

Chaminade

Academic Practices & Procedures



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This guide is intended to assist members of the Chaminade community in understanding the common practices and procedures that may be encountered in the regular course of attendance at the high school campus. This guide is not intended to take the place of open and constructive dialogue between teachers, administrators and families. The practices and procedures included here may be updated and revised as necessary to keep its contents as current and relevant as possible. All practices and procedures at Chaminade are intended to be fair, equitable and reasonable.

The contents of this guide are listed alphabetically, with the exception of the “Chaminade Film Policy” which is provided in its entirety at the end of the guide. To assist in locating your relevant content, you may wish to use the search function of your software (CNTRL F) to search keywords.

ACADEMIC AWARDS

Academic Awards Night is held annually in the late spring. Awards are given to students in each grade level and are based on academic excellence earned each year in specific disciplines. Chaminade academic awards are conferred in English, Mathematics, Foreign Language, Social Science, Science, Religion, Fine Arts, Physical Education and Computer Science.

In addition to these yearly departmental academic awards, the following are the list of special awards presented to graduating seniors:

The Father Chaminade Award

Named after William Joseph Chaminade, the Founder of the Marianist Order, the Father Chaminade Award is the greatest honor the school can bestow upon a graduate. It is given to the student who best displays the highest qualities of Marianist education, an outstanding degree of religious, social and academic maturity and a great sensitivity to other people.

The Brother James Loughran Award

This second highest award is given in recognition of outstanding service to the school. Named in honor of one of Chaminade's first nine staff members, hard work and dependability are qualities recognized by this award.

Valedictorian

The Principal's Council, in consultation with the senior class and the faculty, gives this honor to a senior with a top GPA (unweighted GPA along with the weighted GPA are considered to ensure equal opportunity to students who participate in 4-year programs such as Band, Choral, Dance and D-block sports), and who has also displayed concrete, visible and outstanding leadership and involvement in school activities. Examples of activities are sports teams, student council, and clubs such as LIFE team, Speech/Debate, The Talon, Mock Trial, and The Chaminade Players.

Salutatorian

The Principal's Council, in consultation with the senior class and the faculty, gives this honor to a senior with a top GPA who has displayed outstanding leadership and involvement in school activities and is capable of presenting a comprehensive history of the class.

Marie-Therese De Lamourous Social Justice Award

This award is named for Marie-Therese, the founding mother of the lay branch of the Marianist family, who was known for her justice work in Bordeaux, France after the French Revolution. It recognizes a student who, throughout their four years at Chaminade, has demonstrated a passion for social justice and has

worked to improve the lives of the student body and the larger community through education, advocacy, and works of social action.

The Bro. Gerald O'Neil Award

This award recognizes the hard work and dedication of the Student Body President.

The Fr. Larry Mann Religion and Campus Ministry Award

This award recognizes a senior for excellence in the study of Religion and has demonstrated outstanding service to the community particularly through Campus Ministry.

The Brother LeRoy Viera Award

This award is given to the senior who has been of service to the school in many ways but has not been recognized in other ways. The award recognizes the person behind the scenes in the many facets of school life.

The Citizenship Award

A successful high school career depends on many facets of participating in school life. These include religious growth, social and academic development, and a high level of involvement in school activities. The Citizenship Award recognizes a student who best exemplifies these qualities.

The Spirit Award

This award recognizes a student with a high level of energy and enthusiasm and who shares this enthusiasm with classmates.

The Saint Thomas More Award

This award recognizes academic achievement and is given to the graduate(s) who are rated the top scholars in the class.

Summa Cum Laude

This graduation status is awarded to students who earned only A's in a very rigorous four year program of Honors and Advanced Placement Classes.

ACADEMIC AND PERSONAL INTEGRITY

The mission of Chaminade College Preparatory is to form morally aware and academically capable people to be outstanding contributors and leaders in the future. As a Marianist Catholic school, students are expected to understand that academic success at the cost of individual integrity and honesty is not acceptable. Academic integrity and honesty are foundational for Chaminade students in their studies. Additionally, personal integrity and honesty are expected and required by Chaminade students in their relations with others. Chaminade recognizes its responsibility to promote academic and personal integrity in its students. Administrators, teachers,

counselors, moderators and coaches are responsible for reducing negative outside pressures and influences, creating positive classroom and school environments, and demonstrating moral and ethical behavior. Students are encouraged to choose to demonstrate academic and personal integrity.

