order or judgment relative to the custody as defined in Section 31 of Chapter 208 based upon a threat to the safety of the child or custodial parent, and proof that the parent is entitled to unsupervised visitation with the child, OR: a certified copy of an order by a Probate and Family Court judge specifically ordering that this information be made available to the requesting parent.

### III. ACADEMIC POLICIES AND PROCEDURES

The Archbishop Williams High School Administration is responsible for the daily operation of the school. The policies set forth herein aim to maintain a learning atmosphere conducive to each student maximizing his or her God-given potential.

#### ACADEMIC INTEGRITY

Archbishop Williams students are entrusted to commit themselves to honesty, fairness, and responsibility. Violations of academic integrity—cheating, plagiarism, forgery, among others—represent a serious breach of this trust within our community. It is fundamentally unfair for a student to claim credit for work not his or her own or to receive an unauthorized advantage in the completion of an assessment. At a minimum, students found in violation of academic integrity will receive no credit (a zero on the test, quiz, exam, paper, project) for the academic work in question.

An Archbishop Williams student should take pride in his or her own schoolwork and should strongly encourage his or her peers to do the same. Students who knowingly assist someone in committing an academic integrity violation are also in breach of this policy.

For example, a student may not allow someone to copy his or her homework or may not reveal questions on a test that a classmate has yet to take. The sanction for such a violation of academic integrity shall be at the discretion of the Assistant Principal or Principal and may result in a grade of zero for the assignment or assessment in question.

Any violation of the academic integrity policy may result in expulsion from the National Honor Society in accordance with the bylaws of the *Nuntii Veritatis* Chapter of NHS.

#### Cheating

“Cheating” gives a student an unfair advantage on an exam, assignment, test, quiz, paper or project. Examples of behavior that shall be considered to be cheating and will result in a grade of zero include, but are not limited to:

- Giving or receiving unauthorized assistance on an assignment, exam, test, quiz, paper, or project.
- Copying or allowing someone else to copy answers on an assignment, exam, test, quiz, paper or project.
- Possessing unauthorized aids or written text (e.g. a “crib sheet”) on an exam, test, or quiz.
- Possessing an unauthorized electronic device (cell phone, translator, etc.) during an exam, test, or quiz.
- Unauthorized access to an iPad, laptop, or other electronic device during an exam, test, or quiz, including taking a picture of the assessment.
- Reading or sending a text message during an exam, test, or quiz.
- Unauthorized speaking during an exam, test, or quiz.

#### Academic Integrity for Semester Exams

During semester exams, strict adherence to academic integrity shall be enforced. Any violation of the cheating guidelines described above shall result in a grade of zero for the exam. If the exam proctor finds a student cheating, he or she shall immediately collect the student’s exam and dismiss the student to the Assistant Principal.

Strict adherence especially applies to the possession of a cell phone or other unauthorized electronic device to include iPads and laptops in the examination room. Students may not bring a cell phone or other electronic device to include iPads and laptops into the examination room unless expressly permitted by the teacher. Unauthorized devices should be left in the student's locker during the administration of the exam.

If a cell phone or other unauthorized electronic device to include iPads or laptops is seen, goes off in an exam room, or is used by the student in any way—including receiving, reading, or sending of text messages—the student in question shall be presumed to be cheating, regardless of actual use of the device. The penalties for cheating described above shall be imposed. This presumption will apply even if the student has already completed the exam and turned it into the proctor.

### **Plagiarism**

“Plagiarism” is representing someone else’s work as your own. It is a core tenet of scholarship to recognize the academic or creative works of others. When conducting research, students are expected to properly credit the source material being accessed using the format directed by the teacher. If the teacher does not specify a format, the student should use either MLA or APA format. As a general rule, three or more consecutive words taken directly from a source not placed within quotation marks shall be considered plagiarism. Paraphrasing is an important skill to develop. Students are encouraged to use turnitin.com to self-check the originality of submissions.

### **Fabrication**

It is a major violation of academic integrity to fabricate sources. Students found forging or fabricating source material shall be considered to have committed a major violation of academic integrity and can expect consequences beyond a zero on the assignment.

### **Violations of Academic Integrity**

Potential incidents of violations of academic integrity shall be reported to the Assistant Principal for Student Life who shall determine the appropriate sanctions and ensure the student’s parent/guardian is informed. In limited circumstances, the Assistant Principal may exercise discretion to waive the automatic zero. Repeated or severe violations of academic integrity may result in disciplinary consequences such as suspension or expulsion.

### **Academic Integrity During Remote Learning**

The Academic Integrity policy applies to those students who are engaged in remote or distance learning. Students are expected to follow the guidelines set by the teacher as to what aids and level of collaboration are permissible for all assignments and assessments. Given the difficulty in monitoring some remote learning situations, violations of the academic integrity policy under this setting may receive enhanced sanctions.

### **GRADING PERIODS**

The Academic Year shall be divided into two semesters, which are further subdivided into quarters. There shall be a cumulative exam given at the end of each semester. In certain cases, a project may be substituted for the exam (see: Semester Exams). Each quarter shall represent 20% of the final grade for the course and each exam shall be 10% of the final grade.

## GRADE POINT AVERAGE

Grade point average (GPA) shall be calculated at the conclusion of a course. Only a student's final yearly average shall be used to calculate GPA. GPA is weighted according to level. The following chart shall be used to calculate GPA on a 4.0 scale.

	College Prep.	Accelerated	Honors	A.P.
<b>100</b>	4.5	4.8	5.1	5.5
<b>99</b>	4.4	4.7	5	5.4
<b>98</b>	4.3	4.6	4.9	5.3
<b>97</b>	4.2	4.5	4.8	5.2
<b>96</b>	4.1	4.4	4.7	5.1
<b>95</b>	4	4.3	4.6	5
<b>94</b>	3.9	4.2	4.5	4.9
<b>93</b>	3.8	4.1	4.4	4.8
<b>92</b>	3.7	4.0	4.3	4.7
<b>91</b>	3.6	3.9	4.2	4.6
<b>90</b>	3.5	3.8	4.1	4.5
<b>89</b>	3.4	3.7	4.0	4.4
<b>88</b>	3.3	3.6	3.9	4.3
<b>87</b>	3.2	3.5	3.8	4.2
<b>86</b>	3.1	3.4	3.7	4.1
<b>85</b>	3.0	3.3	3.6	4.0
<b>84</b>	2.9	3.2	3.5	3.9
<b>83</b>	2.8	3.1	3.4	3.8
<b>82</b>	2.7	3.0	3.3	3.7
<b>81</b>	2.6	2.9	3.2	3.6
<b>80</b>	2.5	2.8	3.1	3.5
<b>79</b>	2.4	2.7	3	3.4
<b>78</b>	2.3	2.6	2.9	3.3
<b>77</b>	2.2	2.5	2.8	3.2
<b>76</b>	2.1	2.4	2.7	3.1
<b>75</b>	2.0	2.3	2.6	3.0
<b>74</b>	1.9	2.2	2.5	2.9
<b>73</b>	1.8	2.1	2.4	2.8
<b>72</b>	1.7	2.0	2.3	2.7
<b>71</b>	1.6	1.9	2.2	2.6
<b>70</b>	1.5	1.8	2.1	2.5
<b>69</b>	1.4	1.7	2.0	2.4
<b>68</b>	1.3	1.6	1.9	2.3
<b>67</b>	1.2	1.5	1.8	2.2
<b>66</b>	1.1	1.4	1.7	2.1
<b>65</b>	1.0	1.3	1.6	2.0
<b>64</b>	.9	1.2	1.5	1.9
<b>63</b>	.8	1.1	1.4	1.8
<b>62</b>	.7	1	1.3	1.7
<b>61</b>	.6	.9	1.2	1.6
<b>60</b>	.5	.8	1.1	1.5
<b>Below 60</b>	0	0	0	0

## **SEMESTER EXAMS**

Unless otherwise directed by Administration, semester exams for Grades 7 through 11 will be given in all subjects in December and June. Seniors will sit for exams in December and May. The maximum length of semester exams is 90 minutes.

Failure to sit for an exam at the designated time will result in a zero unless proof of serious illness or a family emergency is presented to the Student Life Office. In the case of an illness, a doctor's certificate must be presented to the Student Life Office.

Please see the section under Academic Integrity for the specific guidelines concerning academic integrity for semester exams. Seniors with a 90% year's average (Y1) in a given subject, at the mid-quarterly report for fourth quarter (Q4) will be exempt from the May semester exam in that subject.

## **HONOR ROLL**

The Honor Roll is reported after distribution of each report card. It has three categories:

- Principal's List - All grades are 90 and above.
- First Honors - All grades are 85 and above.
- Second Honors - All grades are 80 and above.

## **CLASS ATTENDANCE**

Regular attendance is critical to academic success. Curricula are developed and followed to ensure that the education AWHs promises are indeed delivered. Any day a student misses creates a gap in his or her learning. Students who miss school are responsible for checking Schoology to keep up with his or her assignments, and should consult with each teacher upon returning to school. They shall have no more than twice the days missed to makeup schoolwork. Special arrangements may be made with the teacher and Guidance Counselor in case of extended absences.

See further details regarding attendance under the heading: Attendance Regulations.

## **HOMEWORK**

The regular completion of homework is essential for student learning and is mandatory. Consequences for missing homework can include teacher detention and other academic sanctions. If missed, homework must be made-up within 48 hours of its due date, or as directed by the teacher's academic expectations. Ordinarily, work submitted more than 48 hours after its due date will not be accepted and credit will not be given.

Students should expect to spend a minimum of two-to-three hours of homework each night (approximately thirty minutes per subject). In the first week of school, teachers will distribute a copy of their individual expectations regarding homework. Juniors and seniors are expected to use their study halls to work on their homework assignments and sophomores are expected to use their designated "lunch study" time for homework as well. Students are encouraged to use a homework agenda to record homework assignments. All students from Grades 7-10 are required to purchase an AWHs homework agenda to help track assignments.

All homework assignments are posted to the AWHs Learning Management System, Schoology, at [awhs.schoology.com](http://awhs.schoology.com). Students are responsible for checking this site daily. No student, whether in school on a particular day or not, will be excused for failure to complete homework in a timely fashion.

## **REMOTE LEARNING**

### **Blended Learning Environment**

Archbishop Williams shall operate in a blended learning environment in which all classes shall be broadcast virtually via the Zoom platform for students to attend class remotely at home. AWHs will use a synchronous approach to remote learning with digitally equivalent attendance and assessment requirements.

### **Responsibility for At-Home Workspace**

While AWHs has made every effort to operate in person, all students must be prepared for some period of complete remote learning due to COVID-19. Therefore, all students must have sufficient home access to the internet to attend class on Zoom as well as a suitable workspace in order to effectively learn in a virtual environment. This includes a hard surface for the remote device, like a desk.

### **Option to Attend Remote**

Students at Archbishop Williams shall have the option to attend school virtually regardless of whether or not campus is open. This is a fluid option during the year and students may, within reason, oscillate between the remote and in-person option. Moreover, should a student need to stay home on a given day for any reason, he or she may attend class remotely and shall be marked as “present” for the day. The Office of Student Life must be notified if a student is changing their primary means of attending school.

### **In School Remote Learning**

For the 2020-2021 school year, AWHs classrooms shall have reduced capacity due to state regulations in regards to COVID-19. For some classes that reach capacity, students may be directed to a designated overflow area where they will attend the class remotely, from school. As such, students should bring a set of headphones to class daily in case they need to use the overflow space.

## **SCHOLASTIC PROGRESS**

### **Monitoring Progress**

Teachers will record grades for all classes in PowerSchool, the school’s data system. All assignments will be posted in Schoology, the school’s Learning Management System. Parents and guardians will have access to the grade status of their son or daughter in all classes through the Parent Portal of PowerSchool and also have a user name and password for Schoology to check assignments. Students will have online access as well. Access to the Parent and Student Portal of PowerSchool is turned off during the school day.

During the opening weeks of school, each teacher will present to their students a list of expectations for their individual classes, including grading procedures and homework policies. At the end of each quarter, a report card will be issued. Additionally, the school will post a mid-quarterly update that may be viewed in the Parent Portal of PowerSchool that will contain fully updated grade progress and teacher comments.

### **Passing Grade**

A grade of 60 or above in a course is passing. Any student who receives an “I” (incomplete) on her or his report card must complete all make-up work within two weeks from the end of the quarter or he or she may receive a failing grade. Parents may call or email teachers, department chairpersons, or the Guidance Counselors regarding the academic program or progress of their son/daughter.

### **Extra Help & Tutoring**

All teachers are reasonably available for extra help either after school or before school, both in person and via Zoom. Students are strongly encouraged to self-advocate and seek assistance from the subject teacher if they encounter academic difficulty. Students also may contact teachers via the school's email system using their school email account. The student may also approach their Guidance Counselor for resources and strategies for academic success.

