



CONNELLY SCHOOL OF THE HOLY CHILD

STUDENT/PARENT HANDBOOK

2011 - 2012

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CONNELLY SCHOOL OF THE HOLY CHILD

Connelly School of the Holy Child was opened in 1961 by the Society of the Holy Child Jesus as a college preparatory school for girls. The Middle School was opened in 1989. The School is part of a network of 33 Holy Child schools in the United States, Europe and Africa, which are guided by the educational philosophy of Cornelia Connelly (1809-1879).

When Cornelia Connelly founded the Society of the Holy Child Jesus and established the first Holy Child schools in England in 1846, her ideas about education were considered very advanced. She insisted that teachers should *"lead their pupils by love rather than by fear"* and *"take the trouble to study the character of each child."* Within the context of the curriculum, the teacher should *"let each child develop her own style."* While most 19th century school schedules were rigid and monotonous, Cornelia introduced variety and time for recreation. She wanted her students to take pleasure in what they were doing. A caring environment and attention to each student as a whole human being have been hallmarks of Holy Child education for a century and a half.

MISSION

Connelly School of the Holy Child is a Catholic, college preparatory school, committed to the intellectual, spiritual, artistic, physical and social development of young women in grades 6-12. The School emphasizes academic challenge, joy of learning and the education of well-rounded women of faith and action. The Holy Child community welcomes students and families of different faiths and diverse backgrounds. In keeping with the philosophy of our founder, Cornelia Connelly, Holy Child values the uniqueness of each individual and fosters a life of service to others.

GOALS FOR SCHOOLS OF THE HOLY CHILD JESUS

1. To foster a faith commitment that engenders a joyous personal response to God in the challenges of the world.
2. To deepen an understanding of Christian community.
3. To provide an intellectually challenging and creative program of study that fosters academic excellence.
4. To work for Christian principles of justice, peace and compassion in every facet of life.
5. To create a learning climate based on trust and reverence for the dignity and uniqueness of each person.
6. To further the integral human development of all who participate in the life of the School.
7. To plan for the development of Holy Child education in the School.

GENERAL SCHOOL INFORMATION AND POLICIES FOR BOTH MIDDLE AND UPPER SCHOOLS

GENERAL BEHAVIORAL GUIDELINES

Connelly School of the Holy Child is a community of scholars and educators with a commitment to maintaining personal integrity and respecting classmates, teachers and all members of the School community.

The **Honor Code** of Connelly School of the Holy Child is a standard of conduct adopted by all members of the Holy Child community. Its purpose is to ensure that respect, honesty and safety are upheld at Holy Child. The Honor Code applies to all facets of school including:

1. disrespect for others, including any racial, ethnic, religious or sexual harassment, abuse or intimidation
2. lying
3. cheating and plagiarizing, including homework, labs, quizzes, tests, papers and projects
4. stealing
5. drug, tobacco or alcohol use before, during or after school functions

Embracing the Honor Code will better prepare members of the Holy Child community to participate in the world with justice, compassion and respect.

Honor Pledge

I, _____, (a student, teacher, administrator, parent) of Connelly School of the Holy Child, will at all times, act with respect, courtesy and honesty. Prejudice based on race, ethnicity, economic status, sexual or religious beliefs is intolerable. I understand that lying, cheating, plagiarizing, stealing and other disrespectful conduct is inappropriate and will result in disciplinary consequences. I realize that the Holy Child community is one filled with compassion and care, and any act that deprives me or any other community member of that compassion and care is a violation of the Honor Code. I promise to act in full recognition of this pledge at all times.

Attending Connelly School of the Holy Child implies an acceptance of its behavioral guidelines and a willingness to abide by them. The reputation of a school within the community is a vital asset which is determined to a great extent by the actions of its students. When this reputation is weakened or harmed, so is the school itself and every person associated with it. Holy Child expects responsible behavior by its students at all times and reserves the right to investigate reports of behavior which reflect badly on its reputation, regardless of where the behavior occurs, and to respond in a manner it considers appropriate, up to and including dismissal of the individual from the School. This behavior may include, but is not limited to, the use of alcohol and drugs.

Academic Honesty

On all written work submitted by students at Holy Child, the following pledge is either required or implied:
"I pledge on my honor that I have neither given nor received any unauthorized help on this assignment. "

Plagiarism is the submitting as one's work the words, thoughts or ideas of another person. The copying of another person's work word-for-word without appropriate credit is misrepresentation. Paraphrasing from another source also must be provided with appropriate credit, as outlined in *Writer's Inc*. To use without credit any ideas or facts from another source, even when the student restates these in her own words, is also plagiarism.

If a student has any doubt concerning the amount of aid that she may receive from another person for any type of work, it is her responsibility to discuss the matter with the teacher involved.

If a teacher suspects plagiarism, the student will be required to verify the sources used for the assignment. As in all academic institutions, the burden of proof is on the student for the authenticity of her work.

All teachers are required to report to the Head of the Upper School or the Head of the Middle School all suspicions of plagiarism, copying or cheating. The appropriate people will meet with the student involved to determine if there has been a violation of the Honor Code. Plagiarism, cheating and copying will result in serious disciplinary action. In all offenses, the student may receive a grade of zero for that particular assignment. In the case of a paper, the student may also be required to complete the paper properly to receive credit for the course. A second offense may result in suspension. A third offense may result in expulsion.

Respect for Others

Harassment of any kind will not be tolerated at Holy Child.

Engaging in behaviors of harassment, bullying or relational aggression by any member of the Holy Child community will result in responsive action. These behaviors may include **teasing or taunting, exclusion or ignoring, spreading rumors, verbal insults, cyber bullying, requests for sexual favors or physical violence**. The procedures in place to handle any behavioral offense will apply to behaviors of harassment beginning with a meeting of the involved parties and the Head of the Upper School or the Head of the Middle School. Should the behavior persist, the individual will be faced with significant disciplinary consequences that could result in suspension or dismissal.

The School's goal is to create a community free of harassment. Harassment, in all its forms, is unacceptable in our community.

Respect for Property

The beauty of the school buildings and grounds should be valued and maintained by all students, since the buildings and grounds are here for the use and enjoyment of the entire School community. A lounge is provided for the use of the senior class. The seniors are responsible for keeping the lounge clean and in good order. **All students are responsible for cleaning up after themselves.** This includes, but is not limited to, the cafeteria, locker rooms, classrooms, gym, fitness center, outside areas and bathrooms. Students are financially responsible if they deface or destroy school property which includes, but is not limited to, desks, lockers, athletic equipment and library materials. The student will be required to make full restitution for any item destroyed or defaced.

If a student experiences a theft, she should report the theft to the Head of the Upper School or the Head of the Middle School. Students should not bring valuable items or large sums of money to school. If there is

reason to do so, the student should check the items in the MS Office or the office of the Head of the Upper School for safekeeping.

All books and notebooks should have the student's name clearly written on the inside cover.

Items found outside, in the locker room, in the cafeteria, in the bathrooms or in the classrooms should immediately be given to a teacher or taken to the appropriate school office.

Lockers are the property of Connelly School of the Holy Child and, as such, are subject to inspection on an unannounced basis. Each student is assigned one locker and **required to purchase a lock from the Tiger Shop**; she should make certain that she is the only one who has the combination to that locker other than her appropriate school office. Lockers must not be shared, and they **must be kept locked at all times**. Students are instructed to leave valuable possessions at home. Students are also responsible for the general order of the locker room.

A student who is found tampering with lockers, defacing, destroying or stealing school or student property will be subject to serious disciplinary action, such as suspension or expulsion. In addition, financial compensation for such destruction or theft will be required.

Illegal Substances

The use, distribution or possession of **illegal drugs or alcohol** or the **misuse of prescription drugs** in school buildings, on school premises or at any school function is a serious violation of the School's behavior code. Any student who reaches the point of concern for herself or others may seek help from any faculty/staff member **without fear of disciplinary action**. Any student who is found in possession of, or under the influence of, drugs or alcohol on school premises or at any school function at any time may be suspended or even expelled. Any student who provides other students with illegal drugs or alcohol may be expelled.