Students are responsible for taking advantage of the opportunities presented by the dedication and work of the Chaminade faculty and the services of the counseling and after-school tutorial programs to help them achieve their maximum potential. Students are also responsible for utilizing their time and abilities to properly and adequately fulfill the tasks required to master the curricular content in their classes. Ultimately, students are responsible for demonstrating personal academic integrity and honesty. To this end, Chaminade students are expected:

- to respect the rights and property of others;
- to act responsibly and accept the consequences of their actions;
- to strive for excellence and quality in their work and not be satisfied with minimum effort;
- to demonstrate academic integrity and honesty by complying with the Academic Honor Code;
- and to recognize that their self-worth and self-esteem is not measured by their academic grades.

Chaminade understands that parents play the primary role in the ethical and moral development of their children and supports them as partners in this responsibility. In striving to create students of academic and personal integrity, Chaminade expects parents:

- to help set realistic goals for their students that emphasize excellence in learning and the development of self-worth and self-esteem rather than just acquiring a high grade;
- to expect their students to be honest, to respect the person and property of others, to demonstrate academic and personal integrity and to be accountable for their actions;
- to demonstrate personal integrity and honesty in their correspondence, conferences, interactions, etc., with the school, thereby providing a positive example to their students;
- to personify good conduct and sportsmanship when attending Chaminade events;
- and to exhibit restraint and understand boundaries when providing assistance their students in learning activities. Parents should be mindful in the amount of assistance they or a tutor provide to insure that the student work outcomes are authentic and do not violate the Academic Integrity Policy of the school.

Academic integrity and excellence are achieved when a Chaminade student produces original work of the highest quality commensurate with his ability. Personal integrity and excellence are achieved when a Chaminade student demonstrates behavior of the highest ethical and moral quality commensurate with his/her maturity and personal development. Chaminade is dedicated to the ongoing and daily task of forming persons of integrity, honesty, high moral and ethical values.

Please refer to the Student/Parent Handbook for the specific Chaminade Honor Code statement.

ACADEMIC HONESTY STATEMENT FOR ASSIGNMENTS

Tests, quizzes and other major assignments contain a statement that asks students to affirmatively attest to the authenticity of their work. That statement is:

“By submitting this work, I certify the responses are entirely my own. I have not copied the work of any other student (past or present) or collaborated with anyone on this work. In addition, I will not share the questions, prompts or answers from this assignment with other students. I understand that academic dishonesty is grounds for school discipline and may be reportable to colleges.”

ACADEMIC DISMISSAL FROM SCHOOL OR COURSES

A student who has, in one school year, a total of four (4) semester failures may be asked to withdraw. These failures need not occur during a single semester, but may be a total of four semester failures in any one year. If these are earned in the first semester, he/she may be asked to withdraw immediately.

A student who is absent from class more than 10 times in a single semester is eligible for immediate failure in that class at the school's discretion. In such cases, the course will remain on the transcript and indicate a grade of *Drop/Fail*.

ACADEMIC ELIGIBILITY AND PROBATION/ PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

A student's eligibility to participate in sports and other extra-curricular activities is determined by maintaining a grade point average of 2.0 or better. Grades are checked quarterly for the purpose of determining eligibility. A grading quarter is nine weeks long. If a student's G.P.A. falls below a 2.0 ('C') average at any quarter they will automatically be placed on academic probation. Students then have the following quarter to bring their G.P.A. up to at least a 2.0 in order to clear probation. A GPA below 2.0 for two consecutive quarters will result in academic ineligibility for sports and other extra-curricular activities for the following quarter. Students who are academically ineligible cannot participate in activities, including practices and rehearsals, while ineligible.

Students who are on probation or ineligible at the end of a school year may take classes in the summer session to raise their GPA and gain eligibility for the fall term. Summer

grades must be completed and reported to the school by 8:00 AM on the first day of instruction in the fall to be considered for academic eligibility for the first progress period of the school year.

ACCREDITATION

Chaminade College Preparatory is accredited by the Western Association of Schools and Colleges and by the Western Catholic Education Association. It is also a member of the approved Secondary Schools of the University of California.