### **Academic Probation**

If a student is failing at least one class at any time during the academic year, a student may be placed on Academic Probation Level I to help the student improve his or her academic performance. At the discretion of the Principal, Assistant Principal(s), Director of Grade 7 & 8, and/or the student's Guidance Counselor, a meeting with the student and parent/guardian may be called to define the terms of probation and set up an intervention plan/contract for the student. Items in the plan may include monitoring of homework, tutoring, mandatory attendance of after school study hall, restriction from any non-classroom activity, or other activity that may impact academic performance. Once established, students will remain on Level I Academic Probation until academic performance improves. Probation status will be reviewed at the end of every quarter, at a minimum.

A student who fails two or more classes for a semester, or whose academic performance is such that the Principal, Assistant Principal(s), and/or Guidance Counselor, deem it otherwise warranted, may be placed on Academic Probation Level II. A student may also be placed on Level II Probation if he or she is on Level I and is either not improving academically and/or is not adhering to the terms of his or her probation. Academic Probation Level II is a most serious academic sanction and signals that the student is at risk for dismissal from the school.

Upon being placed on Academic Probation Level II, there shall be a meeting with the student and parent/guardian. At the meeting, the terms of probation will be discussed and established. These terms may include any of the items listed above for Level I plus additional restrictions as deemed warranted. The intent is not to be punitive, but rather to help the student improve his or her academic performance, so as to return to good standing.

Students will remain on Academic Probation Level II for a minimum of one semester. At the end of each quarter on probation, student academic performance will be reviewed and progress evaluated. Failure to meet the requirements of Academic Probation Level II or continuing to fail multiple classes may result in the setting of further restrictions or dismissal from Archbishop Williams High School. The Principal, with the advice and consent of the President, reserves the right to dismiss a student from AWHHS for academic performance.

Nothing in the Academic Probation policy shall be construed to supersede the rule that three or more failures for the year will result in a student's automatic dismissal from Archbishop Williams.

### **Special Services**

Archbishop Williams High School does not provide special accommodations for students who have IEPs or 504 plans formulated by other schools. Parents are encouraged to contact the student's Guidance Counselor to discuss what arrangements may be made for the student here at Archbishop Williams.

### **Parents and Teacher Meetings**

Parents will have the opportunity to meet teachers and to discuss their son's/daughter's progress during the school year as noted on the calendar. If further consultation is needed, parents should contact the teacher by phone or email to make an appointment.



## **GRADUATION REQUIREMENTS (Grades 9-12)**

To qualify for graduation from Archbishop Williams High School, the student must have successfully completed all course work.

The Grade 9-12 curriculum is as follows:

- Four credits in Theology (one per academic year)
- Four credits in English (one per academic year)
- Four credits in Mathematics (one per academic year)
- Three credits in Social Studies (U. S. History I & II required)
- Two credits in the same Foreign Language
- Three credits in a Laboratory Science (including Biology and Chemistry)
- One credit in Fine Arts
- Three additional elective credits

Students must take a minimum of six full credit-bearing courses per academic year. A minimum of 24 credits are required to graduate.

Students also are required to complete a minimum of 70 hours of community service over four years as a prerequisite for graduation. Further details concerning this requirement are found in the Campus Ministry section of this Handbook.

In addition to the above requirements, freshmen will take a mandatory course in Skills. This course shall combine essential Study and Technology “Skills” necessary for high school along with a component in Physical Education (unless excused by a doctor). This course focuses on a wide range of skills, approaches to analytic thinking, and accomplishing the service oriented mission of Archbishop Williams. It is restricted to Grade 9 students; transfer students do not have to take this course. Students who attended AWHHS for Grade 8 may substitute an elective course in Fine Arts for the Skills requirement.

Seniors enrolled in courses requiring Senior Projects must successfully complete the Senior Project to graduate.

All courses taken in the senior year must be passed before a diploma is awarded. If a senior fails a course, he or she must complete an option outlined in the “credit recovery” section below before awarding a diploma. It is school policy not to allow credit recovery between the conclusion of senior exams and graduation. A senior who has an end of the year failure or an incomplete in one or more courses may be excluded from graduation exercises.

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian designations are based on cumulative GPA over four years, at AWHHS, from Grades 9-12. A student must be enrolled at AWHHS for all four years to qualify for these designations. Valedictorian/Salutatorian designations will be determined at the end of the third marking term in the senior year.

### **ZERO BLOCK**

Students may elect to take specially designated courses in a period before the normal beginning of the school day entitled “Zero Block.” Zero Block courses exist outside the rotating schedule and will normally meet on set days of the week. These courses are given for credit and will have a numerical grade and will have an effect on GPA. The intention of Zero Block is to provide students the opportunity to take additional elective courses.

Students who choose to take a Zero Block course will be held to the same academic and attendance

policies as any other academic course—including timelines.

Some AP classes may require attendance during Zero Block as part of the course. If so, no additional credit will be given. (AP classes already receive considerable weight in the AWHs GPA scale.)

Additionally, students who are engaged in a full time remote learning situation, especially international students, may be required to have individual meetings with teachers during the Zero Block time to supplement instruction.

### **CREDIT RECOVERY**

Students who fail a class for the year (Y1) must successfully remediate that course through an approved summer credit recovery program. No student will be permitted to return to Archbishop Williams for the next school year who has failed a course for the year and has not successfully completed summer credit recovery for each course failed.

No credit recovery shall be permitted for failing Theology courses, unless approved by the Principal. Additionally, students may only attempt credit recovery for no more than two classes in each school year. Three or more failures in a school year will result in automatic dismissal from Archbishop Williams. For students who have failed fewer than three courses, the Principal reserves the right to deny credit recovery and dismiss the student.

Students will need to determine a plan for summer credit recovery with their respective Guidance Counselor. All details for the plan will occur in consultation with Guidance and the plan must be submitted for the approval of the Principal or Academic Dean no later than two weeks following the mailing home of report cards. All expenses for credit recovery shall be borne by the student's family.

Students may only recover credit through an AWHs-sponsored summer credit recovery course/program or credit recovery program approved by the Principal or Assistant Principal(s) sponsored by another Catholic or other private high school. If AWHs is offering credit recovery for a particular course, the student must take that course. As a rule, public school credit recovery programs will not be accepted at Archbishop Williams.

All credit recovery must be completed by two weeks before the start of school. It is the student's responsibility to submit the documentation of successful credit recovery to the Assistant Principal. The Principal and/or Assistant Principal(s) reserves the right to extend the credit recovery deadline. Upon successful completion of credit recovery (any of the described options above), the student's failing grade for the school year shall be increased to a 60% grade on his or her permanent record.

### **STUDENT RECORDS**

In order to provide its students with appropriate instruction and educational services, AWHs maintains significant and sometimes personal information about each student and his or her family. It is essential that such pertinent information be readily available and accessible to appropriate school personnel; be accessible to the student's parents/legal guardians; and, in some cases, accessible to the students themselves. It is equally essential, however, that this information be guarded as confidential.

Each AWHs student's file shall consist of his or her transcript and a "temporary record." The President/Principal shall provide for the proper administration of student files and information.

A student's transcript shall contain administrative information necessary to reflect the student's educational progress and to operate the school. Such information shall include, for example, the student's name, address, phone number and birth date; all courses taken; all grades; course credit;

grade level completed; year completed; and, year of graduation or departure. The transcript shall also include the student's parent's/guardian's name, address and phone number. The transcript shall be maintained by the Guidance Department, and may be only destroyed following 60 years after the student's departure from AWHS.

Each student's "temporary record" shall include other information relevant to the student's educational experience, such as, for example, the student's application for admission, disciplinary record, health record, test results, extracurricular activities, and evaluations by teachers, counselors and other school staff. Such temporary records shall be maintained by the Guidance Department until seven (7) years after the student's departure from AWHS, after which they are to be destroyed.

The parents/guardians of a student enrolled at AWHS shall have access to the student's transcript and/or temporary record even after the student has reached 18 years of age.

Assuming he or she is at least 18 years of age, a former AWHS student may have access to his or her student files on or after September 1 of the academic year following their departure. Any such request must be made in writing and in person, with a picture ID.

Notwithstanding any of the foregoing, no part of a student's file will be accessible or released to an eligible person unless and until all financial obligations concerning the student at issue to AWHS have been satisfied.

## **LEVELING PROCESS**

Archbishop Williams offers four levels of classes: College Preparatory, Accelerated, Honors, and Advanced Placement (AP.) The leveling process takes place each year for students in Grades 7-11. The levels offered differ by Department. Grades 7 & 8 offer only two levels: College Preparatory and Accelerated.

Initial leveling placements for all returning students will be based on the student's average in the first semester plus any additional criteria for placement designated in the Program of Studies. The general criteria for leveling placement is described in the following language.

### **College Preparatory**

In order to be placed at the College Preparatory level, a student must have successfully completed all of the academic requirements in a prerequisite course and have had a passing grade. Teacher approval for College Preparatory electives may be required as stated in the individual course descriptions outlined in the Program of Studies booklet.

### **Accelerated**

In order for a student to move from the College Preparatory to the Accelerated level in an academic discipline, the student must have earned a first semester average of 85, including the mid-term examination. They must also have demonstrated the work ethic and academic desire to move up in levels. If a student already at the Accelerated level wishes to remain in Accelerated, he or she needs a first semester average of 80. Departmental approval may also be required to move levels or remain at the current level.

### **Honors**

In order for a student to move from the Accelerated level to the Honors level in an academic discipline, the student must have earned a minimum first semester average of 90. The student further must demonstrate a high degree of motivation, the ability to think critically, and the ability to master content material being taught at a fast pace. In order for an Honors level student to remain at that level, he or she must attain a semester average of 85 or above. Departmental approval may also be

required to move levels or remain at the current level.

### **AP Level**

AP level courses are the most work intensive and challenging courses Archbishop Williams offers. At this level, students are required to move quickly through college-level material in order to complete the required curriculum in time for the AP exam in May. Only the most dedicated and qualified students are admitted to AP level courses. Students wishing to elect a course at the AP level must apply to do so. Each Department has its own prerequisites and requirements for admission into the AP program. Please consult individual course descriptions found in the Program of Studies booklet.

Some AP courses may require students to attend Zero Block as part of the course, particularly those with a laboratory component. This requirement will normally be when the AP course meets first block as part of the rotating schedule.

Students will be informed of the Zero Block requirement when signing up for the course. If a student cannot commit to consistent attendance of Zero Block, he or she may be excluded from the course. No additional credit will be given for AP-related Zero Block, as added time is necessary for the completion of the curriculum and AP courses already receive substantial GPA weighting. Furthermore, given the breadth and depth of the AP curriculum, students should expect that missing class time for any reason—Zero Block or otherwise—may have a negative impact on their grade and/or performance on the AP test.

Students who have failed to complete summer work required for AP classes by the first day of class will be removed from the particular class. Once accepted into an AP class, a student may not simply opt out or withdraw. AP classes are year-long commitments culminating in May with the AP test, which is required of all students enrolled in these classes. There is a fee for each AP exam taken.

### **Dual Enrollment for College Credit**

Juniors and seniors can take college-level courses concurrently with their regular courses and receive college credit through our Dual Enrollment program. Participating teachers are certified by the corresponding college to teach the syllabus of that course. Students, whose GPAs and good citizenship meet the criteria, will be able to earn grades in their high school courses and in the college-level ones at the same time. The college credits earned through the Dual Enrollment Program can replace credits and courses taken at the sponsoring college and may be recognized by others as well. We recommend students confirm any credit transfer(s) at issue before taking these courses.

Tuition for Dual Enrollment college credit is charged at a fraction of the cost of college tuition and will be paid directly to the sponsoring college or university. Other requirements/prerequisites may apply for certain Dual Enrollment courses. More details about the Dual Enrollment Program may be found in the academic section of our website and in our Program of Studies Booklet.

### **Virtual High School**

Juniors and seniors wishing to take an elective course through Virtual High School must complete a Request to Register form and return it to the Guidance Department. The Guidance Department will review each request, examine individual's academic records, and make a recommendation to the Academic Dean, who will make the final decision.

Please note that all criteria regarding Honors and Advanced Placement courses established by both Virtual High School and Archbishop Williams High School are applicable to those requesting registration. Additionally, students who are approved registration in a VHS course must take a full year of VHS to complete AWHHS' requirement of carrying six full-year courses each year. Thus, the

Request to Register form needs to indicate either one full-year course or two semester-based courses. If choosing two semester-based courses, then two Requests for Registration must be completed. Once registered, students may not drop VHS after only one semester.

### **Entering 9th Graders**

Placement of entering 9th graders is based on their HSPT entrance exam, transcripts, and a placement exam in Math and Foreign Language.

### **Procedure for Review of Level Placement**

A teacher, parent, or student may request reconsideration of a course assignment or level placement at the end of an academic year for the next year or after the start of the academic year. Such requests should be submitted in writing to the appropriate Department Chairperson stating the change of level or course requested and the reason for the request. If supporting data or extenuating circumstances indicate that a change is appropriate, and space is available, the change(s) will be made.