If a student is found to have an addiction to drugs or alcohol, she will not be permitted to return until she has received treatment certified by a medical doctor. Connelly School of the Holy Child realizes that the use of alcohol and illegal drugs by its students may exist outside the School's jurisdiction.

Holy Child expects parents to support the School's effort to eliminate the illegal use of alcohol and drugs and to support the local laws governing their use. Parents are asked to sign a pledge that all parties in their homes for Holy Child students will be chaperoned and that neither alcohol nor drugs will be served or permitted. Parents should consider the School's policy concerning alcohol and drugs to be crucial to the goals of the School as well as to those of the family. By signing the pledge, parents clearly endorse and support of these goals.

SCHOOL HOURS

The administrative offices are open daily from 7:30 a.m. to 4:00 p.m. Students may be in the Main Building between 7:00 a.m. and 5:30 p.m. (Connelly Hall 7:30-4:30) or until the end of any after-school activity in which they are participating. Students must be picked up within one-half hour of the end of any after-school activity in order to continue to participate in a given activity. If a student arrives prior to 7:30 a.m., she should wait in the reception area until 7:30, at which time she may go to the locker room or the library. All students should be in the school building by 8:05 a.m. and report to their homerooms by 8:10 a.m.

Delayed Opening or School Closing – If there is any delay in the opening of the Montgomery County Public Schools or if the County schools are closed due to inclement weather, Holy Child will follow the County decision. Any further instructions or early closing will be announced over the following stations: WMAL (630AM), WTOP (1500AM & 107.7FM) and WRC (Channel 4). The School asks the parents to check the School website for updates and to comply with the early closing decisions of the School. Students are asked to adhere to these delays since faculty and staff traveling in inclement weather as well will not be available to supervise students who arrive at the regular time.

ENROLLMENT

In keeping with the mission of the School, Holy Child believes that a positive and constructive working relationship between the School and a student's parents or guardian is essential to each student's academic, social and spiritual success. Therefore, if the opportunity for a positive and constructive relationship between the School and the parent/guardian does not exist due to the actions of a parent/guardian, Holy Child reserves the right to discontinue enrollment or re-enrollment of a student.

New Students - Applicants who have successfully completed the admissions process will be offered enrollment agreements in March. A signed enrollment agreement and non-refundable \$1,000 tuition deposit will reserve a space in the class for the following academic year.

Returning Students - Enrollment agreements for the next academic year will be issued in February. A signed enrollment agreement should be returned to the Admissions Office with a non-refundable \$1,000 tuition deposit by the deadline indicated in order to reserve a space in the class for the next academic year. If a student will not be returning to Holy Child, parents are requested to notify the Director of Admissions and Financial Aid, Head of the Middle School or Headmistress prior to July 1.

8th Grade to 9th Grade Transition - Students enrolled in the 8th grade at Holy Child do not need to re-apply for admission to join the Upper School. The expectation when students are admitted to the Middle School is that, contingent upon academic success and personal readiness, they will progress on to the Upper School. If there are any concerns about a student's readiness to move forward and be successful in the Upper School, the Head of the Middle School will contact families on an individual basis to discuss these concerns.

Should an 8th grade student decide to apply to another high school, the student's parents must request official transcripts and recommendations from the Middle School Office. The Middle School will provide the student with one transcript and set of recommendations free of charge. Holy Child will charge the student's family \$40 per transcript for any transcript requests beyond the first one. Transcript requests **must be received by the Middle School Office one month prior to their due date.**

Withdrawal - When a student decides to leave the School or not return for the next academic year, she and her parents should schedule a meeting with the Head of the Middle School or the Headmistress to discuss the decision. Parents will be asked to put their intention in writing by completing the Authorization to Release Student Records form. If written notification is received prior to July 1, parents are not responsible for tuition and fees for the next academic year. If written notification is received after July 1, financial obligations for tuition and fees for the next school year are the responsibility of the parents and are due in full.

Financial Aid - All financial aid awards are made on an annual basis. Award amounts vary and are based on need as determined by Holy Child and School and Student Service for Financial Aid (SSS). Parents who are

interested in applying for financial aid should contact the Director of Admissions and Financial Aid. Application should be made in December for the next academic year.

ATTENDANCE POLICIES

The development of a sense of personal responsibility is an important goal at Holy Child. Presence at each class is essential for academic progress. Attendance is required at all homerooms, classes, class meetings, assemblies, liturgies, retreats and field trips. Parents, therefore, are asked to arrange medical and dental appointments so that they do not interfere with attendance at school. Holy Child strongly discourages trips and vacations scheduled on school days. Parents are expected to contact the Head of the Middle School or the Head of the Upper School at least a week in advance if a student will be away for an extended period (two days or more). Students absent from class more than **six times per semester** may receive a 2% point deduction from their semester grade for each course. **The record of a student's absences/tardies becomes part of her official transcript which is seen by colleges and used in making admissions decisions. Students with excessive absences, along with their parents will be asked to meet with the Head of the Upper School.**

Attendance Expectations:

1. All students must sign in/out at the reception desk when arriving late to school or when leaving early.
2. If a student arrives to school after 8:30 a.m. without a parent note, the Head of the Upper School or the Assistant to the Head of the Middle School will call the parent to verify the late before the student is permitted to go to class.
3. Students are expected to be to school and class on time. Students who are habitually late may be issued a detention.
4. Parents must call the School by 9:00 a.m. if their daughter will not be attending school that day.
5. Parents must send in a note if their daughter is leaving early or was absent from school. Students who leave for doctor or dentist appointments may be asked to submit a medical note as proof of attendance.
6. Students must be present for four or more periods a day to be credited with a full day of attendance.
7. Students will not be permitted to play in an athletic game if more than two classes are missed.
8. There will be an established time that all students taking a consortium class must arrive at school. Arriving after that set time will result in a late to school and one detention.

Reporting Absences - Holy Child requires that a parent or guardian report an absence by calling the receptionist (301-365-0955) between 7:45 a.m. and 9:00 a.m. on the day of the absence. Upon returning to school, the student must present to the receptionist a dated and signed note from her parent or guardian indicating the reason for the absence, even though a call was placed on the day of the absence.

Early Dismissals - A student will be dismissed early only if a parent or guardian phones or sends a note explaining the absence. Students normally will not be dismissed early on a regular basis for outside commitments.

Late Arrivals

1. Whenever a student arrives late to school, including homeroom, she must sign the book at the reception desk (US) or in the Middle School Office (MS). Because of the importance of our knowing immediately exactly who is on campus at a given time, not signing in may result in a detention.
2. All students are expected to arrive to class on time. Classroom teachers may issue a detention to students arriving after class has begun.

Participating in After-school Activities - If a student **misses two or more class periods during a day**, she may **not be allowed** to participate in after-school activities that day. After-school activities include sports practices and games, drama/music rehearsals and performances, club meetings and activities, dances, etc. Detention is not included; i.e., if you come to school late on a day that you have detention, you must still serve the detention. If a student has any doubt about whether her excuse for missing any time would be acceptable, she should consult with the Head of the Upper School or the Head of the Middle School in advance.

Skipping School or Class - If a student skips school, class, J Block study hall (US), homeroom, assembly or any other activity scheduled during the day, she will be subject to disciplinary action.

If a student skips class, she may not be able to make up the missed work. Her parents will be notified by the Head of the Upper School or the Head of the Middle School. Further violations may result in suspension.

Teacher Absence - In the event that a teacher or his/her substitute is not present for ten minutes after the scheduled start of a class, one representative of that class should report the situation to the Head of the Upper School or the Head of the Middle School.

Scheduled Absence – In the case of an anticipated absence in the Upper School, parents must contact the Head of the Upper School or Assistant Director of Student Life in advance and the student must obtain a Notice of Student Absence form to be signed by the Head of the Upper School and her teachers. This must be completed before the day of the scheduled absence. In the Middle School, parents must contact the Head of Middle School.