AP CREDIT LIMIT

Chaminade believes that its academically advanced students are capable of doing college level work. Therefore, Chaminade allows its students to build towards a challenging load of college level work in the form of Advanced Placement classes during their time at Chaminade. These courses are taken in addition to required college prep courses.

The maximum limit of cumulative AP Credit for a Chaminade student is up to nine (9) courses/90 credits. Additionally, credits are limited by semester and grade level as well. The maximum load for attempted AP credit* each **semester** is as follows:

- Freshmen – No AP courses available
- Sophomores – Up to two (2) courses/10 credits (*limited to courses open to 10th grade – to a maximum of two (2) courses/20 credits total at the end of the Sophomore year*)
- Juniors – Up to four (4) courses/20 credits (*to a maximum of five (5) courses/50 credits total at the end of the Junior year*)
- Seniors – Up to four (4) courses/20 credits (*to a maximum of nine (9) courses/90 credits total at the end of the Senior year*)

Students who choose to attempt the maximum load should consider carefully what classes they attempt and their commitment to the courses. Guidance counselors are valuable resources in deciding your course selections in the context of college aspirations. The school also provides an AP/Honors Information Night each spring for students and parents who are considering their first AP or Honors courses.

*Note: Colleges and universities are aware of individual school policies in regard to academic load. As each college and university review applications for students in the local context of their high school any limit to a student's academic load imposed by the high school in no way negatively impacts a student's competitive advantage in the application process.

AP & HONORS COURSE REQUEST & APPEAL PROCESS

AP and Honors level courses are intended to challenge a student beyond the already difficult level of College Prep. Students who wish to challenge themselves in these courses must accept full responsibility for the rigor and educational demands.

Students are responsible for checking to see that they meet the prerequisites for these courses prior to signing up. After the first semester grades are posted, students who meet the prerequisite may choose AP and Honors courses in the normal course request process. Students who do not meet the course pre-requisites, but still want to take such a course, must submit an online appeal. Online appeals may be accessed through the counseling office webpage on the school web site.

Decisions on student appeals will be determined carefully by departmental committee. Notification of appeal decisions will be communicated in a timely fashion with an explanation of the decision. Please be advised that because of the extensive care and time that goes into each decision, THERE WILL BE NO SECOND APPEALS. All decisions made by the department, in conjunction with the administration, will be final.

ASSIGNMENT DUE DATES

Given the nature of Chaminade's advanced educational technology, it is necessary to establish basic guidelines for students and teachers to standardize when work can generally be expected to be due using the various online methods of student work submissions.

Often, teachers will expect work to be due during their class meetings. On some occasions teachers may find it necessary to collect or have student work submissions due outside of a class meeting. In these instances the following basic guidelines are in place for all classes:

- Submission deadlines will be limited to 8:00 AM on the day that the work is due.
- Submission due dates will be limited to the days that the class section has a regularly scheduled meeting.
 - All teachers of a particular course (e.g. US History) may opt for an exception to this rule when collecting large/long-term assignments, summative assignments, or final exam related submissions, in which case a uniform due date may be established to cover all students assigned to that course.
 - The 8:00 AM deadline rule will still apply in these cases.
- For summer, blended or online classes, the teacher may establish any due dates as necessary.
 - The 8:00 AM deadline rule will still apply in these cases.

CLOSING A GRADING PERIOD

Once semester grades are reported an instructor may not accept any late work from any student for the purpose of improving the student's reported grade.

COLLEGE ENTRANCE REQUIREMENTS

Chaminade's college preparatory curriculum provides its graduates with the coursework required for students to qualify upon graduation for entrance to the private, California State, and University of California educational systems. However, in developing a four

year plan, students should be mindful of academic entrance requirements at the schools to which they intend to apply and should plan to take advantage of Advanced Placement and Honors level courses offered at Chaminade when appropriate. If students need assistance defining and planning a “challenging” curriculum, they should see their guidance counselor. Detailed information about college entrance can be found on the Guidance Counseling page on the school website.

COURSE DESCRIPTIONS AND PREREQUISITES

Please refer to the Course Description Guide on the school website for information about each course offered in the school.

COURSE REQUESTS AND SCHEDULE CHANGES

Students should review the Curriculum Guide and, if necessary, make an appointment with their counselor to review graduation and college requirements before completing online course requests each spring semester.