No request for a level or course change should be submitted unless the student making the request:

- has been attending classes faithfully and is prepared for class by doing appropriate homework;
- comes equipped with necessary materials and textbook;
- goes for extra help after or before school if/as prescribed by the teacher.

Each situation will be reviewed carefully by the Department Chair in consultation with the Guidance Counselor, Assistant Principal and classroom teacher/s. Parents will be informed of the decision as soon as possible. In many cases, however, the decision will not be finalized until after year-end final grades are submitted. In the case of disagreement the Principal retains the final decision.

### **Transferring/Switching Classes**

Students should pay careful attention to their course requests as great care is taken to attempt to schedule students in their requested classes. Students may only request to transfer classes during the first two seven-day cycles of the Academic year. After those dates, all course transfers must be initiated by either Guidance or the Assistant Principal, in consultation with the teacher.

Requests will be considered on a case-by-case basis with preference given to academic need and consideration given to class size. Transfer requests will not be granted based on teacher preference. All transfers require final approval by the Academic Dean or Principal.

### **LIBRARY MEDIA CENTER (LMC)**

The Library Media Center encourages students to develop research skills by providing materials and resources supporting the academic growth needed to become critical thinkers. The Librarian issues daily passes for research, reading periodicals, duplicating, and signing out printed materials. There are no permanent passes. Library Media Center computers are used for homework, reference and research in compliance with the AWHs Acceptable Use Policy only. The Library Media Center is open Monday through Thursday from 7:30 AM to 3:30 PM and Friday from 7:30 AM to 3:00 PM.

### **Book Circulation Policy**

Books may circulate for a period of four weeks with the option of an additional four week renewal. Lost books must be replaced or reimbursement paid. Students who fail to follow these procedures will be reported to the Administration, for the appropriate sanction.

### **Library Media Center (LMC) Printing Policy**

Printers in the Library Media Center are primarily for the purpose of furthering student research and

should not be used for printing homework assignments. If a student has difficulty printing an assignment at home, he or she is strongly encouraged to email the teacher prior to the start of the school day.

Students may not use the LMC printer from the bell at 8:09 AM until 2:20 PM, unless directed by a teacher or the Librarian. Any student use of the LMC printer before school must be completed by the 8:09 bell (printout in hand). No late passes will be given, nor materials distributed that print after the bell.

## **CO-CURRICULAR ACTIVITIES**

Co-curricular activities are sponsored by the school, not as an addition to its class offerings, but as an integral part of its mission and program. They are intended to enrich and complement the school's academic subjects.

### **Eligibility**

All students in good standing are eligible for and are urged to participate in co-curricular activities. A student will be ineligible to participate in co-curricular activities if he or she has failed more than one subject in a particular quarter. The Principal and Assistant Principal(s) reserve the right to deem a student ineligible for other serious academic reasons. Moreover, the Principal may determine that a student's behavior is such that he or she can no longer represent the school or otherwise participate in co-curricular activities.

An ineligible student must sever his/her ties with all co-curricular activities until they are deemed to be in good standing once again. If a student is deemed academically ineligible he or she will remain ineligible for a minimum of a Quarter. At the end of the following Quarter, the Principal and/or Assistant Principal(s) shall review each student's eligibility status and determine if he or she has regained eligibility.

In addition to the policy outlined above, athletic eligibility shall be governed by the MIAA rules described later in this Handbook, which, in part, specify a different length of time a student shall be ineligible.

### **Eligibility for National Honor Society and National Junior Honor Society**

Membership in the National Honor Society (NHS) and National Junior Honor Society (NJHS) is based on the four criteria of scholarship, character, service, and leadership.

Students shall be eligible for NHS provided they have attained a minimum GPA of 3.6 at the end of the first semester of Junior Year. To continue eligibility, students must maintain a minimum GPA of 3.6 each marking period through Graduation. A Junior transferring to AWHHS (domestic or international) will be eligible for membership after completing two consecutive terms with a qualifying GPA. In addition to academic standing, candidates will be evaluated on character, service, and leadership. The selection of members shall be by vote of the Faculty Council.

Students shall be eligible for NJHS with a minimum cumulative GPA of a 3.0 at the end of the first semester.

Any violation of the Academic Integrity policy shall be grounds for immediate removal from NHS and NJHS and may prevent a student from being admitted to either organization.

## **ACCEPTABLE USE OF TECHNOLOGY**

Archbishop Williams High School strongly believes in the educational value of technology and recognizes its potential to support and enrich curriculum and student learning. Our goal is to promote

educational excellence by facilitating resource sharing, innovation, and communication. We will make every effort to protect our student users and teachers from any misuse or abuse of our Network/Internet services.

Because the Internet is a global network, however, it is impossible to control all materials that students may encounter. In order to maximize the benefits of Internet, iPad, and/or laptop use while minimizing potential dangers, students are required to adhere to our Acceptable Use Policy (see Section VIII of this handbook.)

Students should also be aware that the email accounts provided by the school are the property of Archbishop Williams High School. They should have no expectation of privacy for communications sent through the school email.

Students should be especially mindful that it is a violation of the Acceptable Use Policy to take pictures of or video students, teachers, staff, administration or employees, unless directed by a faculty or staff member. Parents and students must confirm their intent to comply with all aspects of this policy each year.

### **Device Requirements**

All new students in Grades 8-12 for the 2020-2021 School Year are required to bring a personal laptop computer to school daily. Returning students in those grades have the option to continue to use their iPad for this school year only or may elect to bring a laptop.

Students in Grade 7 will be issued a Chromebook that is the property of AWHHS. Parents and students will have to sign an acknowledgement recognizing their responsibility for the care of the Chromebook.

It is the responsibility of the student to maintain the condition of their laptop, iPad or Chromebook and ensure that it is properly charged every day upon arriving to school.

## **IV. CODE OF CONDUCT**

It is an express purpose of Archbishop Williams High School to provide an atmosphere in which faculty and students develop a Catholic community through mutual understanding, cooperation, and respect. Students are expected to conduct themselves at all times in this spirit, acting with honor, integrity, and respect for the various talents and limitations of all members of community. The manner in which students behave and treat one another is essential to fulfill our mission of being a school driven by the love of Christ, in the tradition of the Sisters of Charity of Nazareth.

The following code of conduct addresses specific issues and expectations for student conduct and behavior. It is not intended to be comprehensive nor can it address all situations that may arise during the school year. In such cases, the general principles expressed above shall be considered and disciplinary action taken at the discretion of the Principal and/or President.

### **RESPECT FOR EVERYONE**

Because we recognize and respect the dignity of each person, we seek to provide an environment free of bigotry and intolerance, including discrimination, harassment or bullying based on race, religion, national origin, appearance, gender, or sexual orientation. Bigotry, racism, intolerance, or harassment of any kind to a fellow student or other member of our community will not be permitted and will result in disciplinary action that could include suspension or dismissal from Archbishop Williams. Students may also be assigned community service or other educative activities to repair the damage done to the fabric of our community.

### **OFF CAMPUS ACTIVITY**

It is expected that Archbishop Williams students will represent themselves appropriately both in and out of school, especially when traveling to or from school events and/or wearing clothing bearing the school name or logo. The requirement for appropriate behavior and respect for others includes, but is not limited to after school internet activity on electronic boards, blogs and social networking and media sites.

Unbecoming off-campus conduct of any sort, including online activity, especially that which is disruptive to the educational activities of the school, or potentially detrimental to the reputation of the school, may result in disciplinary action, including dismissal from AWHS, at the discretion of the Principal and/or President.

### **UNIFORM GUIDELINES**

Self-respect and respect for others is reflected in physical appearance. Students are required to be dressed in an appropriate uniform during the school day and before and after school while in the school buildings. It is expected that student uniforms are neat and clean and in good condition.

#### **Girls, Grades 9-12**

Uniform polo shirts, long or short sleeve, white or navy, with the school logo are to be worn. A long sleeve solid-color, long-sleeved, collared, button-up shirt may also be worn. Should students choose to wear the solid-color, long-sleeved, collared, button-up shirt, it must be tucked into the uniform skirt (or pants with a belt). Uniform polos do not have to be tucked if worn with a skirt but must be tucked in if worn with pants.

Only white or gray tee shirts may be worn under school polo shirts or blouses.

There is a uniform skirt that students may wear, which is purchased from Flynn & O'Hara School Uniform Company. Skorts must be worn at an appropriate length and must not be rolled. With the skirt, students must wear solid colored black or navy tights. Tights may not have tears, rips or holes.



Instead of the skort, girls have the option of wearing tan, Docker-style dress pants along with a belt. No corduroys, jeans, leggings, capri style pants, warm-ups, or cargo style pants may be worn. Pant cuffs should fit neatly over footwear.

To complete the uniform, students must wear black, brown, or navy solid colored, hard-leather, flat shoes. Moccasins, boots, slippers, sneakers, sandals, Ugg-style shoes, canvas shoes, and backless shoes are not permitted.

### **Boys, Grades 9-12**

Uniform polo shirts, long or short sleeve, white or navy, with the school logo are to be worn. A long-sleeve, solid-color, button down dress shirt with a tie may also be worn. Polos and dress shirts must be of sufficient length to be tucked into school pants. Students with poorly fitting polo shirts will be required to wear a collared shirt and tie until such time as they procure properly fitted polo shirts.

Only white or gray tee shirts may be worn under school polo or dress shirts.

Students must wear tan, Docker-style dress pants, which may be purchased at any local retailer. Pants must be worn with a belt at the waist. Pant cuffs should fit neatly over footwear.

To complete the uniform, students must wear black, brown, or navy solid colored, hard-leather, flat shoes. Moccasins, boots, slippers, sneakers, sandals, Ugg-style shoes, canvas shoes, and backless shoes are not permitted.

### **Grades 7 & 8 Uniform**

The uniform for Grades 7 & 8 for boys and girls shall be exactly the same as for Grades 9-12 except for the uniform polo, which shall be light blue rather than white or navy blue.

### **Special Occasion Dress or “Mass Dress”**

There are special occasions during the school year when heightened decorum is appropriate. These include every instance when we gather as a community to receive the Eucharist in Mass. On these special days, the school uniform will be superseded by the dress code described below. However, students may always elect to be in “Mass Dress.” Mass Dress is the same for all grade levels.

#### **Boys:**

Boys are to wear a solid-color, long-sleeved, button-down, collared, dress shirt tucked into their pants with a belt. They are also to wear a necktie or a bowtie. Boys should follow all other aspects of the school uniform to complete special occasion dress, with the exception that students may elect to wear navy or black dress pants instead of tan.

#### **Girls:**

Girls are to wear a solid-color, long-sleeved, collared, button-up shirt tucked into their skort or pants. Girls should follow all other aspects of the school uniform to complete special occasion dress, with the exception that students may elect to wear navy or black dress pants instead of tan.

Students violating special occasion dress may be subject to sanctions beyond a normal “out-of-uniform” violation given the importance of the event.

### **Warm Weather Uniform, All Grades**

From the start of school until October 2, or later at the discretion of the Office of Student Life and from May 1 until the end of school, students shall have the option to wear a warm weather uniform, which makes the following modifications to the regular school uniform.

#### **Girls**

Girls may wear their uniform skort without tights. Solid, tan-colored, chino or Bermuda style short that extend to the top of the knee are also permitted. Navy, white, or black socks that come to mid-calf can be worn, but are not required. All other uniform rules apply.

#### **Boys**

Instead of the pants, boys may wear a solid, tan colored, chino-style short. The shorts must extend at a minimum to the top of the knee and may not extend below the knee. If wearing shorts, socks do not need to be worn. All other uniform rules apply, including wearing the uniform polo tucked in with a belt.

For both boys and girls, shorts may not be ripped or have torn or frayed edges. Students may not “mix-and-match” uniforms. If wearing the regular uniform (e.g. wearing pants or the uniform skort), it must be completely followed.

If a day is designated for Special Occasion or Mass Dress, this supercedes the warm weather uniform and no shorts will be permitted on that day.

#### **Masks**

All students are required to wear a mask that covers the mouth and nose throughout the school day except at specially designated times to remove them. The mask must either solid colored, contain a simple pattern, or be an official AWHs-branded mask. No masks with messaging, logos of any kind, or other writing/images shall be permitted.

#### **Official Uniform Company**

AWHS uniform polo shirts and sweaters must be purchased from Flynn & O’Hara School Uniforms. Flynn & O’Hara School Uniforms: [www.flynnohara.com](http://www.flynnohara.com); phone 1-800-441-4122. Dress shirts and blouses may be purchased from a local retailer (no logos).

#### **Uniform Outerwear (All Students)**

Students have the option to wear specific, approved outerwear for warmth during the school day. To maintain a uniform look, only the outerwear sold by Flynn O’Hara or specifically designated as uniform-eligible on the online Adidas-sponsored school store will be permitted. There are no purchases “grandfathered in,” unless expressly permitted by Administration.

Of course, students are strongly encouraged to proudly wear Archbishop Williams branded “spirit-wear” throughout their community. There are many styles of spirit-wear available on the AWHs online school store and have been made available to students. This policy is limited to what students wear as uniform during the school day.