Excessive Absences (Upper School) – If a student is absent from four class sessions in a semester, the Head of Upper School will be notified and a warning letter will be sent home to the parents. If a student reaches six absences in a semester, the parents will be asked to come in and meet with the Head of the Upper School and the student may receive a 2% point deduction from her semester grade. If a student is released early or arrives late to school due to a doctor's appointment, she must present a note from that doctor for the late arrival or absence. A parent note is not sufficient.

Signing in/out - If a student arrives late or leaves campus during the school day for any reason, she must sign in/out. A student may not have another student sign in or out for her. The sign in/out book is at the receptionist's desk (US) or the Middle School Office.

Absence Classifications- Holy Child does not make any distinction between excused or unexcused absence. Any time a student is not in class for any reason she will be marked absent.

College Visits (Upper School only) - The procedure for being absent from school to go on a college visit is the same as for any other scheduled absence. (see above)

UNIFORM GUIDELINES

Students must be in complete uniform daily. The uniform must be **clean, neat and in good condition**. Holy Child students, while in uniform, both at school and off campus, should behave in an appropriate manner and remember that their actions reflect upon the School. Uniform items may not be worn separately as part of casual dress. Students not in complete uniform may be issued a detention. Repeated uniform violations may result in loss of uniform privileges such as participating in Tag Days.

Fall & Spring Uniform

Yellow Skirt (Middle School); yellow Kilt (Upper School)

White or navy Holy Child short-sleeved polo shirt

White or navy Holy Child long-sleeved polo shirt

Navy or gray Holy Child sweat shirt **without a hood**

Monogrammed Holy Child navy sweater vest

White Holy Child logo socks

Solid black or brown soft-soled shoes with fully enclosed heel no more than 1" high (Upper School only)

Predominantly white sneakers, running shoe style (Middle School only)

Navy monogrammed Holy Child fleece jacket

Winter Uniform

Plaid Skirt (Middle School); plaid Kilt (Upper School)

White or navy Holy Child short-sleeved polo shirt

White or navy Holy Child long-sleeved polo shirt

Navy blue or gray Holy Child sweat shirt **without a hood**

Monogrammed Holy Child navy sweater vest

White Holy Child logo socks

Solid navy, gray or black tights

Solid black or brown soft-soled shoes with fully enclosed heel no more than 1" high

Navy monogrammed Holy Child fleece jacket

Physical Education Uniform

White Holy Child Athletics t-shirt

Royal blue Holy Child shorts

White socks

Sneakers

New skirts/kilts, polo shirts, button-down oxfords and sweater vests must be purchased from our uniform company, Flynn and O'Hara School Uniforms. Call 800-441-4122 or visit the website at www.flynnohara.com for further information. White Holy Child socks, sweat shirts, navy fleece jackets and P.E. uniforms are purchased from the Tiger Shop.

P.E. uniforms are to be worn to Physical Education classes only. P.E. uniforms can be purchased from the Tiger Shop. No jewelry or uniform tights may be worn while participating in P.E. classes or athletic events.

SPECIFIC POLICIES

- Skirts/Kilts shall be no shorter than three (3) inches above the knee
- Shorts and/or other items worn underneath skirts/kilts **should not be visible at any time**
- Students may not wear shirts with a logo that is not the Holy Child logo (Ralph Lauren, etc.)
- Only **plain white** t-shirts may be worn under the uniform
- No spandex running tights may be worn
- **No socks may be worn over tights**
- Long-sleeved shirts may not be worn underneath short-sleeved shirts
- Shoes and socks must be worn at all times
- Hair color should be a traditional color for hair
- Only ear piercings are permitted
- Nose, tongue, lip and eyebrow piercings are not permitted
- Non-uniform items (sweat pants, non-uniform sweat shirts, non-uniform sweaters, coats or jackets, etc.) may not be worn during the school day. The Head of Middle School, Head of the Upper School or any faculty member may confiscate any non-uniform items worn by a student during the academic day. Continued uniform infractions may result in uniform restrictions.

Tag Days may be “dress-up” or “dress-down,” but they will never include short shorts, cut-off shorts, pajamas, items with holes, halter tops, tank tops or midriff tops. Middle School students may not wear flip-flops or sweatpants at any time. Tag days are scheduled through the Head of Upper School and/or the Head of the Middle School.

GUIDANCE SERVICES

The Guidance Program at Holy Child focuses on the developmental needs and concerns (personal, emotional, educational, vocational) of each young woman, and we recognize that a combination of formal and informal counseling is most able to meet the needs of our students.

Academic Guidance - The Head of the Upper School, the Head of the Middle School, the Director of College Counseling are available to give assistance to each student in course selection and academic planning.

In addition, the Head of the Upper School, the Head of the Middle School and the Learning Specialist may assist students by recommending appropriate testing and discussing the results of those tests with the students and appropriate teachers. Students and/or parents with academic concerns are encouraged to arrange a conference with the Head of the Upper School or the Head of the Middle School.

Academic Support Office – The Academic Support Office is staffed by two full time learning specialists, two part time teacher aides and an administrative assistant. Services provided by this office for all Holy Child Students include one-on-one meetings with students, homework club (3:30 p.m. – 4:30 p.m. Monday through Thursday) and meetings with teachers to develop varied teaching strategies. Students with current psycho-educational testing wishing to receive accommodations must submit this testing to the ASO. The Learning Specialist will develop an individualized accommodation plan for all students with a documented learning disability and/or other health impairment.

Connelly Program – The Connelly Program is for young women who welcome the challenge of a strong academic program but have learning differences that compromise their ability to access curriculum in conventional ways. These individuals benefit from Holy Child’s comprehensive program of study, along

with a study skills class which provides reading, writing and/or math skills. Students applying to this program must have current psycho-educational testing that documents their learning differences.

Middle School – Students in the Middle School participating in the Connelly Program take a study skills class in lieu of a foreign language class. The Learning Specialist works in collaboration with classroom teachers, using subject curriculum to teach the students study, reading, writing and math skills. Instruction from Learning Specialist includes training in the use of assistive technology such as Kurzweil and Inspiration.

Upper School – Incoming freshmen participating in the Connelly Program take a study skills class with a learning specialist in lieu of a foreign language or science class. The class teaches the students how to use the School's resources, trains them in the use of assistive technology and helps them to develop the executive functioning skills needed to be successful students in high school. Students are assisted in defining their own learning styles and developing the strategies that match their favored modality for learning. Students learn to assess their own work habits and develop those that lead to success and identify those which interfere with their academic progress. The learning specialist works along with the classroom teachers, assisting each young woman with specific assignments. During sophomore, junior and senior years, students may continue to receive support from the learning specialist, using free periods in their schedule. Assistance continues to be given in the area of executive skills, with specific assistance on assignments in conjunction with their classroom teachers, as needed. The learning specialist provides guidance to the young women in advocating for themselves and using their accommodations to benefit their learning. Teaching young women how to use their strengths and develop strategies to work around their challenges are the goals of the Connelly Program.

Homeroom Advisors - Each student has a faculty advisor who is also her homeroom moderator. Homeroom advisors are a vital link between the students, the administration and the faculty. The homeroom groups are small, enabling the students to interact with their peers and their advisor in an informal atmosphere. Individual conferences also occur periodically during the year. The advisor takes interest in the academic, personal and social development of each of his/her advisees. Students and parents are encouraged to view the advisor as a primary contact in the School who can help them with a variety of issues and/or refer them to others whose expertise would be most appropriate to the situation.

The School Counselor - Our counselor provides support for students in both academic and personal areas. She has expertise in working with students and their families and will refer to appropriate professionals as needed. The entire Guidance Program focuses on the developmental needs and concerns of each student. All seventh thru ninth grade students participate in weekly group sessions dealing with issues such as social and academic adjustment, friendships, peer pressures and making responsible choices.

The counselor works closely with the teachers, the Head of the Upper School and the Head of the Middle School. Throughout the year, she also encourages teachers to bring concerns about individual students, either personal or academic, to their attention.

College Advising – The Director of College Counseling guides students through the processes of preparing for, applying to and selecting the college most appropriate to a student's talents, accomplishments and goals. The college counselor is available to assist students throughout their upper school careers. The formal college advising process begins in junior year and continues throughout the senior year.