All students except rising seniors must select a minimum of seven classes (70 credits) each semester. Seniors may elect to choose a “Study Hall” course as one of their seven classes. Entering freshmen are required to take an online Computer Skills course for five additional credits.

In some instances, students may want to change a course after they have completed the course request process. A student may elect to change their schedule only during the schedule change dates established by the Guidance Office at the start of each semester. It should be noted, however, that all changes are made with consideration of class size and are not made based on teacher preference.

CREDIT AND CORE REQUIREMENTS

A four-year high school student at Chaminade must have a minimum of 270 credits in order to graduate. 235 of these credits must be satisfied through the core requirements below. A semester class is worth five credits. All courses meet every other day of the cycle. Please consult the *Course Descriptions Guide* to see the most up-to-date courses for each department and to determine prerequisite and grade-level eligibility for each course.

Religious Studies	8 semesters (40 credits)
English	8 semesters (40 credits)
10th Grade Writing - Introduction to Expository Comp	1 semester (5 credits)
12th Grade Writing - Critical Thinking & Composition	1 semester (5 credits)

NOTE: Completion of the two-year AP Capstone program will waive the writing requirements for graduation. Completion of AP English Language will waive the Critical Thinking & Composition requirement.

Social Studies	7 semesters (35 credits)
Mathematics	6 semesters (30 credits)
Science	6 semesters (30 credits)
Foreign Language	4 semesters (20 credits)
Fine Arts	2 semesters (10 credits)
Physical Education	2 semesters (10 credits)
<i>NOTE: Competition on a Chaminade sports team will waive one semester of the requirement for each season of competition. No credits are earned – the requirement is waived.</i>	
Online Computer Skills	1 semester (5 credits)
Health	1 semester (5 credits)

DROPPING A COURSE

Provided their schedule and course availability accommodates it, a student may drop a course from the conclusion of schedule changes up to the end of the sixth (6th) full week of instruction with a Withdraw (“W”) on their transcript. A “W” does not impact the student GPA. Students will be expected to make-up all work in their new class. In cases when a student moves into a corresponding course (for example from Honors Algebra to CP Algebra) the grade from the prior course will transfer over. Once the seventh week begins, students wishing to drop a course may be allowed to do so with a Drop/Fail on their transcript. A Drop/Fail is calculated in the GPA as a “Fail”.

Due to the constraints in the master scheduling process, students should assume that all initial course selections are binding. Chaminade reserves the right to modify the master schedule as necessary at its sole discretion to appropriately implement its mission.

Schedule changes will not be honored if the change negatively impacts class size or significantly alters a student’s schedule. All schedule changes will be made in consultation with the instructor(s) and the school administration.

EXTRA CREDIT

Teachers may initiate extra credit as is academically appropriate. Extra Credit must be administered fairly and consistently. It is best that extra credit opportunities be planned well in advance and not offered spontaneously.

Extra Credit of any form may not be worth more than 10% of the overall final grade. Extra Credit points must be clearly identifiable in the grade book.

FIELD TRIPS

Field trips are a valuable educational opportunity and are highly encouraged. Any teacher who wishes to take students on a field trip must have it approved first through their department and ultimately through administration.

Students who miss or otherwise do not participate in a field trip may be required to do a make-up assignment that is intended to help fill the learning gap created by not participating in the experience with their classmates.

FINAL EXAM REVIEW

Teachers submit all graded final exams (at the end of the year only) to the main office in a timely fashion after spring exams are graded. These exams are collected to help facilitate the review of a final exam by a student when the teacher is not available during the summer break. Students who would like to review such an exam may make an appointment to do so in the main office during the summer. Exams may not be copied and may not be taken from the office.

GRADING

Semester grades, which appear on the student's permanent record, are issued at the end of each semester in January and June.

Students and/or parents who wish to inquire about a course grade must do so within two weeks of the issuance of report cards. All grade inquiries are made to the teacher of the course. If after the teacher clarifies the final grade there are still any unresolved issues, a family may seek the assistance of the department chair or a Vice Principal for further clarification. Ultimately, the teacher of record for the course is the sole arbiter of what final grade is assigned to a student.

As a guideline, a basic definition of each grade follows:

Grade A - (89.5% - 100%) Indicates a quality which is consistently superior to the work of other students. Those who receive the "A" grade should not only complete all assignments, but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles.