#### **Uniform Violations**

Students out of uniform will receive detention and other progressive consequences as determined by the Administration. Students will have the option of getting into uniform. A parent/guardian may deliver uniform items to the student.

## **Dress Down Days**

On occasion, Archbishop Williams will hold “dress down days” on which students will not have to wear their uniform to school. These days may have a theme, such as a color or “spirit dress.” In such an event, students must adhere to the published guidelines in addition to the rules described below.

As a general rule, even on a dress down day, students are to be modestly and appropriately attired.

The following may **not** be worn on a dress down day:

- Torn jeans
- Shorts (unless expressly permitted)
- Short skirts
- Pajama tops or bottoms
- Rompers
- Beachwear, including flip flops
- Hats
- Bare midriff tops, tank tops, halter tops, spaghetti straps, “off the shoulder” tops
- Clothing that advertises or promotes alcohol or tobacco
- Clothing with offensive language
- Military style fatigues or clothing that otherwise condones or supports violent activity

The Administration shall determine if a student is modestly and/or inappropriately dressed on a dress down day. If a student has any question as to the suitability of an outfit, he or she is strongly encouraged to ask an administrator in advance of the dress down day.

Dress down days are a privilege. Failure to comply with the guidelines of a dress down day will result in detention. Chronic uniform offenders will lose the privilege to dress down. It is important to note that students always have the option to wear their uniform on dress down days.

## **REMOTE LEARNING DRESS AND CONDUCT**

Students attending class remotely must consider themselves “in school” with all of the resulting expectations for behavior with the exception of wearing the full school uniform. Instead, all students attending school remotely must wear, at a minimum, the uniform polo shirt.

Students must have their video camera turned on and their faces on screen during the entirety of the class unless specifically given permission to be off camera by the teacher or administration. Students will not be admitted to class without having their cameras on.

Inappropriate conduct on Zoom, including “Zoom Bombing” or other intentionally disruptive activity shall result in school discipline, including removal from class, suspension and potential revocation from the ability to take classes online (which may necessitate withdrawal from AWHS).

## **Disciplinary Consequences During Remote Learning**

Students who violate the Academic Expectations or Code of Conduct procedures during remote learning shall be subject to school discipline in an analogous fashion to in person instruction. Violations may result in consequences including, but not limited to: removal from class, detention, suspension, probation, and ultimately the prohibition of attending remote learning classes, which may necessitate withdrawal from Archbishop Williams.

## **FAMILY ID**

Archbishop Williams uses the Family ID site to attain digital parental permissions and authorizations. Virtually all forms that require a parental signature will be submitted through Family ID. This includes, but is not limited to, permission slips for field trips, absence notes, early dismissal notes, and sign-ups for athletics.

Family ID is a digital signature platform that has been recognized by the State of Massachusetts as legally valid. Parents and guardians are strongly cautioned that once they create a Family ID account, they should not share their username or password with their students in order to protect the integrity of the forms submitted under their signature. The email used to register with Family ID must match the parent email in PowerSchool. Student email accounts will not be accepted as valid permission.

Any student who forges an electronic signature through Family ID will be subject to severe disciplinary action, including the possibility of suspension and/or expulsion.

## **ATTENDANCE REGULATIONS**

Regular attendance is essential if a student is to make satisfactory progress and receive credit for the year's work. A student will be considered absent from a class for any of the following reasons: absence from school, missing Block A (arriving excessively late to school), missing a class due to early dismissal for a non-school related reason, missing a class due to a uniform violation, cutting a class, or missing class due to suspension.

Students absent for one or two days should check the Schoology website for assignments. If a student is absent for a prolonged period due to illness or other circumstances, he or she should contact the appropriate Guidance Counselor or the Director of Grade 7 & 8 for study assignments or tutorial assignments. For a prolonged illness (three or more consecutive days) a doctor's certificate is required for re-admission.

Upon return to school after an absence, it is the student's responsibility to see his or her teachers to arrange make-up work. Students are responsible for all work, tests, quizzes, and other assessments missed during the absence. Unless an alternative arrangement is approved, a student shall have no more than twice the number of days missed to make up all homework, tests, quizzes, and other assessments missed during the absence.

### **Remote Learning Attendance**

Teachers will be taking attendance of those students opting for remote learning and being present online counts the same as being present in school. Students must be logged into class at the start of the period and remain actively engaged with the class for its duration. Tardies will also be recorded. This includes students who ordinarily attend school in-person, but circumstance or prudence requires them to stay home.

### **Reporting an Absence**

In order to report an absence, a parent/guardian shall log into the Family ID system and complete an electronic absence note stating the date of absence and reason for absence. This note must be submitted by 7:50 AM on the date of the absence. Parents/guardians shall be contacted if a student is absent and no note has been submitted on Family ID.

### **Excessive Absenteeism**

Absences disrupt the student learning process and create a burden on both the student and teacher to remediate lost instruction. Any student who has more than five absences of in a particular class for a particular quarter may result in the student receiving a grade no higher than 59% in that class for that

quarter. Furthermore, a student who has more than 20 absences of *any kind* for the year in a particular class may result in a failing grade for that class for the year. Sanctions for excessive absenteeism shall be determined by the Principal and/or Assistant Principal(s) with a strong consideration given to the reasons for the absence.

### **College Visits**

Archbishop Williams recognizes that seniors may need to miss school in order to visit prospective colleges. It is expected that any senior making a college visit shall notify the Student Life Office and his or her Guidance counselor at least three days in advance of the visit and the student provides a note from the college upon return to school documenting his or her attendance at a visiting day.

### **COVID-19 Related Quarantine**

At a certain point during the year, students may be forced to quarantine due to COVID-19 but are either asymptomatic or home for precautionary reasons. The expectation is that students who are under quarantine but otherwise capable of attending school will participate in remote learning.

### **Skipping School**

Skipping class is a particularly serious form of unexcused absence. Any student who skips a class will be assigned to Saturday detention. A student who skips multiple classes on a day or is a repeat offender will be suspended from school. Furthermore, students who skip school will not be allowed to make up missed academic work and will receive a zero for all work missed in each class that day, including any tests or quizzes.

The administration does not approve of student-initiated “skip days” and the same sanction for any skipping school shall apply. We ask parents for their cooperation by refusing to allow their sons/daughters to participate in such a day.

In addition, the sanctions described above for skipping school may also apply to any form of unexcused absence at the discretion of the Assistant Principal(s), and/or Principal.

### **Family Vacations and Emergencies**

Sufficient vacation days are provided in the year’s calendar and therefore family trips and vacations should not be scheduled during school days. Please review the school calendar before scheduling family vacations.

Should a family emergency occur and result in a student’s absence, parents must notify the Student Life Office as soon as possible. Because such emergencies are nevertheless absences from school, students are still responsible for all missed work, including quizzes and tests.

### **Early Dismissal**

Every effort should be made to arrange medical and dental appointments outside of school hours. If a student needs to be dismissed early for any reason, a parent/guardian must complete an electronic early dismissal note on Family ID by 7:50 AM on the date of the dismissal, if possible. No student may be dismissed via telephone, text or email.

### **Leaving Class**

Students need the permission of their teacher to temporarily leave class. Before taking the pass (which may be virtual), the student must sign the class’ log as well as put the time they are leaving. Upon returning to class, the student must also sign back in with the time. As time out of class disrupts learning, students should make every effort not to leave class, and in any event complete their business as quickly as possible.

Students who wish to leave class or study hall to see another teacher, Guidance Counselor, Campus Ministry or use the library must make arrangements *in advance* and have a pass to go to that destination. Ordinarily, passes will not be given to miss a class. Students should not be issued passes to lockers during classes or lunch times and therefore must obtain books and belongings before or after school, or between classes. For visits to the school nurse, please see the policy below.

Students who violate this policy or, in the opinion of Administration, abuse the system for leaving class through excessive use will be subject to disciplinary action. Such action may include, but is not limited to, the loss of the privilege to leave class.

### **Bathroom Access**

No more than one student will be permitted at a time in the bathroom. If a bathroom is occupied, students are to wait outside quietly in the hallway maintaining physical distancing. Students should wash their hands for at least twenty seconds before exiting the bathroom. In order to regulate flow into the bathroom, students may not access the bathroom during passing time between classes.

### **Nurse Pass**

A student must receive permission from the teacher in order to leave class to visit the school nurse. The teacher will digitally alert the nurse of the time the student has departed class. The student must report to the nurse as quickly as practicable whereupon the nurse will assess the student. The school nurse will make every effort to return the student to class and digitally inform the teacher of the time the student left the nursing office.

If a student is potentially showing symptoms of COVID-19, the student shall not leave class to visit the nurse. Instead, the teacher shall alert the nursing office and a staff member shall escort the student from class.

At the discretion of the nurse or other school officials, a student who makes repeated visits to the nurse's office may be required to provide additional medical documentation. Until such documentation is provided, a student may be restricted from attending school.

If in the judgment of the school nurse or other school official, a student is visiting the nurse's office without an underlying medical condition, but rather to "get out of class," or arrives without a proper note, he or she will be subject to disciplinary sanctions.

### **Participation in School Activity**

A student who is absent from school may not participate in, or attend as a spectator, that day's athletic, co-curricular, or extra-curricular activity. In order to participate in co-curricular or extra-curricular activities after school hours, a student must be in school a minimum of 3 ½ hours. Any student dismissed from school due to illness may not participate in co-curricular or extra-curricular activities after school on that day. The Principal, Assistant Principal(s), Director of Grades 7 & 8, and Athletic Director may waive this policy under special circumstances.

### **Remote Learning Eligibility for School Activity**

Students who have elected to participate in the remote learning program on a full-time basis shall be eligible for that day's athletic, co-curricular, or extra-curricular activity if the student attends the online learning for a minimum of 3 ½ hours in analogous fashion to those who are present for on campus learning.

However, students who regularly participate in on campus instruction, but have elected to attend school on a particular day remotely shall be ineligible for that day's athletic, co-curricular, or extra-

curricular activity despite being marked “present” for classes.

A student may not change his or her full time election of “on campus” or “remote learning” to circumvent this rule. If a student changes his or her full time status that student shall be ineligible for school activities for 72 hours as the change is processed by the Student Life Office and our records are updated.

### **Tardiness to School**

It is expected that students arrive to school on time. A student who is late to school must secure an admission slip from the Student Life Office. Students who are tardy may be issued a detention and sent to class. A student excessively tardy to school may not be able to attend the Block A class.

In addition to detention after school, students with a chronic tardy record will be subject to Saturday detention and may be placed on probation. If a student arrives late to school with a tardy note, that note may not automatically excuse the student from detention. The Student Life Office reserves the right to deem a late arrival unexcused and issue an after school detention or a Saturday detention.

### **Tardiness to Class**

Students tardy to class should report directly to class where the teacher will initiate the appropriate disciplinary action. The Student Life Office will not issue late-to-class passes. Detention may be issued for chronic tardiness to class. Tardiness, early dismissals, and school suspensions may disqualify a student from receiving a perfect attendance award in June.

### **Leaving Campus**

Students are not permitted to leave school property during the school day without written authorization from a parent/guardian and approval from the Student Life Office.

### **Voucher Days**

If during the annual calendar drive a student earns a voucher day the following rules must be followed: the student must submit an electronic voucher through the Family ID system and notify his or her teachers at least one day in advance of the absence. Students are responsible for all work missed during the voucher day. All work and assessments must be made up within two school days.

### **Upperclassmen Privilege**

For the 2020-2021 school year, AWHs is extending the traditional Senior Privilege to a limited group of Juniors as a special COVID-19 provision, creating a new Upperclassmen Privilege. This is to reduce the number of students on campus and stagger student arrival and departure.

Upperclassmen privilege is defined as permission for Seniors and a specially designated group of Juniors to arrive late to school when they have a first block study, or to leave early when they have a last block study. Any student, especially Juniors, with a significant history of discipline, tardies, absenteeism, or incomplete service hours shall not be extended the privilege. This privilege does not apply when there is a scheduled afternoon or first period assembly. Students must be on time for their first class, so they are encouraged to pay attention to any changes in the bell schedule for the day.

Upperclassmen privilege may be withdrawn by the Principal and/or Assistant Principal due to poor academic performance or disciplinary infractions. The Principal reserves the right to revoke it at any time. Parents who do not want their student(s) to have privilege must notify the Student Life Office.

### **SCHOOL CANCELLATION OR DELAYED OPENING**

Archbishop Williams uses the “School Messenger” system to notify parents and guardians of

cancellations, emergencies and other important information and will notify local media outlets. Students/parents must listen specifically for Archbishop Williams High School because we will not always make the same decision as the Braintree Public Schools.

## **RESPECT FOR PROPERTY**

Human dignity requires that each of us respect the personal property of one another and the school property, which is intended for the responsible use of all members of the Archbishop Williams community. Acts such as vandalism, defacing property, and stealing will result in severe penalties, including the possibility of expulsion.

## **LOCKERS**

To start the 2020-2021 school year, students will not be permitted to access hallway lockers.