In addition to advising students about the process of registering for and taking the standardized tests that are part of the college admission process, the college counselor schedules individual and group meetings with

students and parents, advises students on how to effectively complete their college applications and submit the appropriate school documentation in support of students' applications. To keep current on the latest trends in college admission, the college counselor hosts college admission representatives on Holy Child's campus, visits college campuses, attends professional meetings and is an active member of local, regional, and national admission associations. As a member of the National Association for College Admission Counseling and the Potomac and Chesapeake Association for College Admission Counseling, Connelly School of the Holy Child is committed to the ethical principles of good practice that the associations require of their members.

The Learning Specialist is available to evaluate testing, consult with teachers and offer extensive support to students.

LIBRARY

The library is open to students from 8:00 a.m. to 4:30 p.m. Monday through Thursday and closes at 3:30 p.m. on Fridays. Occasionally, the library is closed after school for faculty meetings and special events. Notice of early closing will be publicized several days in advance whenever possible.

The library provides access to information and ideas for academic and personal use. It houses a collection of over 13,000 print and non-print resources as well as numerous specialized databases and on-line encyclopedias. Online resources provided by the library are available campus-wide and, in most cases, at home via the McShain Library web site at <http://library.holychild.org>. The library provides wireless access to the Holy Child network. In addition to six computer stations, eight wireless laptops may be issued to students for in-library use.

Students are expected to be courteous and considerate of others in the library by talking softly, handling materials carefully and leaving the area neat for the next users. Small groups and individuals may use the library at any time, even if a full class has signed up to use the library. However, scheduled classes do have precedence on use of materials and space. A library pass is required for individual use of the library during J Block (US).

The Crivella Room may be used for group study when it is not scheduled for class use. Students working with tutors may also use the Crivella Room if it is free. The library is reserved for quiet study on campus and for that reason, group study and tutoring sessions should be confined to the Crivella Room. Students who wish to study together and students with tutors should have alternate plans should the Crivella Room not be available. The schedule for the Crivella Room will be posted at the beginning of each week.

Checking out Library Materials

The Holy Child Student ID also serves as the library card. Students select items to borrow and scan the books they have chosen, using the computer located at the circulation desk. Book renewals are also done through the circulation computer. Magazines should be checked out with the assistance of the librarian. The normal loan period for books and back issues of magazines is two weeks. Books placed on reserve, some reference books and current issues of magazines may be checked out overnight, again with the assistance of the librarian. Overnight materials are checked out after the last period of the school day and must be returned before the first period of the next school day. There is a \$1.00 per period (per item) fine on overnight loans that are not returned before the first period of the next school day.

All books should be returned to the shelf located in the circulation desk. Students are encouraged to return books as soon as they no longer need them. If books are needed past the due date, students are asked to renew those items before the loan period expires. Library notices will be sent to students with overdue materials. Ignoring library notices may result in disciplinary action. All library books and materials must be returned before semester or final grades will be sent. Students are financially responsible for lost or damaged items.

USE OF COMPUTERS

The information network at Connelly School of the Holy Child represents a powerful educational resource which allows students to find a tremendous amount of information from virtually anywhere. Besides the CDROM databases and encyclopedias held locally at the School, Internet access can connect users to businesses, major universities, national libraries, museums, other schools and students around the world.

Holy Child's Honor Code and school rules are guidelines for acceptable behavior at school. Likewise, there are correct procedures and rules which govern the use of the School's network and Internet connection. Failure to follow these guidelines may result in suspension or loss of network privileges.

Computer Use Policy

Connelly School of the Holy Child's (CSHC) Information Technology Department (ITD) establishes computer, network and technology-related policies. These policies cover use of all CSHC academic computing facilities, information access, use of public facilities, use of private machines on the School network, use of School resources and sanctions for policy violations. As usage practices change, the ITD will propose modifications to this policy as needed. Users of CSHC computing services are expected (in accordance with Holy Child's Honor Code) to abide by the following policies, which are intended to protect the privacy and work of students, faculty and staff and to preserve the right to access the networks to which CSHC systems are connected. This applies to vandalism of computer equipment, unauthorized access to information, computer piracy or plagiarism, hacking and any tampering with hardware or software.

Access to the CSHC network is a privilege, not a right. Access to networks and using the internet computer systems owned or operated by CSHC as well as personal computing devices requires certain user responsibilities and obligations and is subject to School policies and local, state and federal laws. Appropriate use should always be legal and ethical. Users should reflect academic honesty, mirror community standards and show consideration and restraint in the consumption of shared resources. Users should also demonstrate respect for intellectual property, ownership of data, system security mechanisms and individual rights to privacy and to freedom from intimidation, harassment and annoyance. Appropriate use of computing and networking resources includes: instruction, independent study, authorized research, independent research, communications, recognized student and campus organizations and School departments.

In an effort to acquaint student, faculty and staff with existing policies, an overview will be conducted and a written set of "Acceptable Use" policies will be provided at the beginning of the school year. All users will be asked to sign a copy of this policy statement to document that he or she understands and is willing to comply with these policies. These signed policy statements will be maintained by the ITD and must be done before network access is granted.

The Internet has been a wonderful help in allowing us all to communicate more quickly and easily and to research a vast network of sources of information. Most of our students are extremely comfortable in using this 21st century tool to their betterment.

However, the Internet *does* expose students to many undesirable sites and gives outsiders unnecessary access to our students. Its anonymity can enable students to bully one another through the use of chat rooms, blogs, instant messages and e-mails. As teachers and parents, it becomes a challenging job to mentor young people in our care so that they use technology properly and do not make themselves vulnerable to these outsiders.

Specific sites attract students and post dangers such as Facebook and MySpace. These sites allow participants to set up individual profiles that may include photos, videos and personal information. The sites also allow others to respond with postings on an individual site. There is no monitoring of what people say in the profiles nor is there any check on the real ages of the people using the website. A student who gives her name and posts a picture and mentions that she is a student at Holy Child could easily be found by a predator. Holy Child students are not permitted to access these sites while at school.

Holy Child students may bring their own laptop and tablet to school for academic purposes. The use of personal devices for accessing the internet will be regulated and monitored by the same principles stated in the computer use policy. Holy Child is not responsible for lost, stolen or damage to personal laptops.

HEALTH ROOM

The School Nurse is available in the Health Room during hours which will be posted around the School (usually 8:20 a.m. – 3:30 p.m each day). If a student becomes ill during the day, **she must obtain a health room pass from her teacher.** A student may remain in the Health Room for one class period, at which time a determination will be made as to whether she should return to classes or go home. Should she need to go home, the Nurse will call the student's parent for permission. The Nurse or her replacement will make all calls relating to a student's illness. Students **should not** place such calls. A student may remain in the Health Room if her parents cannot be reached or until she is picked up by her parent.

Information and Procedures Regarding Medications

1. The Montgomery County Health Department discourages the administration of medication to students during the school day.
2. A parent/guardian's consent and a physician's written medication authorization must be on file for each medication a student is to receive at school. This authorization is required for both prescription and non-prescription medications.
3. The parent or guardian is responsible for obtaining the required information from the physician.
4. The medication authorization is current for this school year only. The parent is responsible for submitting to the School in writing from the physician notification of any change in dosage or time of administration of the medication.
5. Prescription medication must be received by the School in the original pharmacy container. You may request a school dosing container from the pharmacist. The label should note: Name of Student,

Medication, Dosage, Time and Prescribing Physician's Name. This information must be consistent with the authorization ordered.

6. Non-prescription, over-the-counter medications must be in the original manufacturer's container. Non-prescription medication will be administered according to the directions on the label.
7. Under no circumstances may School staff accept or administer medications in envelopes, bags or unmarked containers.
8. Medication should be delivered to the School Nurse or administrator by the parent. The signed physician authorization must accompany the medication.
9. A student should not carry medication with her in school unless a special arrangement has been discussed with the School administration. An example would be the use of an asthma inhaler before physical education class or sports.
10. A parent/guardian is responsible for collecting any unused portion of a medication at the end of the school year. Medication may not be carried over to the next school year.