Grade B - (79.5% - 89.49%) Indicates a high quality of work and an excellent mastery of the subject. This grade reflects above average achievement and some ability to analyze and apply principles.

Grade C - (69.5% - 79.49%) Indicates that the work of the class has been done in an acceptable manner and that the student secured a satisfactory knowledge of the material of the course. The student has demonstrated competency in the learning goals for the class.

Grade D - (59.5% - 69.49%) Indicates inferior accomplishments and that the student is below average in his/her grasp of the subject matter. A student who earns a “D” grade has done less than the minimum amount, has been somewhat negligent in turning in assignments, and/or has not achieved satisfactory scores on examinations and quizzes. It should be noted that for college admissions, Ds earned in required courses should be made up in summer school.

Grade F - (Below 59.5%) Indicates that the quality and/or quantity of work is so far below what is expected of the class that it is not adequate for course credit.

Other Grade notations include:

W – Indicates that a student attempted the class past the add/drop deadline, but withdrew prior to the 6th week of the course. No grade is recorded and there is no negative effect on the Grade Point Average. Colleges may require an explanation for a course withdrawal.

W/Fail – Indicates that the student withdrew from the course after the 6th week. This notation carries with it the same effect as an “F” grade and has a negative impact on the GPA.

GRADING SCALE

The following grading scale is used by the school for final grades:

89.5 – 100	A
79.5 – 89.49	B
69.5 – 79.49	C
59.5 – 69.49	D
Below 59.5	F

GRADE POINT AVERAGE CALCULATION

GPA’s are recalculated at the end of each school grading period, as well as at the start of the new school year, after Summer Session work has been completed and reported to the school. Chaminade summer work is reflected on the Chaminade transcript. Non-Chaminade work is included in GPA calculations but is not included on the Chaminade transcript. The summer grades do not replace the original grade earned in the class. Chaminade calculates student GPA using all work completed by the student. Colleges have calculation formulas that are unique to each institution. It is best to speak to a guidance counselor to discuss how your GPA is determined based on your college choices.

GRADING CALCULATION

Teachers are expected to use a straight point system of grading, where the final grade in the course is a simple average of points earned divided by points possible. All grades are calculated and reported to the school through the designated school system and visible to families through NetClassroom. Teachers must update their grade books regularly.

GRADE CHANGES

In the two weeks following the posting of grades, teachers can submit a grade change only when there is a clear and correctable error on the part of the instructor. In order to change a semester grade, teachers must fill out the appropriate form online, including a written explanation of the circumstances that justify the grade change. It may take several days for a grade change to post to the student's transcript. ***There are no grade changes at quarterly progress grading periods.***

HONOR ROLL

Honor roll is determined at the end of each semester when term and cumulative grade point averages are calculated. Chaminade publishes two honor roll lists – Laureate Honors and Highest Honors. Laureate Honors recognize students who complete a semester with an "A" grade in all classes and a GPA of 4.0 or higher. Highest Honors recognizes students who complete a semester with a GPA of 4.0 or higher (may include a grade lower than an "A" in an AP or Honors course). Chaminade publishes its honor roll on the school website. Students may request an Honor Roll certificate in the term that they are recognized on the honor roll.

LATE WORK

Chaminade differentiates between formative assessments (i.e. class work, homework etc.) and summative assessment (tests, projects, papers, etc.). Instructors may initiate any policy they wish regarding the acceptance of late formative assessments as long as it is reasonable and in line with our school philosophy. For summative assessments, students who miss class for any reason, including school retreats and athletics, will be expected to make up the missed assessments with a period of time that is equal to the number of classes missed. For example, a student who misses one day for illness would be expected to make up their work within one day *after returning (i.e. out on a Monday, returns Tuesday – should be ready for make-up as early as after school on Wednesday)*. A student who misses four days for a retreat would have four days to complete their make-up work.

In classes where a teacher chooses to drop the lowest test score for grading purposes, a student may not choose to "take a zero" and then drop that score. Likewise, teachers may not choose to assign a zero for a missed test then drop that score.

The make-up guidelines do not apply to long-term assessments like term-papers or portfolios. For assessments where the due-date is known weeks in advance, students are expected to adhere to the due-date. Only in extreme circumstances can a teacher consider late work and then only with the approval of their department chairperson.