Lockers are the property of the school and with a specified combination are assigned to the student for use during an academic year. Students are advised not to give their locker combinations to other students. Since they are school property, students should understand that they have no right to privacy with respect to locker contents, and that they are subject to search when deemed necessary by the Administration. Any locker malfunction should be reported immediately to the Student Life Office. The major purpose of the locker is to store books. Students should not leave valuables in their lockers. Anything left in lockers after final clean-out at year's end becomes the property of the school to be used, donated or discarded as it deems appropriate.

A special word of caution with regard to gym lockers: never place personal belongings in a gym locker without securing it with your own lock. Valuables of any kind should never be left in a gym locker. As is always the case, the Administration reserves the right to search personal property on school grounds when deemed necessary.

## **FOOD AND BEVERAGES**

Food and beverages are to be consumed in the cafeteria or in specially designated areas at specifically designated times. Otherwise, students may only bring water into class and are strongly encouraged to use refillable, clear containers. Gum chewing is never permitted during the school day.

## **ELECTRONIC DEVICES**

Cell phones, gaming devices, music players, and all other electronic devices not specifically authorized by the school are not to be used in the school buildings during the school day, 8:12 A.M. – 2:20 P.M. Given the nature of and access to instant communication, the use of cell phones must be restricted. If any of the above are found or confiscated during the school day, teachers have been instructed to present them to the Student Life Office. Students may reclaim their cell phones from the Student Life Office at the end of the day. Violations of the cell phone policy may result in a Saturday Detention. Moreover, as a safety precaution, students are not permitted to transit the hallways while “plugged in” to head phones or similar devices during the school day.

## **STUDENT SAFETY**

Archbishop Williams views the safety of all of its students as a matter of primary concern. Policies in place with regard to discipline procedures at AWHHS exist to insure the safety and well-being of the students, faculty, and administration of the school, and to insure an equitable and optimal learning environment. Any student who jeopardizes the safety and security of another on school property or in the vicinity of the school, on the way to or from school, at school-related event, or on the way to or from such an event will be subject to the disciplinary policies of the school and may be liable to further penalties under Massachusetts State Law. Access to the school by visitors will be monitored



and limited. Students may not provide strangers access to the building.

### **Student Identification Cards**

Students must visibly wear their identification cards on them at all times. These cards will open the Cafeteria Door, the North Door, the South Door and the door to Nazareth Hall during school hours. Students should take care to only use the swipe cards to admit themselves. They will not be issued new swipe cards every year, so they must take care not to lose the cards. Lost ID cards must be reported to the Student Life Office immediately. There will be a \$10 charge to replace lost ID cards. Students found without their identification cards are subject to disciplinary action.

### **Emergency Action Drills**

Fire drills require immediate and careful attention. Whenever the fire signal sounds, all classes are to proceed immediately and in silence along the route posted in each room. When the return signal is given, students must return to their classrooms promptly. Other emergency action drills, including lockdowns and evacuations, will be conducted as appropriate and necessary.

### **Motor Vehicles**

AWSHS is a commuter school and a large majority of students arrive by car, so motor vehicle safety is of utmost importance.

All vehicles must be legally registered with state authorities and display a valid inspection sticker. Students who drive to school must also register their vehicles with the Student Life Office and receive a sticker which must be prominently displayed on the driver's side rear window. Vehicles not registered with the school and without a sticker will not be allowed to park on school property. Cars in violation of these regulations, or those impeding another's access to a parking lot, will be towed at the student's expense.

Two unattended lots are provided for student use and students park in these lots at their own risk. Those involved in co-curricular activities requiring their presence into the late afternoon are urged to park in the lot on Independence Ave. The parking lot behind the school building is reserved for faculty and staff only. Students are not permitted to operate vehicles or park in that lot at any time during school. Violations of this policy will lead to disciplinary action. Unsafe operation of motor vehicles either in the lots or on public roadways surrounding the school (School Zone) will result in the loss of parking privileges as well as disciplinary action, as appropriate.

There are designated faculty and staff spaces at the Main Academic Building and at Nazareth Hall. These spots are reserved for faculty and staff at all times during the school year, including after school.

Students should assume no privacy right with respect to motor vehicles on school premises. All such vehicles are subject to search if deemed necessary by school officials. Failure to consent to a search will result in disciplinary action, up to and including expulsion from Archbishop Williams at the discretion of the Principal and/or President.

### **Tobacco**

There is clear and convincing evidence that smoking and the use of smokeless tobacco are injurious to health. In addition, Massachusetts law has strict regulations forbidding tobacco use in public and common areas. A student may not smoke, use smokeless tobacco (which includes snuff, chewing tobacco, or dissolvable nicotine products), use e-cigarettes, or possess any tobacco products (including electronic cigarettes and paraphernalia) anywhere on school property, in the immediate area, or at a school-related event. Violation of this rule will result in a one-day suspension. A second offense will result in a minimum two-day suspension, placement on disciplinary probation, and

mandated attendance at a smoking cessation program.

If a student is found to be in a lavatory area where evidence of smoking exists, the student will be deemed to be smoking, and therefore, will be suspended. Chronic smoking violations may result in dismissal from school. Resource information for tobacco use prevention, community smoking cessation programs and support groups can be obtained through consultation with the Guidance Office and/or the school nurse.

### **Vaping**

The sale, use, distribution, and/or possession of any vaping or vaping-related device and/or any related paraphernalia is expressly prohibited on school property or at a school-related activity.

The use or possession of any vaping or vaping-related device and/or any related paraphernalia will result in a one-day suspension at a minimum and is subject to legal prosecution. A second offense will result in a minimum two-day suspension, placement on disciplinary probation, and mandated attendance at a cessation program.

The sale and/or distribution of any vaping or vaping-related device and/or any related paraphernalia at any time will be considered a particularly serious offense and violations may be subject to more serious sanctions including expulsion.

### **Alcohol/Drug Policy**

A student who has an alcohol or drug problem is encouraged to seek the aid of any member of the school staff or any other outside assistance. If a student is detected to be under the influence of alcohol, having consumed alcohol, or in possession of alcohol on school property or at a school-related activity, this must be reported to the Student Life Office, which will notify the student's parents. The student will be suspended for a minimum of five days. The student may be required to undergo a professional assessment. A second offense may result in dismissal from school.

If a student is detected to be under the influence of illegal drugs or marijuana, having used illegal drugs or marijuana, or to be using or in possession of illegal drugs, marijuana, or drug paraphernalia, or to have sold or distributed illegal drugs or marijuana on school property or at a school related activity, the Student Life Office will notify the student's parents and legal authorities, as necessary, and the student will be subject to immediate expulsion. Please be advised that as of September 5, 1989, Massachusetts Law states that a conviction for selling illegal drugs within 1000 feet of school property will result in a minimum mandatory two-year jail sentence plus a fine of up to \$10,000.

Any student may be subject to drug testing if the Administration deems there is just cause. This testing will be done at a facility and at a time determined by the school.

### **Fighting/Weapons**

Fighting is considered a serious violation of school rules and makes each student involved liable for suspension (minimum of three days) or expulsion. Any student in possession of a weapon or storing one on school grounds or who is found to be in possession of a weapon at a school sponsored activity, or has an object deemed to be a weapon by school authorities, will be immediately expelled from school.

### **Gambling**

Gambling in any form is illegal and is not allowed. This includes cards, dice, coin games, sports betting cards, etc. Any student caught gambling will be subject to appropriate discipline.

## **Hazing**

Pursuant to Chapter 269 of the Massachusetts General Laws, it is a crime to participate in or organize hazing, or for a person at the scene of such crime to fail to report the incident. A copy of the law is filed in the Student Life Office. Archbishop Williams High School will comply with the law and will punish according to the sanctions laid down by the law. The Principal, after careful review of any hazing issue, will determine the penalty for any student. Punishment may include suspension or exclusion from a team or group. In addition, suspension or even expulsion from AWHs is possible. A student's level of involvement and severity of the situation will be the determining factor in the appropriate sanction. The complete law is on our school website, [www.awhs.org](http://www.awhs.org).

## **Bullying**

Pursuant to Massachusetts State Law, Archbishop Williams has had a Bullying Prevention Plan in place since December 31, 2010. Our plan has been developed to ensure a safe and positive learning environment for every student. No student should be subjected to any form of bullying, cyber-bullying, retaliation or other behavior which disrupts a student's ability to learn and the school's ability to educate.

Through school assemblies or classroom sessions with Guidance personnel, all students will be made aware of what constitutes 'bullying' and the importance of reporting it to school authorities. The school will promptly investigate all reports or complaints of bullying or retaliation and take action to end that behavior.

The AWHs Bullying Prevention Plan, complete with the Incident Report Form, and the Massachusetts State Bullying Laws, <http://www.lawlib.state.ma.us/subject/about/bullying.html> appears in its entirety on our school website, [www.awhs.org](http://www.awhs.org). Report forms are also available in the Main Office, Guidance office, Deans' office and the Health office.

## **DISCIPLINARY SANCTIONS**

Violations of the school's code are subject to detention (morning or afternoon), Saturday detention, in-school suspension, out-of-school suspension, community service, probation, and expulsion. A detention for school infractions will be issued by the Student Life Office and will be made part of the student's disciplinary record filed in that office. Students will be held to specific appointments not to extend beyond one week. Requests to change detention must be made in writing by a parent/guardian and the change will be made only at the discretion of the Assistant Principal for Student Life.

Afternoon detentions run from 2:30 to 3:15 PM and Saturday detention is held from 7:00 AM to 9:00 AM. The days will be designated by the Student Life Office.

## **Suspension**

Suspension is a temporary separation from school whereby the student cannot attend classes or participate in school-related activities. Students are responsible for all academic work missed during suspension. However, the sole obligation of the teacher is to administer quizzes/tests when the student returns to school. All work must be made up within two school days upon the student's return to classes unless a different schedule is approved by the teacher and the Academic Dean or Principal. Work not made up will result in a grade of zero. Tests, quizzes and assignments due on the date of return will not be given an extension.

Suspension can be assigned for different lengths of time depending upon the severity of the infraction. When a student is suspended, the Student Life Office will make every effort to contact his/her parent/guardian as soon as possible. A student remains on suspension until he or she is readmitted to class. Depending on the infraction, a re-entry meeting with the parent/guardian may also be required before the student is readmitted to class.

Suspensions are issued for the following: excessive tardiness, missing detention, skipping class, truancy, foul or abusive language/gestures, communicating a threat, dangerous driving, vandalism, fighting, smoking or possession of tobacco products, and other serious or chronic behaviors. A student who is disrespectful or uses foul, abusive, derogatory or racist language in the classroom, hallways, cafeteria, on school grounds or at school events, or in reference to other students, faculty or staff on social media sites will be subject to suspension from school. Any student who directs foul, abusive, derogatory or racist language/gestures to a member of the faculty or staff will be suspended out of school minimally for three days.

### **In School Suspension**

For any suspendable offense, Administration may elect to issue an in-school suspension in lieu of an out-of-school suspension. During an in-school suspension, students will be placed in a supervised, isolated room and expected to spend the day completing schoolwork, reading, or in silent reflection on their behavior.

Students will not be permitted to access any technology unless specifically permitted by Administration for the completion of schoolwork. All other school policies concerning suspension, including ineligibility for all athletic and co-curricular activities, apply.

### **Disciplinary Probation**

A student will be placed on disciplinary probation for serious or chronic violations of school rules. There are two levels of probation and placement on the appropriate level will be determined by the nature of the offense(s).

A student will be placed on Level I Disciplinary Probation for violating school procedures or policies on a serious and/or repetitive basis, including chronic absenteeism or tardies. A student will remain on disciplinary probation until significant improvement is shown on his/her discipline record.

Students placed on Level I Probation should view this action as a stern warning that their conduct jeopardizes their place at Archbishop Williams. Conduct violations while on Level I Probation may result in being placed on Level II Probation, or if deemed severe enough, dismissal from AWHS.

Students on Level I Disciplinary Probation will not be permitted to assume any leadership position at Archbishop Williams, and will lose any leadership positions already attained, including being a class officer or team captain. Furthermore, any Senior will immediately have his or her Senior Privilege revoked for as long as he or she is on Probation. Additionally, anyone on Level I Probation may be excluded from any non-academic school activity or event, such as a Dance, Semi-Formal, or Prom.

If a student on Level I Disciplinary Probation continues to violate school regulations, he or she will be raised to Level II Disciplinary Probation. Additionally, a student may commit an offense severe enough that he or she is immediately placed on Level II Probation.

Students placed on Level II Disciplinary Probation will have all of the sanctions for Level I Probation plus other Probationary conditions as determined by the Assistant Principal(s), Principal, and/or President. Level II Disciplinary Probation means that a student is in immanent jeopardy of being dismissed from Archbishop Williams. In particular, a student on Level II Disciplinary Probation may be dismissed from AWHS after committing one or more suspendable offenses, or for any other reason deemed appropriate on the discretion of the Principal and/or President.