The School Nurse will administer **medications** to students who require them during school hours. The Medication Authorization form must be completed by both the physician and the parent in order for the medication to be taken at school. Medications must be brought to school in a container appropriately labeled by a pharmacy **only**. Students may not store medication bottles in their lockers or carry them in their backpacks. Students are reminded that supplying another person with any controlled substance is a Federal offense with serious legal consequences.

The Montgomery County Health Department recommends that a student with a **contagious illness** be on medication for a 24-hour period before returning to class. A student should also be free of fever (100°F or more) for a 24-hour period before returning to school. We recommend that students with asthma or allergies to bee stings leave an extra inhaler or bee sting kit with the School Nurse.

PARKING AND DRIVING REGULATIONS

All visitors, including parents, must park only in spaces marked for visitors. All other spaces on campus are reserved.

No one (including faculty and staff) may park in either the Upper or Middle School car pool lanes before 8:30 a.m. or between 2:15 p.m. and 3:45 p.m. Students must register their car with the Head of the Upper School and at that time will be issued a parking area.

To ensure safety, the speed limit on the School grounds is 15 m.p.h. All drivers should be aware of the presence of small children and pedestrians, especially between Connelly Hall and the Main Building. Drivers should observe the entrance and exit regulations on campus. Students may not be in the parking lot or in their cars during school hours, except if they are signed out to leave campus. Students should not leave trash in the parking lots. Talking on cell phones while driving on campus is not permitted. **Any violation of parking lot regulations, exceeding the speed limit or driving recklessly may cause the student's parking privilege to be revoked.**

MISCELLANEOUS MATTERS

After-school Care - The School **does not** provide after-school care. Middle School students may study in the library until it closes at 4:30 p.m. except on Fridays. At 4:30 p.m., Middle School students still on campus must report to the reception area in the Main Building. All Middle School students must be picked up by 5:30 p.m. unless participating in a School-sponsored activity.

Break (Middle School) – Middle School students should bring with them a nutritious snack to eat during this time. Snack machines are not available to Middle School students during break.

There is a **Copy Machine** for student use in the Library. Students are not permitted to use the copy machine in the front office or the faculty copy rooms.

Electronic Devices – Cell phones are not to be used between the hours of 8:10 a.m. – 3:30 p.m. and will be confiscated. Cell phones should be turned off and left either in the student’s car or locker at all times. Cell phones found on the student will be confiscated and turned into the Head of the Upper School. Parents will be required to come to school and collect the phone. Headphones may be used with computers in the School computer lab and library only to listen to audio from a web page or program required for a School class. Improper use of electronic devices may result in disciplinary action.

Elevators are to be used **only** with special permission.

Faculty Rooms, Conference Rooms and Kitchens are for the exclusive use of the faculty. Students are not allowed to be in these rooms in either building without the express permission of a faculty member.

Field Trips - Students are required to have a signed permission slip in order to attend a field trip. Permission by phone is not acceptable. A permission form can be downloaded from the School’s website. Chewing gum, iPods and cell phones are not permitted on field trips. The supervising teachers determine the dress code for field trips, but dress must always be appropriate to the occasion and the values of Holy Child.

Financial Obligations - All library books and athletic uniforms must be returned and all financial obligations to the School must be paid before students receive report cards.

Food and Drink - Students are permitted to have **water bottles** during class time. Other drinks and food are permitted in classrooms when related to the classroom activity and only with the permission of the teacher.

Fundraisers – All fundraisers must be approved **in advance** by coordination with the Head of the Upper School and the Head of the Middle School. Tag days will be limited to one per month.

J Block (Upper School) – J Block meets three days each week. On Tuesday and Thursday, all students not in chorus, dance, yearbook or newspaper meetings must report on time to their homerooms. This period will be used for guidance activities, individual conferences or quiet study. If a student wishes to meet with a teacher, she must present a written pass from that teacher which she obtained before J Block that day. Wednesday J Block will be for all club meetings – Holy Child students are encouraged to participate in two clubs.

Lost & Found – Lost articles are kept outside the locker room (Upper School) and in the Middle School Office. Small and valuable items are also kept at the receptionist's desk. Unclaimed items left for a long period of time will be donated to charity.

Lunch – Students should eat lunch in the cafeterias. (Seniors may eat in the Senior Lounge.) In the fall and spring, students are permitted to eat lunch at the picnic tables located in the rear courtyard. Because of the distraction to the classrooms and chapel, students are not permitted to eat lunch in front of the chapel or along the front walkway.

Messages – Students will not be called to a school phone except in the case of an emergency. Students should check the message board each day.

Notices and Signs – Students wishing to post notices or signs of any kind in either building should have approval from the Assistant Director of Student Life (US) or the Head of the Middle School.

Office Telephones may be used if a phone call is necessary but never without the appropriate permission.

Photography (still and video) – Students may not take photos or videos of school community members without their knowledge. Photos and videos may not be posted on the internet without the subject's knowledge. **Serious disciplinary action may be taken if these rules are violated.**

Smoking - Students are not permitted to use tobacco or tobacco products in school buildings or on school grounds, at a school-sponsored event on or off campus or at any time while wearing the School uniform.

The Tiger Shop, located on the lower level of the Main Building, is where students and families may purchase P.E. uniforms, school supplies and Holy Child specialty items. It is open from 11:00 a.m. – 12:45 p.m. Monday – Friday.

Tiger Times, our daily morning newsletter, is used to convey information to our students and is read every day in Homeroom. It is also available on the website.

Unoccupied Classrooms - Students who use unoccupied classrooms in which to study or meet should leave the classrooms the same way they were found. Students should refrain from rearranging desks, writing on boards, playing with equipment or leaving trash behind. It is a violation of the Honor Code for a student to open the drawers of a teacher's desk, handle papers on the desk or use telephones without explicit permission.

Visitors – Students who wish to bring a student guest to school should obtain permission from the Head of the Middle School or the Head of the Upper School at least a day before the visit. Students should introduce their guest to each teacher whose class she visits. Boys are not permitted on the school grounds during school without the permission of the Head of Middle School or the Head of the Upper School. Boys are not permitted on the lower level of either building. Families interested in applying to Holy Child should call the Director of Admissions to set up a visit. **All visitors** are asked to report to the reception desk in the Main Building upon arrival.

MIDDLE SCHOOL ACADEMIC PROGRAM

Educational research has shown that middle school-aged students learn best when subjects are presented as part of a larger whole, rather than as a set of isolated facts. With this in mind, the Holy Child Middle School academic program is organized according to themes within a trimester system. As well, every effort is made to integrate skills and knowledge learned in various subject areas.

The Middle School **curriculum** includes studies in language arts, social studies, mathematics, science, foreign language, religion, music, art and physical education. The core subjects (language arts, social studies, mathematics and science) are studied on a daily basis in extended blocks of time; all other classes meet for shorter periods of time. Students have four classes of foreign language and religion per week, two classes of music and art per week and three classes of physical education per week.

Evaluation of a student's academic progress occurs in various forms. Teachers consider classroom participation and homework completion as part of their grading of students. As well, knowledge and skill levels are assessed through quizzes, tests and homework assignments on a weekly basis. Oral presentations and projects (individual and group) are also assigned.

Eighth grade students take **major tests** in six subjects two times a year in January and May. Seventh grade students take major tests in four subjects once a year in May.

Three **Elective Blocks** are scheduled for seventh and eighth grade students each week to allow students time for additional artistic and athletic activities. Each trimester, students participate in an arts activity such as speech, dance or art or play a sport such as soccer, basketball or lacrosse.

A **Learning Specialist** is available to work with students and to consult with teachers. The Learning Specialist works closely with students who have identified learning issues and who may need additional resource help and support to be academically successful in the Middle School. Need for this support is determined with the input from teachers, parents, the Learning Specialist and the Head of the Middle School.

The faculty and administration of Holy Child are committed to enabling each student to realize her academic and personal potential. Students are encouraged to take full advantage of the knowledge and assistance of their teachers. Parents are also encouraged to contact the School whenever they have questions or concerns; questions should be directed first to homeroom or classroom teachers.