Reflecting the value that the Chaminade places on student involvement in the retreat program, all instructors will apply this "late-work" standard, but also have the option of extending this policy at their discretion. The waiving of course content is not at the discretion of the teacher. Any requests to alter or waive any aspect of the curriculum

must be made to the student's counselor or to the Vice Principal for Academics. The Vice Principal is the final arbiter of such requests.

LATE WORK DEDUCTIONS

In cases where the teacher determines that student work is considered to have been submitted "late", the work will be graded on its merit, with the first deduction capping the maximum grade that can be awarded at a "C". At each department's discretion additional deductions can be taken if the work is not submitted within a reasonable amount of time after the original due date. Late work deduction policies will be consistent within each of the school's academic departments.

MAJOR ASSIGNMENTS BEFORE HOLIDAYS

Assignments that require a great deal of time to complete will not be announced just prior to major holiday breaks. This policy does not preclude any work being expected during a holiday, only "major" major assignments and projects.

Previously assigned projects may come due after holiday breaks, but the advance notice should be such that the student can plan on the work timetable as they see fit.

MAKE UP POLICY FOR TESTS AND QUIZZES

Academic departments are expected to establish reasonable make-up policies in the case of students who miss quizzes and tests. The goal is always to have the student take the missed assessment in a timely manner. Please consult the teachers' syllabi in each class for more detailed information on this matter.

NON-CHAMINADE COURSES AND CREDITS

Classes may not be taken outside of Chaminade for the purpose of advancing in the curriculum. In the event of a compelling academic circumstance, the school administration may grant an exception to this policy. Unless approved in advance by the administration, all courses for credit towards graduation from Chaminade must be completed at Chaminade.

NON-CHAMINADE REMEDIAL CREDIT

The number of credits that can be completed outside of Chaminade is limited to 30 total credits over the four years of high school. Students who reach that limit will be required to take all remaining credits through the Chaminade Summer Session program assuming the course is available. In the event a course is unavailable in the Summer Session, Chaminade will allow that course to be taken elsewhere and the course will not count towards the 30 unit limit described above.

Students who make up "D" or "F" grades in the summer at a school other than Chaminade must, upon the completion of the course(s), have an official transcript submitted directly to the Guidance Office.

ONLINE AND NON-TRADITIONAL REMEDIAL CLASSES

Students may not enroll in an online or other non-traditional school unless the class is not available at Chaminade or a local public high school. Chaminade will only consider online course requests on a case-by-case basis, and only during the summer session. Only a Chaminade approved online provider may be used. Chaminade reserves the right to require a student to be proctored on campus for some or all of a course for it to be acceptable for graduation credit.

Students should check with their future universities and/or their counselor concerning acceptance of online and/or non-traditional courses in regards to college placement. Athletes must check all courses offered at any high school in order to be sure NCAA accepts the courses. Students should request to see NCAA approved core courses list from any school in which they take classes.

OPEN GRADE REPORTING – NET CLASSROOM

In an effort to increase communication between our families and our school, Chaminade has an “open grade book” approach to reporting student progress. Instead of occasional grade reporting periods, where each static grade is available until the next posting date, grades reflect a running total.

Given this approach to the reporting of student progress, it is important to keep in mind that teacher evaluation of student work is not immediate. It takes time for a teacher to carefully and thoughtfully review student work and to provide meaningful feedback for the student. As such, the parents and students should bear in mind the following accepted guidelines for teacher grading:

- Daily formative tasks and assignments (homework, class work, etc.) are generally reviewed and entered by teachers within a week of being collected.
- Larger summative assessments (tests, short answer and essay response work, etc.) are generally reviewed and entered by teachers within two weeks of being collected.
- Major assignments (major essays, unit projects, portfolios, etc.) may take up to one month to be reviewed and entered by teachers.

Teachers are available throughout the year for questions and concerns. *Please do not contact a teacher for the purpose of asking when a particular assignment will be posted.* Teachers will do their best to evaluate work within the guidelines mentioned above.

PARENT COMMUNICATION

Teachers are expected to respond to parent communications within 24 hours when school is in session. Teachers are not expected to respond to email in the evenings, on

weekend of during school holidays and breaks. Teachers will initiate an informative academic outreach during the 6th week of each semester for all students who at that time do not have at least a 72% in a course. Additionally, teacher initiated communication should occur any time a student's grade falls drastically – especially in the last six weeks of the semester.