Any student on either Level I or Level II Disciplinary Probation is subject to a status review by a Conduct Review Board, which will meet as necessary as determined by the Principal. The Principal will appoint the members of the Conduct Review Board, which may include Faculty and/or Administrators. The purpose of the Conduct Review Board is to make a recommendation to the Principal as to whether the student should be able to remain enrolled at Archbishop Williams or be offered the opportunity to return to Archbishop Williams for the next academic year. A student on either Level I or Level II Disciplinary Probation may be asked to withdraw from Archbishop Williams High School.

Nothing in the above section on Disciplinary Probation shall be construed as to limit the discretion of the Principal and/or President to dismiss a student from Archbishop Williams for conduct that the Principal and/or President deem warrant dismissal.

### **BEFORE/AFTER SCHOOL SUPERVISION**

Faculty supervision of students begins at 7:00 AM. Between 7:00 and 7:55 AM, Grade 9-12 students must report to the cafeteria via the back entrance to the cafeteria and remain there until the 7:55 bell. Students may only leave the cafeteria if they have a Zero Block class, extra-curricular activity, or are going to meet with a faculty member. Based on COVID-19 restrictions, Grade 7 & 8 students will report to either Nazareth Hall for the before school supervision conducted there or to the Cafeteria. Students will receive instructions during the school year.

If the designated supervision area is full, students will be directed to an overflow area to attend class.

After school, students must be with a teacher, a coach, in the library, or in our cafeteria, or they must leave campus. After school the library is reserved for research and quiet study. The library is open until 3:30 PM Monday– Thursday. There is faculty supervision in the Cafeteria for Grade 9-12 students until 5:00 PM Monday – Friday and in Nazareth Hall for Grade 7 & 8 students, subject to COVID-19 restrictions. Students will be given notice of days when there is no after school faculty supervision, e.g. before a holiday or vacation.

### **PARENTAL SUPERVISION**

Parents planning to be out of town while their child is attending school must notify the Student Life Office and provide the name of the supervising adult in the parents' absence.

### **UNSANCTIONED STUDENT TRIPS**

The Administration strongly discourages unsanctioned student trips. Parents are urged to refuse their sons/daughters permission for such trips.

### **SCHOOL DANCES**

Archbishop Williams High School holds several dances throughout the school year including Homecoming, various semi-formals, Grade 7 & 8 dances, and the Junior/Senior Prom. Some dances may have restrictions as to which grade levels may attend, especially with the seventh and eighth grade. Students are expected to arrive within thirty minutes of the start time of the dance. Once admitted, students may not leave until a half hour before the closing time of the dance. Students must be picked up promptly at the conclusion of the dance.

Acceptable dress and appropriate behavior on the dance floor are expected of students at all school dances/proms. If a student is not in compliance with this expectation, parents will be notified, and the student will be required to leave the dance/prom. In such an instance, the student may be subject to further disciplinary action, as well. The Student Life Office may exclude a student from an extra-curricular activity due to inappropriate behavior.

Invited guests are welcome to attend AWHHS dances/prom. In order to sponsor a guest, an AWHHS student must submit a completed Permission Request Form. A sponsoring student is responsible for his or her guest's behavior. Guests may also be required to submit a permission form and/or show identification in order to enter the dance. If a guest violates AWHHS rules of conduct, disciplinary action may be taken against the sponsoring AWHHS student.

### **SCHOOL PUBLICATIONS**

Archbishop Williams presumes parental/guardian consent to use their student's name, photograph/likeness, and comments in school publications and communications, including in varied online formats. Parents/guardians have the right to request that their sons/daughter's name, photograph, and/or comments not be included in school publications and communications. This request must be submitted in writing to the Principal at the beginning of the school year.

### **UNAUTHORIZED USE OF SCHOOL NAME**

No student or student's parent or guardian without the expressed prior written authorization of the school's Principal and President may utilize the school's name or identifying logo for any inappropriate purpose including but not limited to the use of the school name: to open up any bank account; to solicit funds on behalf of the school; to collect money on behalf of the school; to sell products on behalf of the school; to schedule any field trip, vacation or other accommodations; to post on any website for any purpose including but not limited to support for or against a particular social or political agenda.

Any such unauthorized use of the school's name or identifying logo if committed by a student may subject the student to disciplinary action up to and including expulsion. In addition, any such unauthorized use of the school's name or identifying logo may result in legal action.

### **VISITORS**

Student visitors will be limited to those students who have indicated an interest in attending Archbishop Williams High School. Any student visitors must be approved by the Admissions Director or the Student Life Office. All other visitors are to report to the Main Office.

### **USE OF SCHOOL TELEPHONE**

Students are allowed occasional use of a school telephone in the Main Office or in the Student Life Office upon request at the discretion of the Administration and staff.

**THE PRECEDING POLICIES AND REGULATIONS ARE COMPREHENSIVE BUT NOT ALL-INCLUSIVE. A SITUATION MAY OCCUR WHICH REQUIRES DISCIPLINARY ACTION AS DETERMINED BY THE SCHOOL ADMINISTRATION. THE PRESIDENT/PRINCIPAL WILL BE THE FINAL ARBITER IN ALL DISCIPLINARY ISSUES.**

## V. HEALTH AND SAFETY

### BUILDING ACCESS

#### **Morning Drop-Off and Supervision**

Archbishop Williams is open for student entry at 7:00 AM. From 7:00-7:55 AM, students may enter the Main Academic Building only through the door by the cafeteria. Students may not use any other door, including the North or South Doors (the side doors on both sides of the back of the school where the faculty park). Students must report to the cafeteria and remain in the cafeteria until 7:55 unless the student is enrolled in Zero Block class, is attending an extra-curricular activity, or is meeting with a teacher. The student may be asked to show a pass to leave the cafeteria, depending on the activity.

If a student is going to Nazareth Hall before school, they may also be dropped off at the stairs behind the Main Academic Building or on Washington St. in front of Nazareth Hall. Families may not pull into the Nazareth Hall Parking Lot for drop-off as there is no turnaround in that lot and it interferes with faculty accessing the lot.

All students are advised to walk with extreme caution when being dropped off on Independence Avenue or Washington Street as the roads are very active with cars attempting to reach the highway. The driveway to St. Colletta's should not be used under any circumstances and must be unblocked to allow for the free entry and exit of parents to that institution.

### NURSING OFFICE

#### **Goal of the Nursing Office**

A school nurse is present on campus from 7:30 – 3:00. The nurse monitors the health and safety of all students, responds to actual and potential health problems, and coordinates medical care between physicians, families, and the student.

#### **Visiting the Nurse**

Students are to report all injuries and illnesses occurring during the school day to the school nurse with a pass from their teacher, except in cases of emergency. If the nurse's office is closed, accidents are to be reported to the Student Life Office or moderator in charge of the before/after-school activity. The nurse will record the student's time of arrival and departure, as well as the student's reason for visit, and treatment within an online medical record. An accident report must be completed and filed in the nurse's office if an injury occurs.

Students reporting to the nurse's office will be evaluated by the nurse who will make a determination if further medical treatment is needed or if the student may remain in school. Students who need to be dismissed, may only leave school after the nurse speaks with a parent/guardian. At the beginning of each year, parents/guardians are asked to complete an emergency contact form in FamilyID with the student's medical history, and emergency contact information. A student who contacts his/her parent for dismissal without first being evaluated by the nurse will not receive a dismissal note and will be referred to the Student Life Office.

A physician's certificate is required for any student returning to school under the following conditions: an illness of five days or longer, an operation, an accident, or any restrictions of activity such as students with a sling, cast, brace, splint, or crutches.

## **Student Health Records**

A paper and electronic health record is maintained in the nurse's office for each student throughout their time at Archbishop Williams High School. The record includes physical exams, reports of injury and treatment plans, a record of immunizations, screening results, health office visits, and medication administration. Parents are asked to provide copies of updated physicals yearly, and to communicate health concerns and medical issues directly with the nurse's office as soon as they arise.

## **Administration of Medications**

All parent/guardians must complete an emergency health form that provides for permission to administer common, over-the-counter medications, which are authorized through a standing order provided by Braintree Public Schools. All other medications must be brought to the school by a parent/guardian in the original labeled container from the pharmacy. An individual medication plan will be developed and must be signed by both parent/guardian and school nurse. Only a 30-day supply of medication may be kept in school. No child is permitted to bring medications to school or carry medication in school with the exception of an inhaler, Epinephrine auto injector or if wearing an insulin delivery system (pump). Students may carry their inhaler and/or Epinephrine auto injector and/or insulin delivery system only after contacting the school nurse and providing a physician medication order form and parental permission form. For short term medications (less than 10 days), parental consent is required, however the prescription on the bottle is sufficient for physician consent.

## **Vaccinations**

Students must be properly vaccinated in accordance with Massachusetts General Laws, unless there is a Medical or Religious exemption. Exemptions must be verified by a physician and submitted to the Nurse's office annually. Children who are not fully immunized are not allowed to attend school.

## **COVID-19**

Archbishop Williams has made significant alterations and policy changes in order to comply with state regulations and recommended practices concerning the safe administration of schools during the COVID-19 pandemic. Families must understand that no amount of precaution can completely prevent the transmission of COVID-19 in any environment, including Archbishop Williams High School. Families always have the option to elect for remote learning should they feel uncomfortable with the situation.

The policies written here are subject to change based on evolving health conditions, state regulations, and recommended practices.

## **Bishops Protecting Bishops**

The policies described below only work when everyone participates. We all want to be able to attend school on campus and in person, but we will only be able to do that if we operate under the spirit of "Bishops Protecting Bishops." Guidelines like mask wearing not only protect the user but also protect the community.

## **Family Responsibility to Monitor Student Health and Contacts**

Families have an affirmative responsibility to monitor the health of their student and likely exposure to COVID-19. If a student is exhibiting symptoms of COVID-19 or has had direct contact with an individual who is likely to have contracted the illness, the family shall not send the student to school and immediately contact the Nursing Office. The Nursing Office will provide further instructions, which may include a mandatory 14-day quarantine period, doctor's certification, or a negative COVID-19 test in order to return to school.



Symptoms to monitor for include:

- Fever (100.4° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

### **Mask Requirement**

Families are required to provide students with a mask that covers their mouth and nose in compliance with the AWHs uniform policy. Students will not be permitted to attend class without a mask. Masks are expected to remain on except in specifically designated times and spaces. AWHs will have a limited supply of masks for students who do not arrive at school with a mask, but they may be a disciplinary consequence for needing one. Families are encouraged to wash any cloth masks frequently.

### **Physical Distancing**

Students may not congregate in large groups while on school property. When in hallways or other common areas, they should try to maintain physical distancing from their classmates of at least three feet, preferably six. Stairs and hallways will be designated as “one-way” in order to further assist with distancing.

### **Protective Shields**

Each day, students shall be issued a tri-fold protective plastic shield that fits on the student desk. Students shall carry the shield to each class and place it on the desk. At the end of the day, shields shall be collected and sanitized. Anyone found using the shield inappropriately shall be subject to school discipline.

### **Lunch**

Students will be assigned a designated area in order to eat lunch by the Office of Student Life. Physical distancing must be maintained in order for masks to be removed to eat. Students found eating lunch outside of their designated area will be subject to discipline.

### **Suspected COVID-related Illness During School**

If the Nursing Office suspects that anyone on campus is exhibiting symptoms of COVID-19 or has been exposed to the virus, the nurse will accompany that person in a specially created medical waiting room for further evaluation, and to minimize the risk of spread to the broader school community. The medical waiting room has been fully equipped with the necessary medical supplies to care for the student, and the parent will be notified for dismissal of the student if necessary. After caring for the individual, the Nursing Office shall coordinate with the Braintree Board of Health and Administration to make the appropriate community notification and follow-up action.

For the start of the 2020-2021 school year, the medical waiting room shall be the Girls Locker Room. When the isolation room is activated, no student or staff member shall be permitted in the Girls Locker Room except those approved by the Nursing Office. The room will be disinfected in between each student exiting and entering the room.

**Confirmed Positive Case at AWHs**

Any positive cases involving students, faculty, administration, or staff shall result in appropriate community notification as directed by the Braintree Board of Health and Massachusetts public health guidelines. Students, faculty, and staff affected by a positive case may be required to either quarantine for a period of 14 days, or, have a negative COVID test in order to return to school. All areas within the school that the positive case has been will be immediately evacuated and disinfected.

**Obligation to Notify AWHs**

Archbishop Williams requires that families notify the Nursing Office of a positive COVID-19 test of a student or a member of that student's immediate family/household as soon as the individual is notified. The school also requires families to notify the Nursing Office if a student has come in sustained close contact (within 6 feet for at least 10-15 minutes) with an individual who has tested positive for COVID-19.

**ASBESTOS NOTIFICATION**

A copy of our Asbestos Management Plan is available in the School's Maintenance Office during regular school hours.

Archbishop Williams High School continues to maintain and update its AHERA Asbestos Management Plan. Any inquiries regarding the management of asbestos-containing materials at AWHs should be directed to our School's AHERA Designated Person, Dan Dooley, who can be reached at 80 Independence Avenue, Braintree, MA 02184, [ddooley@awhs.org](mailto:ddooley@awhs.org) and, 781-843-3636 ext. 1411.