MIDDLE SCHOOL EVALUATION AND REPORTING SYSTEM

Grading Scale

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79

C	73-76
C-	70-72
D	60-69
F	Below 60

Student Reports

Progress reports for Middle School students are mailed home in the middle of each trimester. **Report cards** containing grades and teacher comments are mailed home at the end of each trimester. Formal **Parent/Teacher conferences** are held during the first trimester. Student led parent conferences about student portfolios are held during the second trimester. At any time during the year, if a student is receiving a D or an F grade or is consistently failing to complete assigned work, her teacher will notify her parents. Parents and teachers may request additional conferences at any time during the year if concerns or questions arise. Teachers may also be asked to complete periodic progress reports or to communicate on a regular basis with parents for selected students.

Homework Policy

Students in the 6th grade should expect approximately one and a half hours of homework each night; students in the 7th and 8th grades should expect approximately two hours of homework nightly. Teachers assign papers and projects well in advance of the due date and take into account the overall workload of students when assigning homework and projects. Organizational and time management skills are a key aspect of academic success and teachers work with students to help them manage and structure their independent work. Long-term assignments and projects are posted on teacher pages on the Holy Child web site. Homework is not posted on a daily basis. Students are expected to utilize the assignment book given to them at the beginning of the year.

Parents of students who are consistently taking longer than the suggested amount of time to complete homework or who seem to have very little homework to do should contact homeroom teachers or classroom teachers directly.

MIDDLE SCHOOL ACTIVITIES

Athletics

Connelly School of the Holy Child desires to help each student develop physically, as well as academically and spiritually, by providing opportunities for a wide range of athletic activities. Young women who are studying rigorously need time spent in happy, healthy and interesting play. To come away from the classroom and books to the gymnasium or field is to achieve balance of one's intellectual and physical needs.

Holy Child introduces students to a large variety of athletic activities in our physical education classes, team sports and club activities. In these areas, students will develop new interests and abilities, as well as discover ways to enjoy physical activity and develop habits that contribute to lifelong good health. As well, we want our students to experience and understand the values of positive competition, the manners of good sportsmanship and the challenge of physical discipline.

The Physical Education Department provides Middle School students with a number of athletic team sports. In the fall, students may participate in soccer, field hockey and tennis. During the winter, the basketball and swim teams compete with other schools. In the spring, Middle School lacrosse, softball and track teams are formed. Dancers and equestrians also have an opportunity to participate in organized activities. Practices occur on Tuesday, Thursday and Friday during the last period of the day.

Clubs

Students are encouraged to participate in school activities such as Student Council, Chorus, Band and Yearbook. Each club is moderated by a faculty member and meets on a regular basis.

Student Council

The Middle School Student Council provides leadership for the student body. Student Council officers and Homeroom representatives organize special events, promote communication between the students and faculty and serve as role models and representatives of their classmates.

Elections are held in early October. A President is elected from the eighth grade, a Vice-President from the seventh grade and a Secretary/Treasurer from the sixth grade. Each homeroom elects one representative.

Preceding the elections, an assembly is held so that all officer candidates may make a brief speech before the student body and faculty.

At the discretion of the Head of the Middle School, the student council may, on occasion, include one or more additional students who are appointed by the Middle School Head in order to provide a well-rounded group that represents the full leadership potential of the middle school student body.

Each candidate for election or appointment must have the support of her teachers and the Head of Middle School as a student who will maintain her academic standing while taking extra responsibility and as a young woman who will uphold the values of Holy Child. Students who do not fulfill their academic or student council responsibilities or fail to uphold Holy Child values may be removed from the student council.

Field Trips

Students are required to have a signed permission slip in order to attend a field trip. Permission by phone or fax is not acceptable.

Cell phones, iPods and gum are not permitted on field trips. The supervising teachers determine the dress code for field trips, but dress must always be appropriate to the occasion and the values of Holy Child. Short shorts, cut-off shorts, shorts with writing across the back, sweat pants, spaghetti straps, items with holes, halter tops, tank tops or midriff tops, as well as flip-flops, are not acceptable. Failure to dress appropriately for a field trip will result in a student's remaining at school for the day.

Lunch

Middle School students are asked to eat lunch in the cafeteria and are supervised by teachers. Students must report to the cafeteria within the first ten minutes of lunch and may not leave until they are dismissed. Weather permitting, students may also eat lunch at the picnic tables in the rear courtyard if they have permission from the cafeteria supervisors.

Campus Ministry/Community Service

Campus Ministry transcends the description of a school "club," allowing its spirit to permeate every facet of school life. The entire School community participates in a wide range of activities. The Middle School Campus Ministry program focuses on preparation, reflection, service and celebration.

The entire Middle School participates in service work throughout the year. Some of the activities include visits to Victory Terrace, the "sandwich brigade" and fundraising for a number of organizations in the area or further away. Students are invited to assist in the School-wide liturgies, weekly Prayer Block and the Middle School Closing. All Middle School students take one-day class retreats. Students are encouraged to propose community service projects to the Head of Middle School or the Middle School Campus Minister.

Middle School Disciplinary Procedures

While the Honor Code provides general guidelines for appropriate behavior, as Middle School students learn to make choices for themselves and to interact with one another, mistakes in judgment and breaches of the Code do occur. The responsibility for maintaining discipline and providing structure lies with the teachers, the staff and the Head of the Middle School. Responses to inappropriate behavior and infractions of the Honor Code are made in such a way as to encourage reflection upon actions, acknowledgement of error and reconciliation between parties. Every attempt is made to provide a consequence that suits the infraction.

Teachers will respond to specific misbehavior in their classroom. Disruption of activity, disrespect of a teacher, classmates, property and handbook guidelines, as well as a refusal to do one's best work, are considered to be unacceptable behavior. Consequences may include a loss of privileges, lunch or after-school detention, community service and/or an interview with the Head of the Middle School.

Teachers will inform the Head of the Middle School of all serious or repeated infractions. If a serious violation of the Honor Code has occurred, the Head of the Middle School will inform the student's parents or guardian of the event and consequences. While respecting students' growing independence and responsibility for personal choices, teachers and the Head of the Middle School will inform parents as early as possible of behavioral concerns and seek to work with parents in resolving issues.

Middle School detentions are held daily during Middle School break. Students serve detention on the day after they have received the detention. It is the student's responsibility to inform parents, coaches, etc. that she will be serving a detention at this time; detentions will not be rescheduled because they conflict with extracurricular school activities. Failure to attend a detention is considered to be a serious infraction.

When extremely serious or repeated infractions occur, the Head of the Middle School will determine whether **suspension** is appropriate. A student serving an in-school suspension will spend the day working in an assigned room. If a student receives an out-of-school suspension, she loses her rights and privileges during this time; she receives no academic credit for work missed nor may she participate in any athletic or social event during this time. Teachers will be notified of a student's suspension and the suspended student may not return to class until a conference is held between parents or guardians and the Head of the Middle School.

The Holy Child administration reserves the right to dismiss or expel a student from the Middle School for repeated suspensions, theft, violation of the drug and alcohol policy or posing a serious threat to the well-being of the Middle School community.

UPPER SCHOOL ACADEMIC PROGRAM

The faculty and administration of the Holy Child Upper School are committed to helping each student realize her greatest academic and personal potential. Students are urged to take full advantage of assistance from their teachers and advisers. Parents are also urged to contact the School whenever they have questions or concerns.

Individual help outside of the classroom is available at Holy Child and, indeed, this help is basic to the educational philosophy of the School. Students should request appointments with their teacher for extra help or review. National Honor Society members are also available for tutoring. Students should contact the moderator or the president of NHS to arrange tutoring.

Registration for Upper School classes takes place in the spring. An updated Upper School Academic Book of Studies, listing all courses available for the next school year, will be posted on the school web site. Each student will have an opportunity to meet with her advisor about her plans for the coming year.

Academic Policies

Ninth graders take eight subjects, including physical education. Tenth graders take seven, including physical education, with the option of applying for an eighth course. Eleventh and twelfth graders take six courses with the option of applying to take a seventh. Seniors must be enrolled in a minimum of six courses.