REPEATING "D" AND "F" GRADES

Chaminade believes that completion of the Chaminade curriculum is essential to meeting the school's Graduation Outcomes. When a student does not pass a class during the regular school year, Chaminade requires the credits to be made up in the subsequent summer in order for the student to remain at Chaminade and on track for graduation. Unless otherwise stipulated by the school administration, summer remediation will be limited to two courses per semester for a total of four total remedial classes in any given summer.

Students who receive an "F" on a semester grade must make up the "F" in order to meet Chaminade graduation requirements. Students who receive "D" on a semester grades should take the course over in summer school in order to improve their grade point average (GPA) and because colleges generally do not accept "D" grades. Chaminade *requires* "D" grades in math and foreign language to be made up before a student can advance to the next level in the subject. Students should repeat the class(es) during the summer following the "D" or "F" grade(s). Both the original grade and the new grade are on the transcript.

REQUIREMENTS FOR GRADUATION

For graduation from Chaminade, a student must pass all required courses taken while in attendance at the school or make up failures in summer school. In some subjects, "D" grades are not considered passing and must also be remediated (See Course Description Guide). The school views the unique experience in each course as essential to the development of the Chaminade student.

REQUIREMENTS FOR PROMOTION

Satisfactory completion of the previous years' course work (70 credits per year) is required for a student to be promoted to the next grade-level. Students with semester failures are re-admitted on the condition that the failures are made up in an accredited summer school prior to the start of school in the fall. Coursework successfully remediated at another traditional school and approved by Chaminade, will satisfy Chaminade's graduation requirements. These grades will be transcribed separately by the school where the work was completed. The student is responsible for securing transcripts from each accredited institution prior to the college admission process. Non-traditional (online) courses may not be taken without prior approval of the school to satisfy any graduation requirement.

RETREAT PARTICIPATION

Teachers are expected to make every reasonable allowance possible for students who miss class due to a retreat. In no way will a student ever be “punished” (either academically or otherwise), for choosing to attend a Chaminade retreat. Students are not “exempted” from work missed while on retreat, but students will be given reasonable time to make up work after returning from the retreat.

RETURNING WORK

Since the feedback loop between teachers and students is vital to student mastery of material, student work should be assessed appropriately and returned in a reasonable amount of time. All work to be assessed for a final grade must be returned to the student by the school’s grading deadline – generally on the last day of instruction.

ROUNDING GRADES

At Quarterly Progress Periods, grades are reported on NetClassroom as percentages. The letter grade equivalent is noted for convenience. Grades are not rounded off at the Quarter.

At the transcript grading periods (the end of each semester) grades are reported as letter grades. There are no indications on transcripts of “plus” or “minus” grades. All grades are rounded to the nearest full percentage.

SEMESTER AND FINAL EXAMS

Every course must administer a semester and final exam, unless express permission is granted by the administration to offer an alternative final assessment.

Semester and final exams must be worth no less than 10% and no more than 20% of the overall grade. All exams must assess only that which was adequately presented in class. Semester and final exams must include a writing component as set forth by each department. Semester and final exams must be 1½ hours long.

In the spring semester, seniors who have a 92% or above are exempted from having to take the final exam in that class. This “senior privilege” does not exempt seniors from completing culminating projects or portfolios.

STUDENT EXTENDED ABSENTEEISM

Students who are absent for an extended period of time and who are cleared through the administration should be treated with compassion and should be offered ample opportunity to make up work in a sensible manner. Teachers will be advised when a student’s circumstances may necessitate waiving non-essential assignments and/or any other modifications to help accommodate the student’s learning.

STUDENTS WITH SPECIAL NEEDS

Teachers are expected to provide accommodations that are in line with the *Chaminade Special Needs Policy* when directed to by the administration of the guidance counselor. Teachers cannot make decisions and determinations on student accommodations unilaterally, and will only provide accommodations as directed by the school. Teachers are expected to provide identified accommodations as best as reasonably possible in the college prep classroom setting. Please refer to the *Parent/Student Handbook* or the Guidance Department page on the Chaminade website for the entire special needs statement.