## VI. CAMPUS MINISTRY

Campus Ministry and the Theology Department upholds the centrality of religious education, spiritual formation, worship, and prayer to the life and mission of the Archbishop Williams community. Together these departments develop the whole person: communally, intellectually, and spiritually. By providing opportunities for students to put their faith into action the students are able to live out the Gospel message and values learned in the classroom.

The Campus Ministry Program is guided by the values of worship, service, and reflection. With these values, we seek to nurture growth in faith and build community. The program focuses on the communal life and prayer life of the Archbishops Williams family. As a Catholic school, our faith is integrated in all that we do. However, at times this faith is expressed more directly through Masses and other forms of worship. Although students are not required to actively participate in religious services, all students are expected to attend and be respectful.

### RETREAT PROGRAM

Retreats are an important way for classes to come together in prayer and build community. These retreats are the length of the school day and may take place on campus or off campus.

### SERVICE PROGRAM

#### Mission and Purpose

St. Peter writes “Be hospitable to one another without complaining. As each one has received a gift, use it to serve one another as good stewards of God’s grace” (1 Peter 4:9-10). Archbishop Williams students are “guided by the values of the Catholic Church” when they use their gifts and talents to serve those in need. The Service Programs exposes students to the joy that comes from helping others and puts their faith into action.

“The differences among persons belong to God’s plan, who wills that we should need one another. These differences should encourage charity” (CCC 1946). In order to “graduate socially aware, morally responsible citizens prepared to succeed and to serve their local and global communities”, students must first participate in their communities. The Service Programs, through its outreach requirement, assures that students will be exposed to different aspects of society.

#### Goals of Service

The Christian Service Program through service to others:

- seeks to instill a passion for justice and peace in every AWHHS student;
- unites and involves each student with their community;
- allows each student to “put their faith into action”
- encourages students to live out Jesus’ message;
- promotes students to reflect on the impact their work has had on both themselves and the rest of the world.

#### COVID-19 and Service

Due to the volunteer restrictions of many agencies, students who have completed their service during the 19/20 school year will not have an individual service hour requirement for the 20/21 school year. However, during these unprecedented times, Christian Service is needed more than ever to support our communities. For the 20/21 school year, Campus Ministry will be completing service projects with students by class level and/or sections, replacing the student’s individual service hours.

Students who have not completed their service hours from previous years remain responsible for their completion. Contact Campus Ministry for a list of ideas to complete those hours. These students will also be responsible for class level projects completed during the year.

Notwithstanding the above, students are still encouraged to continue their outside service work on their own in ways that are comfortable and feasible for them, following the AWHs outreach service guidelines. These hours can still be submitted to Campus Ministry to record in the student's service file.

Finally, Campus Ministry will continue to host after school service opportunities that can be completed on campus following all CDC and school protocols and guidelines. These opportunities are open to every student.

### **Community Service Learning, Grades 7 & 8**

Through the Community Service Learning Program, seventh and eighth graders are exposed to the needs of a society through various types of service work. Students will learn about and prepare for the specific theme of their service inside of their respective Theology class.

Each grade level will participate in service projects once a semester. Students who are absent or learning virtually during the project day will still be responsible to complete the project.

After each service project, every student will complete a short reflection on their experience. The topic and key questions for the reflection paper will be based around the theme of the service project.

At the end of the student's CSL experience, students in Grade 8 will participate in the cumulative project, *Eden*. Using their CSL reflections and experience from both their 7<sup>th</sup> & 8<sup>th</sup> grade service projects, as a starting point, students will demonstrate their knowledge of the different aspects of social justice at work in society as well as show what they have learned through their service work. This project will focus on societal aspects such as: the care and protection of people, the environment, and social and lifestyle inequalities.

Students that do not complete the hour requirements or *Eden Project*, will not be promoted to the next grade level until the requirement is met. Students who transfer into the AWHs Middle School should see Campus Ministry for requirements.

### **Christian Service Program, Grades 9-12**

All students are required to participate in the Christian Service Program. Students in Grades 9-12 are required to complete a minimum number of service hours each year outside of the school day.

For the 2020-2021 school year, students in Grades 9-12 may have a mandatory service project planned by the school and required of them as a grade level, class level, or class section. Students who are absent or learning virtually during the project day will still be responsible to complete the project.

It is our expectation, that the Christian Service Hours benchmarks for individual students will return for the 2021-2022 school year.

Students that still need to complete their service hours from previous years may do so through both in-house and outreach opportunities. In-house opportunities include activities which take place at the school outside of the regular school day hours, such as serving at Open Houses and other such

activities that benefit the AWHs community.

Outreach hours include all service done outside of the AWHs community through direct interaction with others. Outreach hours may be done through Campus Ministry, through a student's church or parish, or on their own. All students must complete a minimum of 30 hours of outreach service in order to graduate as part of the total number of hours to graduate. There is no minimum number of in-house hours.

The Class of 2021 will be required to complete at least 55 hours of community service, meeting all year benchmarks, in order to graduate. Students who transferred into AWHs after freshman year should see Campus Ministry for requirements.

### **Failure to Meet Service Requirements**

Students who fail to complete their service hours by the end of the academic year must complete their service, with forms signed, completed, and handed into Campus Ministry by July 26.

Students who submit their service hours and forms after July 26 will be placed on Level 1 Probation with the Student Life Office. This probation will run concurrently with any attendance and/or behavioral probation they are on; for rising seniors or juniors their Upperclassmen Privilege will be revoked.

Seniors who fail to complete all of their service requirements by the end of March will be placed on Level 1 Probation and will not be allowed to participate in senior activities including but not limited to: Senior Breakfast, Day of Recollection, Prom, Field Day, and Graduation until their hours have been completed and verified. For all students in Grades 9-11 that have not completed their service requirements by April 30 may not participate or attend end of the year activities such as Prom, semi formals, class field trips, etc., until their hours have been completed and verified.

### **Brother William Drinan, C.F.X. Award**

Archbishop Williams is proud of the generations of people who have exemplified the spirit of service to the community, to the school, and to the Lord. Few people best exemplified that ideal than Brother William Drinan, C.F.X, the Principal of Archbishop Williams from 1985 until 1989 and on the Board of Trustees until 2001. During his tenure at AWHs, Brother Drinan raised the academic and spiritual caliber of the school at a critical juncture in school history. He was universally respected and went well beyond the call of duty in his position. Thus, AWHs will recognize those students who complete 150 service hours or more with the Brother William Drinan Award at Graduation.

### **Outreach Service**

During this time of unprecedented crisis, Christian Service is needed more than ever to support our communities. However, some activities may be unfeasible or imprudent due to the pandemic. Campus Ministry will provide ongoing guidance throughout the year on how students can safely complete their community service requirements and reserves the right to make appropriate modifications to service activities based upon public health regulations and guidelines.

It is strongly recommended that students seek approval from Campus Ministry and clarify their outreach before committing to an independent community service project.

If a student decides to complete service independent from the school, they must adhere to the following school guidelines:

- Service work must be done at non-profit or not for profit agencies.
- Upperclassmen should focus on serving the poor and vulnerable.

- Service cannot be done at home (i.e. babysitting, snow shoveling, yard work.)
- Service cannot include filing, office work, babysitting, shoveling snow, housework, or yard work for others.
- Service cannot be done for family members. (i.e. parents, grandparents, aunts, uncles, cousins, siblings.)
- Students cannot receive any type of compensation for service. (i.e. money, free food, awards.)

Students are reminded that they are looking for “service” hours where they are working or performing to help others less fortunate than themselves. Acts of charity and acts of kindness (i.e. raising money for worthy causes, donating to drives, filling out online surveys, giving money to charity, telethons, raffles, walking or marching in parades) are not considered to be outreach service.

When a student performs community service outside and independent of AWHs, he or she must submit a Service Form for each service site at which they work. The form must be signed, have contact information, and a reflection of service in order for service to be considered completed. This paperwork must be submitted to Campus Ministry before the relevant deadline.

### **International Students**

All International Students must complete the service requirements while enrolled at AWHs. During their first two years enrolled at AWHs, International Students are required to complete their service hours in the local community around Archbishop Williams. International Students in their third and fourth year enrolled at AWHs will be allowed to complete service hours in their native country. However, any service work done outside of the US must have prior approval from Campus Ministry, which will consult with the International Student Coordinator.

### **Service Trips**

If students elect to volunteer for service trips, mission trips, summer camps, or other similar opportunities that are more than a day commitment, the service hours counted are for actual work, participation, interacting with those in need, etc. Travel time and rest periods do not count.

### **Service for Charity Races**

Students may choose to take part in various walks/runs in the surrounding communities. It is encouraged that the student take part in these worthy causes through volunteering at water stations, checkpoints, serving food etc. However, if a student chooses to participate by walking or running, the hours credited to the student will be by mileage and not by time (2 miles=1 hour).

### **Honor Society Service**

A student who is accepted into any school honor society may not use their AWHs required hours to complete their service work for their respective honor society. In addition, it is an expectation of every honor society member to perform various service and duties, for their respective society, during the course of the year. Since these are required, they may not be used to complete their AWHs yearly requirements.

All service hours required as a prerequisite for acceptance to any honor society are separate and distinct from the student’s school service hours requirement.

## **IMPORTANT DATES & DEADLINES FOR THE 2020-2021 SCHOOL YEAR**

**Last Day of Final Exams:** Enrolled students may begin their service hours for the next school year

**July 1<sup>st</sup>:** Incoming freshmen may begin to complete service hours

**September 30<sup>th</sup>:** Service forms from summer service are due

**January (Martin Luther King Day):** Forms for all service performed during Semester 1 are due

**End of Quarter 3:** Senior service requirements must be completed.

Seniors who fail to complete their service requirements jeopardize their participation in senior events including graduation (see **Failure to Meet Service Requirements**)

**April 30:** Service hour requirements must be completed for all underclassmen. All forms for service performed during Semester 2 are due.

**June 1<sup>st</sup>:** Student may begin their Service Hours for the 2021/2022 school year

## VII. ATHLETICS

As part of its mission to develop the whole person, Archbishop Williams High school offers numerous opportunities to participate in athletics at all ability levels. Specifically, AWHs offers the following sports according to season, subject to student interest and COVID-19 regulations, which for the 2020-2021 school year may dramatically alter the normal offerings, number, and length of sports seasons:

<b>Girls</b>	Fall	Cross Country, Volleyball, Soccer, Cheerleading
	Winter	Basketball, Track, Cheerleading, Swimming, Hockey
	Spring	Softball, Tennis, Track, Lacrosse
<b>Boys</b>	Fall	Cross Country, Football, Soccer, Golf
	Winter	Basketball, Hockey, Track, Swimming
	Spring	Baseball, Track, Lacrosse

### ATHLETIC REGULATIONS

Participation in interscholastic athletics is a **privilege** available to **eligible** Archbishop Williams High School students. Physical skill and a willingness to participate are primary factors for inclusion on a team. They should be enhanced by good school citizenship, satisfactory scholarship and training, conditioning and a willingness to abide by prescribed rules and standards. This privilege carries with it great **responsibility** to the school, faculty, and student body. The Athletic Director with the approval of the Principal reserves the right to suspend a student from play when deemed necessary.

In order that the standards and ideals of school athletics be upheld and uniformly enforced, the school administration has established the following rules which each athlete should understand to protect his or her eligibility. Each participant must observe all procedures, requirements and regulations of Archbishop Williams High School. Coaches are to report serious infractions of discipline to the Principal and Athletic Director immediately.

#### Eligibility

A student who fails more than one subject in a particular quarter will be ineligible to participate in the athletic program. The scholastic eligibility of all students shall be considered as official and determined only on the date when report cards for that marking period are scheduled to be mailed to the parents of all students. A student who is academically ineligible at the start of a sports season shall remain ineligible for the duration of that sports season.

#### Parental Permission & Online Registration

Each student who wishes to participate in interscholastic athletics must register at the start of every season through the schools designated online process. Careful attention should be paid to the deadlines for registration.

#### Physical Examination

Each student-athlete also must pass a physical examination as a condition precedent to participation in high school athletics at AWHs. A physical exam covers the student for 13 months from the exam date. Student athletes whose physicals “expire” during a given season become ineligible as of that date.



Physical examinations must be performed by a duly-registered Licensed Physician, Physician's Assistant or Nurse Practitioner.

### **School Attendance**

Student-athletes must attend school the day a practice or game is scheduled in order to participate in that practice or game. Students must be in school for a minimum of three-and-one half (3 1/2) hours for the purpose of this rule unless excused for a good reason by the Principal or Athletic Director upon receiving a written notice.

Students suspended for a full school day are barred from participating in the athletic program that day and may not participate up to and including the last school day to which the suspension applies. If the suspension is in effect on a Friday, students are barred from participating in the athletic program over a weekend.