A student must earn a minimum of 24 major credits over four years to receive a Holy Child Diploma. These credits must be distributed so that the course of study meets the following minimum requirements.

Required courses must be taken at Holy Child.

Religion	4-year program (or each year while attending Holy Child)	4 credits
Thirty hours of community service is required of all students in the Junior Religion course.		
English	4-year program	4 credits
Social Studies	3-year program	3 credits including World Cultures, Western Civilization and U.S. History
Mathematics	3-year program	3 credits
Science	3-year program	3 credits including Biology and Chemistry
Foreign Language	through the 3rd level of a language	2-3 credits
Fine Arts	2-year program	2 credits
Physical Education	2-year program	1 credit

Electives

1 credit

When a student successfully completes a yearlong course, she receives one credit; when she successfully completes a semester elective, she receives 1/2 credit. For Physical Education, a student receives 2/3 credit her freshman year and 1/3 credit her sophomore year.

Students with a foreign language waiver must complete 24 credits.

Special exception may be given to a student to receive a Maryland State Diploma which requires a minimum of 21 credits. Permission must be received by the Headmistress and Head of the Upper School.

Courses completed at Holy Child or as a Consortium course are reported on a student's official transcript with the earned semester and year-end (if appropriate) grades. Upper School-level courses completed at other institutions (during the summer or prior to a student's enrollment at Holy Child) and if appropriate, the earned grades will be reported on a student's official transcript. Courses completed at a college or university will not be reported on a student's transcript unless the course fulfills a Holy Child graduation requirement and was approved by the School's Curriculum Committee.

Assignments should be handed in to the teachers. Students should not leave assignments in faculty mailboxes or on faculty desks. All students are responsible for bringing their assignments to school when they are due. If a student forgets her assignment, she may not have her assignments faxed to the School by a parent.

Examinations or Other Types of Evaluation of the students' progress will be required in each of the major subjects at the end of each semester.

Advanced Placement Examinations – Students who are in AP courses must take the AP examination for the course.

Two Test Rule – A student will not be required to take more than two tests or turn in two long-term projects or a combination of these on any given school day. If a student finds herself having more than two of these major tasks, she should see the Head of the Upper School **before the day arrives**.

Extended Time Testing is based on documentation reviewed by the Learning Specialist.

Make-up Tests and Examinations - Students who come to school late will be required to make up any missed test before the day ends, even if that means staying after school. After a full-day absence, a student should expect to make up a missed test the day on which she returns to school or during a mutually agreed upon time with her teacher. If a student needs special consideration in making up a test, she should see her teacher on the morning she returns to school.

If a student is ill during semester or final examinations, she should meet with the Head of the Upper School, who will make arrangements with her teachers for make-up exams. A student may **not**, however, come in after her first exam and plan to take her second exam. If she comes in, she will be required to take both exams. Semester and final examination papers may not be taken off the School premises. Parents who wish to see them may do so in the presence of the teacher on campus.

Grading System

The following grading system is in current use:

A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D	60-69
B-	80-82	F	below 60

I Incomplete

Incompletes at the end of the 1st, 2nd or 3rd quarter must be made up within two weeks or may result in a failing grade for the quarter. No incompletes are given at the end of the school year.

Semester Grade Breakdown

Quarter 1 Grade: 40%

Quarter 2 Grade: 40%

Semester Exam: 20%

The following weighted grading scale will be used for computing the grade point average:

Grade	College Preparatory	Honors	Advanced Placement
A	4	4.5	5
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3	3.5	4
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2	2.5	3
D+	1.7	2.2	2.7
D	1	1.5	2
F	0	0	0

A cumulative grade point average (CGPA) is recorded on a student's official transcript and includes only grades earned in courses completed at Holy Child or as an official consortium course. Year-end grades are used in the computation of the CGPA, unless a course is one semester in length. The CGPA does not include grades earned in physical education courses and courses graded on a pass/fail basis. If a student repeats a course, both earned grades will be used in computing the CGPA. The CGPA will be the basis for determining the academic qualifications for National Honor Society, awards or other such programs or organizations. The CGPA will also be used when reporting the GPA distribution of a graduating class.

A student's numerical rank in class is not recorded on a student's transcript or reported to colleges and universities. With the approval of the student, the Director of College Counseling and the Head of the Upper School may make an exception to this policy if the reporting of a rank in class is considered to be in the best interest of the student. In such cases, the CGPA will be the basis for determining the class rank.

If appropriate, an All-Course Cumulative GPA (ACGPA), using the Holy Child point system, will be reported on a student's official transcript in addition to the CGPA. The ACGPA will include grades the student has earned in all courses reported on the transcript. The ACGPA will be weighted and, in cases where a course has been repeated, will include only the last grade earned.

If a student changes the level of a course during the year (e.g., from “Honors” level to a non-Honors level), the respective quarter grades will be recorded on the student’s grade report and, if appropriate, weighted in the computation of the GPA. The level of the course completed at the end of the respective semester will be the one reported on the transcript, and the earned grades will receive the appropriate weight in the computation of the GPA.

Honor Roll Criteria

1st Honors 92.5 and above

2nd Honors 86.5-92.4

Straight numerical averages – no weighting

Scores on the PSAT, SAT I, SAT II, ACT and AP examinations are kept on record at Holy Child during a student’s Upper School enrollment if the student had the scores reported to Holy Child. These scores are not reported on transcripts.

The Head of the Upper School and the Athletic Director monitor the academic progress of all students involved in interscholastic sports and school plays and may temporarily suspend a student from a sport or play if her schoolwork is poor.

We encourage each student to monitor her own progress by keeping graded work and referring to it; this is the best way to know how she is doing and should encourage her to take responsibility for her own progress. Students should speak directly with their teachers regarding academic progress and not depend on written notice; however, we do provide the following reports for parents:

Weekly Reports – This report is entirely between parents and the student. Each week, a student may pick up a Weekly Report form from the Upper School office, fill it out, take it to the week’s last meeting of each of her classes and have it filled out by her teachers. The teachers will provide an indication of grades given on quizzes, tests, papers or projects that week (not a cumulative grade) and whether the week’s homework has been turned in. The completed form is a matter between parents and the student.

Progress Reports will be mailed to the parents of students whose work is not satisfactory halfway through each quarter of the year.

Grade Reports will be sent home a few days after the end of each quarter. Dates for the ends of the quarters and semesters appear on the yearly calendar.

Individual **Parent/Teacher conferences** are scheduled during the fall and spring semesters for all parents who wish to speak personally to their daughter’s teachers. See the school calendar for this year’s dates.

Academic Difficulty - Students who fail a course will be required to make it up in summer school. These students will return on **academic probation**, and their academic progress will be reviewed at the end of the following semester. In most cases, a student who has a GPA lower than 1.7 for the current school year will not be permitted to return to Holy Child.

UPPER SCHOOL ACTIVITIES

All students are encouraged to participate in co-curricular activities to broaden their interests, to work cooperatively with others and to contribute to the spirit of the School.

All Upper School students are involved in Big Sister/Little Sister and Blue/Gold activities throughout the year. In addition, the Senior Class sponsors Ring Day for the Juniors and is responsible for the planning of the Holly Ball. The Junior Class plans the Junior/Senior Prom. The Sophomore Class organizes a dance in October. The Freshman Class plans assorted activities during the school year.

Athletics

Connelly School of the Holy Child strives to help each student develop physically, as well as academically and spiritually, by providing opportunities for a wide range of healthful and athletic activities. Young women who are studying rigorously need time spent in happy, healthy, and interesting play. To come away from the classroom and books to the gymnasium or field is to achieve balance of one's intellectual and physical needs.

Holy Child introduces students to a large variety of athletic activities in our physical education classes, team sports and club activities. In these areas, students develop new interests and abilities, as well as discover ways to enjoy physical activity and develop habits that contribute to lifelong good health. As well, Holy Child wants its students to experience and understand the values of positive competition, the manners of good sportsmanship and the challenge of physical discipline.

The Physical Education Department aims to provide every girl with a wide variety of activities: badminton, basketball, dance, fencing, hockey, lacrosse, soccer, softball, swimming, tennis, track and volleyball. With this variety of instruction in freshman and sophomore physical education classes, and with a strong interscholastic sports program and intramural sports, each student has many opportunities to participate in the athletic program.