SUMMER SCHOOL CHOICE

Students are encouraged to enroll in Chaminade's Summer Session through the Chaminade Center for Excellence. Chaminade, however, also recognizes the need for cost consideration and flexibility that other school options and online courses can provide for credit recovery when a student earns a "D" or "F" in a course. As such, Chaminade will, with prior approval, allow students to take a limited number of remedial courses at other schools, or online through a school-approved online provider. Students should consult with their guidance counselor regarding all needed summer work. **All religion courses must be made up at Chaminade's summer school.**

SYLLABUS

Teachers are expected to distribute a syllabus to each class they teach. This syllabus must include clear guidelines for: Grading, classroom policies, and scope and sequence for the course. Syllabi need not include a day-to-day course outline.

TEACHER AVAILABILITY

Students can expect teachers to be available for school related assistance between the hours of 7:30 AM and 3:30 PM. Teachers are expected to be available to students before and after school during these hours. Teachers are also available during scheduled X-Blocks. Teachers may arrange to see students at other times by appointment. All parent meetings with teachers must be scheduled in advance. There are no "drop in" parent appointments during the time teachers are expected to be available to students.

TRANSCRIPTS

A free, unofficial transcript is available online at any time through the NetClassroom portal. Each student should review their transcript before sending it to a college. The first request for transcripts is sent free to a college or university. For each subsequent request for a transcript, a fee is charged.

All requests for transcripts must be made by the student. This is done by completing a Transcript Request Form, which is to be obtained from the Guidance Department and returned to the Guidance Secretary. Requests should be made at least one week in advance of the due date.

TUTORING

Teachers may tutor students for pay that are not currently on any of their class rosters provided the tutoring occurs outside of the teacher's contractual hours (before 7:30AM or after 3:30PM). At no time may a teacher tutor one of their own students for pay. It is acceptable to use Chaminade facilities for both pay and non-pay tutoring.

VARIED AND FREQUENT ASSESSMENTS

Teachers try to provide meaningful and constructive feedback to students throughout the grading period. As such, teachers try to record no less than one formative assessment per week throughout the school year. These assessments may include homework, quizzes, tests and other classwork or projects. All work should be assessed and returned to students no later than the last day of instruction each term.

CHAMINADE COLLEGE PREPARATORY FILM POLICY

As a Catholic school, our Chaminade family is called to be an “instrument of evangelization,” and faith formation. In addition, our Marianist roots evoke a passion for justice and peace along with a readiness for adaptation and change. Mindful of those theological underpinnings, the development of our academic policies and guidelines, at every level of the curriculum, must be authentic to our mission and tenets as we take to heart Paul’s admonition, “...whatsoever things are true, whatsoever things are honorable, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things (Philippians 4:8).” And, we must always be able to demonstrate moral clarity and adherence to mission in every aspect of the organization of our learning activities by answering the basic question, “What educational purposes does a particular objective, strategy or activity seek to attain?”

In determining a Film/Video Policy for our community, the following questions come into play:

1. **Appropriateness:** Is the activity appropriate for the intended learner?
2. **Integration:** How is the activity integrated/organized with the other learning activities (inputs) and intended outcomes?
3. **Balance:** What is the time frame devoted to this activity?

Appropriateness: In determining suitability of the activity for the intended learner, clearly there are obvious, general distinctions in the maturity level of students as they matriculate to the various grade levels. However, we should never assume that all students have a similar emotional readiness for strong content. Therefore, film clips that depict needless or excessive violence, gratuitous sexual activity, foul language, or character portrayals that are intended to demean or inflame individuals or groups are forbidden at all times on all grade-levels. In general, this would rule out the showing of films with an “R” rating. However, judicious exceptions may be made to the “R” rule with permission of the Department Head and the Vice Principal for Academics. If a film of this nature is approved through these means, the parents of each student, at every grade-level, must be properly notified in advance.

Integration: Any type of film shown in a classroom setting must have a logical and clear connection to the course curriculum at the inputs and outcomes levels. Furthermore, film use is intended to be a teaching strategy. As with any learning activity, a well-designed form of assessment and/or debriefing is mandatory.

Balance: No more than 20 minutes of any feature film may be shown to students in any *one* sitting. However, documentary or other non-feature films may exceed the 20-minute restriction with department chair approval. In cases where an appropriate feature film is integral to the course curriculum, department chairs may approve bell-to-bell viewings. In such cases, no more than one film per course may be used in this way. (Film Studies is exempt from this element of the policy).