### **Equipment**

All student-athletes must return or pay for lost equipment at the end of each season as a condition to participating in the next season or subsequent seasons.

### **Transportation**

All athletic participants must ride in school-provided transportation to and from events. A coach may give permission for a student to be transported from an event by a parent/guardian. They must be given prior consent by the coach, the Principal or Athletic Director to take or use alternate transportation.

### **Captain's Practices**

The term "Captain's Practice" usually means a team's captain(s) organizing and conducting, without adult supervision, out-of-season practice for a particular sport. Archbishop Williams does not sanction, encourage, or condone "Captain's Practice" in any sport.

### **Medical Coverage**

When a medical professional is on duty at an athletic event, he or she shall be responsible for both teams unless the other team has its own medical person present. The relevant medical professional's judgment will be final with regard to the condition of a player injured at the event. Physical disqualification by the medical professional renders the student ineligible for that event. The penalty for playing an ineligible student is forfeiture.

### **Student Spectators**

The Athletic Department demands good sportsmanship from its student-athletes and expects the same of the students in attendance at games. The behavior of student spectators should reflect the values that are identified with the student-athletes participating in the contest. Inappropriate behavior, poor language, and any taunting of athletes, coaches, officials, or other schools or their spectators will not be tolerated and will result in ejection from the building and possible disciplinary action by the Student Life Office.

## **CONCUSSION MANAGEMENT AND EDUCATION**

Any student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion trauma (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the practice or competition and may not return to practice or play until cleared by a licensed physician or concussion specialist. Moreover, the AWHHS athletic trainer retains the power to overrule a physician's clearance of an athlete if he or she finds that all return to play

criteria have not been met. For more information on concussions and the school's concussion protocol, please visit: <http://awhs.org/assets/AWconcussionprotocol.pdf>.

Further, the Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

Student-athletes and their parents, coaches, athletics directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season.

In order to satisfy the requirement of this law, parents and student-athletes who plan to participate in Archbishop Williams High School sports program must take the free online course about concussions offered each school year. At the end of each course the student-athlete/parent will receive a completion "receipt."

The entire course, including registration, can be completed in less than 30 minutes. See National Federation of High Schools: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>.

## **STATE RULES FOR ATHLETICS**

Archbishop Williams High School, as a member of the Massachusetts Interscholastic Athletic Association (MIAA), must abide by all rules and regulations of the Association. As such, we are required to bring the following six rules to the attention of all students (additional rules can be found at [www.MIAA.net](http://www.MIAA.net).)

### **Transfer Rule**

A student who transfers from any school to an MIAA member high school is **ineligible** to participate in any interscholastic athletic contest at any level for a period of one year in all sports in which that student participated at the varsity level or its equivalent during the one-year period immediately preceding the transfer. For the purpose of this rule, no transfer will be deemed to have taken place if a student returns to his or her former school on or before the eleventh school day from the date of last attendance there. A student who transfers after the start of the practice season is ineligible for all sports during that sport season.

### **VARSITY PARTICIPATION**

Varsity participation is defined as any appearance, as a competitor, in a varsity interscholastic game, match or meet other than a scrimmage.

Before a transfer student can be certified as eligible in a specific sport within the year of his or her transfer, the sending school principal and athletic director must certify on MIAA Form 100 or Form 200 by signature that the student did not participate at the varsity level or on a non-school team during the year prior to the actual transfer.

The receiving high school principal may utilize Form 200 to declare a transfer student eligible, providing it is prior to the start of the season and the student did not participate on a non-school team, if the sending school principal certifies the following:

- Recruitment was not involved in any way.
- At the time of transfer, the student was in good standing.
- The student would be academically eligible at the sending school.
- The transfer was in no way motivated by athletics.
- The student would have been eligible by MIAA and local rules at the sending school.

## **Alcohol and Drugs**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; vaping device; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his or her doctor.

This MIAA statewide minimum standard is not intended to render “guilt by association”, e.g. many student athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

## **Time allowed for Participation After Grade 8**

A student shall be eligible for interscholastic competition for no more than four consecutive years after initially entering Grade 9. This limitation shall apply without regard to actual participation or attempt to participate.

In no case may a student be eligible to participate in more than four of each of the three annual athletic seasons. In special cases where a student has been absent from school because of an accident or illness, the executive director, or his or her designee, shall have the authority to extend the student’s eligibility upon presentation of a doctor’s certificate on the student’s behalf and a letter from the principal attesting to the inability of the student to attend school during a specific period because of an accident or illness. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student’s accident/illness prevented participation.

## **Age Limits**

A student shall be under 19 years of age but may compete during the remainder of the school year, provided that his or her 19<sup>th</sup> birthday occurs on or after September 1, of that year. For freshman competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1, of that year. Principals must exercise great care in determining age of contestants, and in all doubtful cases, must secure birth certificates from the Town Clerk of the pupil’s place of birth.

## **Bona Fide Team Rule: Loyalty to the School**

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non- school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season and is ineligible for tournament play immediately upon confirmation of the violation. See Rule 96 for additional tournament restriction and Rule 86 for waiver guidelines in the MIAA Handbook located at [www.miaa.org](http://www.miaa.org).

## **MINIMUM PENALTIES FOR MIAA VIOLATIONS**

### **First Violation**

When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a

student who becomes a participant in a treatment program.

It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All decimal part of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 25% of the season.

### **Second and Subsequent Violations**

When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated, i.e. all fractional parts of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his or her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that a student is attending or issue a certificate of completion. If a student does not complete a program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated, i.e. all fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative over each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. a student plays only football: he violates the rule in winter and/or the spring of same academic year; he would serve the penalty(ies) during the fall season of the next academic year).

### **ONE SPORT PER SEASON**

A student-athlete shall participate in only one MIAA interscholastic sport in any defined MIAA sport season (fall, winter, or spring), including tournaments and/or championships in that season. For the purposes of this rule only, a student-athlete officially becomes a member of his or her team for the sport season on the date of that school's first regular season contest in that sport. Participation on non-scholastic teams is at the discretion of the individual coach and the students' parents provided no bona-fide team member rule violation.

#### **Exception 1**

If a licensed physician recommends that an athlete terminate participation in a sport for medical reasons after the first contest, the athlete will be permitted to join another team if he or she receives the written approval of a licensed physician.

#### **Exception 2**

A school may approve a varsity and sub-varsity request to join a second varsity or sub-varsity team after terminating his or her membership with the first varsity or sub-varsity team, providing written approval is received from the principal, athletic director, and both coaches involved with the change, and it happens within the first half of the season.

#### **Penalties**

If a student-athlete violates this rule, he or she will be ineligible for that season, and the school must forfeit all contests in which he or she participated in both sports.

## VIII. ACCEPTABLE USE POLICY- TECHNOLOGY

### INTRODUCTION

This Acceptable Use Policy is meant to provide Archbishop Williams High School parents, students, faculty and staff with a statement of purpose and explanation relating to the use of technology within our learning community. This policy is reinforced by practice, acceptable use standards, and an Acceptable Use Agreement Form which all users are required to read and sign before accessing computers, iPads, personal laptops, Chromebooks, electronic resources and network infrastructure at school.

### NETWORK USE

#### Content Filtering

Archbishop Williams High School uses software designed to block access to certain sites and to the extent possible filter inappropriate content. We are aware, however, that not all inappropriate information can be filtered or blocked and the school will make every effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Users should inform our teachers or administrators of any inadvertent access to inappropriate material in order to constantly modify and update our filtering profile.

#### User Access & Acknowledgment

Students, parents, and staff must sign an acknowledgement of this Acceptable Use Policy stating an understanding of these regulations and agreeing to comply with them in order to obtain access to our technological resources. For students and parents, this acknowledgment is part of the general consent to the rules and regulations in the Student/Parent Handbook signed as a condition of attending Archbishop Williams High School. Faculty will receive a separate form. No access will be granted without a signed acknowledgement and consent to the Acceptable Use Policy.

Our Acceptable Use Policy shall govern all use of computer resources, electronic resources and network infrastructure. Student use of all resources will be governed by the Archbishop Williams High School Student/Parent Handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this Policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this Policy and show good judgment in their use of these important resources.

#### Monitoring

Archbishop Williams High School monitors the use of the school’s network to protect the integrity and optimal operation of all computer and system networks.

#### Privacy

There is no expectation of privacy related to information stored and transmitted over the Archbishop Williams High School network or communicated via school sponsored email accounts. The information on the network in general files and e-mail is not private and is subject to review by the Director of Technology at the request of our President or Principal.

#### Email Use

When conducting school-related business, students must use the email account provided by the school (@awhs.org account). These emails are the property of the school and subject to review by the Director of Technology at the request of our President or Principal.

## **PERSONAL DEVICES ARE FOR ACADEMIC/SCHOOL RELATED USE ONLY**

All students will have a personal computing device (iPad/laptop/Chromebook) based on grade level and when the student entered AWHs. These devices are for academic and school related activity only. If asked, a student must identify the school-related purpose to related to the activity. Furthermore, the teacher shall designate the appropriate use of the device in class, which may include not using it at all. Students are responsible for bringing their device to class.

### **Personal Device Left at Home**

If students leave their device at home they are responsible for getting the course work completed as if they had their device with them.

### **Charging the Device Battery**

The device must be brought to school each day in a fully-charged condition. Students must charge their device each evening.

### **Screensavers/Background Photos**

Inappropriate pictures, language, or media may not be used as a screensaver or background photo. Device Passwords or Pass codes are not to be used.

### **Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the device and can be accessed via earphones before or after school or during study periods with the consent of the teacher. Internet games are not to be used in school. All necessary software and Applications will be downloaded by students as instructed.

### **AWHS Required Software**

From time to time the school may require a software application for use in a particular course. Some licenses may require that the software be deleted from a device at the completion of the course. In such a case the student is expected to comply with the request/direction to delete the application at issue.

### **Saving Work**

Students are responsible for knowing how to appropriately save their work based on the device. As a Google Apps school, it is strongly recommended that all work be either saved or backed up to the Google Drive Account.

## **HOME INTERNET ACCESS**

Students need to have sufficient home internet access to complete academic assignments as well as participate in remote learning activities. If a student is temporarily having difficulty accessing the internet at home, he or she should contact their teachers immediately to try and find alternate means of completing the work.

## **STUDENT USE OF SOCIAL MEDIA**

Students may use web-based applications and open source content for the purpose of educational practices and collaboration. Students may also communicate with other students and teachers through filtered class blogs and web-based applications. **Students are encouraged always to exercise the utmost caution when participating in any form of social media or online communication, both within the Archbishop Williams High School network and beyond.**

Students who participate in online interactions must remember that their posts reflect on the entire Archbishop Williams High School Community and, as such, are subject to the same behavioral standards set forth in the Student/Parent Handbook.

In addition to the regulations found in the Student/Parent Handbook, students are expected to abide by the following:

To protect the privacy of Archbishop Williams High School, community members may not create digital photos or video recordings of students, staff, faculty, or families, either on campus or at off-campus events for online publication or distribution without the express approval and review of the President, the Principal or their designee.

Students may not use social media sites to publish disparaging or harassing remarks or images about anyone or anything.

Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school, and must have the approval of all website parties or the approval of the President, the Principal or their designee.

Archbishop Williams High School will cooperate with copyright protection agencies investigating copyright infringement by users of our computer systems and network infrastructure.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access or/manage such storage devices as part of their duties. **Thus, there can be no expectation of privacy.**

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Archbishop Williams High School Acceptable Use Policy, other school policies, state laws, or federal laws. Such discovery will result in an investigation, disciplinary action, and/or notification of law enforcement agencies if/as appropriate.

#### **CONSEQUENCE OF MISUSE**

All applicable rules as set forth in the AWHHS Student/Parent Handbook and in this Acceptable Use Policy will be strictly enforced. Any violations of these regulations will result in the application of appropriate discipline.

#### **LIMITATIONS OF LIABILITY**

Archbishop Williams High School makes no warranties of any kind, express or implied, that the services and functions provided through our computers, electronic resources or network infrastructure will be error free or without defect. We will do all we can to protect each user's data and service, but cannot be held responsible for damages suffered by loss of data or interruption of service. Archbishop Williams High School makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost of missing data.

Archbishop Williams High School, along with any persons or organizations associated with the school's Internet connectivity, will not be liable for the actions of anyone connecting to the Internet through the school network infrastructure. **All users shall assume full liability; legal, financial or otherwise for their actions while connected to the Internet. Archbishop Williams High School assumes no responsibility for any information or materials transferred or accessed from the Internet.**

Parents and guardians agree to accept financial responsibility for any expense or damage incurred as a result of their student's inappropriate or illegal activities on the Archbishop Williams High School network.

Parents are exclusively responsible for monitoring their child(ren)'s use of the Internet when accessed from home even if such use is directly related to a school assignment that includes a search not directed by the teacher.

Archbishop Williams High School assumes no responsibility for any information or materials transferred or accessed from the Internet.

**MODIFICATION**

The Archbishop Williams High School reserves the right to modify or change this policy and related implementation procedures at any time.