During the year, intramural and interscholastic tournaments are held. The intramural tournaments give the non-varsity players opportunities to compete and display individual talents.

Holy Child is a member of the Independent School League and participates in these interscholastic sports: field hockey, volleyball, basketball, softball, tennis, soccer, swimming, lacrosse, and track & field. Holy Child's junior varsity and varsity teams are known throughout the area for their spirit and good sportsmanship as well as for their successful seasons.

Campus Ministry

The Upper School Campus Ministry transcends the boundaries of a school "club," allowing its spirit to permeate every facet of school life. The entire School community participates in a wide range of activities under the following categories:

The Liturgy Committee involves its members in planning for and presiding over regularly scheduled liturgical services. In addition to these liturgies, the Sacrament of Reconciliation is offered during Lent in the form of a prayer service, followed by opportunities for confessions.

Senior religion students plan and conduct the **Retreat Program**. Campus Ministry sponsors retreats for each of the four grade levels. Attendance by all students is required. Campus Ministry also sponsors an optional Kairos retreat for juniors and seniors.

The Service Committee fosters service to the School community and larger society. The activities and all-School projects are oriented toward different needy populations: children, the homeless, the aged and the handicapped. In addition, these service experiences enable students, by the junior year, to make informed choices for their required service project.

Clubs

Holy Child features a variety of exciting clubs. Every student is encouraged to participate actively. Through the clubs, students have the opportunity to learn or to demonstrate organizational and leadership skills as well as to make new friends. The list of clubs and their descriptions may be viewed on the Holy Child web site. A brochure describing the clubs is distributed to the students at the clubs assembly in September, at which time students are invited to join any clubs in which they are interested.

Student Council

The Student Council is elected and run by the students and provides the leadership of the student body. Student Council officers are vital members of the Holy Child community. Their responsibilities are many and include such activities as acting as tour guides during Open House, distributing candy on St. Nicholas Day, planning Spirit Week and a spring dance, Faculty Appreciation Day and other activities. Each year, elections are held for the positions of president and vice-president of the Student Council. Preceding elections, candidates give short speeches before the student body. The President and the Student Council moderator are responsible for organizing and running the Council.

A president and three representatives are elected from each class to the Council. The Student Council is responsible for following guidelines described in the Student Council Constitution for setting an example for the student body. Members found to be in violation of the Holy Child Honor Code may be removed from their position. Members are elected each spring for the following year; freshman elections are held in the fall. Each fall, the Student Council appoints a secretary from the junior or senior class.

National Honor Society

The National Honor Society was established in 1921 to recognize outstanding high school students who have distinguished themselves in the areas of scholarship, leadership, service, and character. At Holy Child, the Cornelian Chapter was recognized in 1964 and consisted of eight students. As the school has grown, so has the number of National Honor Society members. Now each year approximately fifty members of the junior and senior classes receive this distinction. National Honor Society members run tutoring and proctoring services for the Holy Child community and contribute to the school in many other concrete ways, but their finest contribution is their example in upholding the four defining characteristics of National Honor Society as well as the philosophy of Cornelia Connelly.

In order to be recognized, a student entering or in the junior or senior class must have a cumulative grade point average of 3.3. Once this academic qualification has been met, students are invited to apply for membership. The completed application and personal essay summarizes the applicant's qualifications in the areas of service, leadership and character. Faculty members are asked to complete recommendations for the students who are applying with whom they have worked in classes, organizations, teams or in some other capacity. Once the applications and recommendations are received, the National Honor Society Advisor convenes a Faculty Council, comprised of faculty representatives from the different disciplines. The Faculty Council reviews the applications and recommendations before voting on a candidate's membership. In school year 2010/2011 there will be two application periods: fall and early spring.

There is no "quota" of applicants who are accepted for membership. All fully qualified candidates are accepted for membership. Invitation to apply for membership does not guarantee acceptance; it indicates a student's scholastic success. Leadership, character, and service also must be recognized, as all four elements are required for membership.

On occasion, an applicant may be asked to resubmit her application for the next Induction. It is not unusual for a candidate to require more time to distinguish herself in the areas of service or leadership given the very busy nature of school and family life in today's world.

Once accepted, each candidate commits herself to maintain the highest standards of scholarship, leadership, service and character at a formal Induction Ceremony.

Alumnae

Upon graduating from Connelly School of the Holy Child, students become members of the Holy Child Alumnae Association. The purpose of this association is to perpetuate the bonds of friendship fostered at Holy Child, to build a mutually beneficial alumnae network and to provide an opportunity for each graduate to contribute to the continuing development of her *alma mater*.

UPPER SCHOOL DISCIPLINARY PROCEDURE

Students who attend Holy Child are expected to follow all school rules and policies. In the event there is a breach in school policy, the student may be subjected to disciplinary action. The primary responsibility for maintaining discipline lies with the Head of the Upper School. The student will be informed of the allegation and given an opportunity to respond. The Head of the Upper School may consult with the Headmistress in the matter. The Head of the Upper School will inform the student and her parents or guardians what decision has been made. Before imposing a dismissal, or requesting a student to withdraw from school, the Headmistress and the Head of the Upper School will meet with the parents or guardians.

Detentions may be given for infractions of school rules that include, but are not limited to, cell phone usage, eating in the locker room, failure to be in complete uniform, lateness to school or to class and chewing gum. When a teacher assigns a detention, he or she will alert the student and submit a demerit slip to the Head of Upper School. **Detention is held every Wednesday from 3:20 p.m. to 4:20 p.m.** The Head of the Upper School will determine when the detention will be served. Multiple detentions may be issued for infractions of the Honor Code such as destruction of property, skipping a class, J block or an assembly, lying or disrespectful behavior towards a teacher or another student. An additional detention will be assigned by the Head of the Upper School to any student who fails to report to detention or to any student who is late to detention. Students receiving a detention will not be permitted to participate in an after-school activity, including athletic games. While in detention, students may be completing service work on the school grounds or writing essays; detention is not to be considered study hall.

Suspension The type and duration of a suspension will be determined by the Head of the Upper School, with the approval of the Headmistress, and communicated directly by the Head of the Upper School to the student's parents. A student serving an in-school suspension will spend the day doing work in an assigned room. A student may be required to serve her suspension out of school. Any student who is suspended loses her rights and privileges during that time. She will receive a two percentage points deduction from the current quarter's grade in each of her classes for a suspension and may not participate in any athletic or social event on these days. Teachers will be notified of a student's suspension.

Disciplinary Probation A student will be placed on disciplinary probation for behavior that contradicts the School's expectations and policies. Probation may result from a single action or repeated misconduct. The length of the probation will be determined individually for each student by the Head of the Upper School. The Head of the Upper School will inform the student and her parents of the decision. During this time, the student's conduct will be monitored by the Head of the Upper School. At the end of the probation period, a

decision will be made to either remove the probation status or require that the student withdraw from the School.

Dismissal The Administration reserves the right to dismiss a student for repeated suspension, theft, dishonesty, violation of the drug and alcohol policy or to dismiss a student whose conduct, attitude or effort is deemed unsatisfactory. The School also reserves the right to dismiss a student whose tuition and fees have not been paid as scheduled.

PARENTS' CLUB

The Parents' Club exists to develop community among parents, faculty and students. It also offers an active volunteer force to generate and support school activities and to sponsor fundraising events.

All parents and guardians are members of the Parents' Club. Payment of the annual dues entitles a member to vote and to hold office.

PARENTS COUNCIL OF GREATER WASHINGTON

The School is a member of the Parents Council of Greater Washington, which includes most of the independent schools in the Washington metropolitan area. Its function is to foster communication among students, parents and the school community by means of both publications and programs. The Council publishes two newsletters a year, in the fall and spring, which are distributed to every family in the School. It sponsors programs on topics of current interest to parents throughout the year. Its booklet, *Changing Trends*, contains valuable information for parents on subjects ranging from drugs to baby-sitting and is distributed to all new families in the School.