

# ***YAP CATHOLIC HIGH SCHOOL***

**“Education in the Service of God and Others”**



## **Student and Family Handbook 2019-2020**

### **Mission Statement**

Grounded in the Catholic faith, Yap Catholic High School strives to educate students to achieve academic excellence, appreciate their culture, be good stewards of the environment, and live their faith in the service of God and others.

**Partnership and Communication** The faculty and staff of YCHS work together with parents, grandparents, and other caregivers in educating the young men and women enrolled in our school. Education takes place both at home and in school. This partnership between school and family is critical to the success of our school and its students.

One very important part of the partnership between the school and families is communication. The staff of the school will strive to keep parents informed of the progress of students, upcoming events, and any problems that might arise. Families are expected to communicate questions, concerns, and/or other appropriate information to the school through teachers or the principal.

It is of vital importance that the school has up-to-date contact information for all families. The phone number for the School Office is **350-8390** and primary e-mail address: **principal@ychs.net** . If you call the school office and we are unable to answer, please leave your name and number on the voicemail so your call may be returned.

**Attendance** It is extremely important that students are at school and on time each school day. Classrooms will be open at approximately 8:00 for students to bring their food and supplies for the day. Tuition, signed forms, and other “business” will be taken care of at this time. Students must be present for Morning Assembly by 8:15. If a student arrives after 8:15, he/she will be marked “late.” Morning Assembly is when the school community prays together and shares important information on a daily basis. Students must be present to be aware of what is going on in school that day/week. If a student is repeatedly late for Morning Assembly, the principal will meet with the student and then the parents to work out a plan. If no progress is made, the student will be placed on probation and possibly suspended or expelled.

Missing a day of school should be extremely rare for a YCHS student. Only a serious sickness or sudden emergency would be an excuse for missing school. When a student misses valuable class time, he/she can very easily fall behind and struggle to catch up. If a student will be absent, a **parent or guardian must call before 9:00** that morning to inform the school and **report the reason** for the absence. Furthermore, it is up to the absent student to get all homework assignments and submit them upon return to school. If attendance becomes problematic for a student, the principal will meet with the student and then the parents to work out a plan. If no progress is made, the student will be placed on probation and possibly suspended or expelled. The total number of days a student is late/absent will be part of the student’s permanent record and listed on the quarterly report card.

It is not acceptable for students to miss school because they are off-island to visit family members. Trips off-island need to be scheduled when school is not in session. Please consult the school calendar.

**Tuition** On-time tuition payments are important for the smooth running of the school. Tuition is due on the 15<sup>th</sup> of each month. When the 15<sup>th</sup> falls on a weekend, tuition is due on the following Monday. Tuition payments will be specifically accepted on the day they are due and on the previous two class days; however, we will accept tuition payments on any day between 7:15 AM – 8:10 AM if that works better for the family’s pay check schedule. If tuition is late for any reason, the family must call the school ahead of time. All late tuition payments will require an additional \$5 late fee. If tuition payments fall more than one month behind, the student will be unable to attend classes until the balance has been paid. If the entire year’s tuition is paid in full by the September deadline, a ten percent discount (one month for underclassmen) will be applied.

**Visitors** As a community of learners, we welcome visitors to our school and classes. We appreciate interest in our school and the diversity of gifts and talents that our visitors bring. In order to be accommodated, all visitors should call the school and speak to the principal or director ahead of time.

**Language** Yap Catholic High School is a community that values the cultural and language differences of its members. However, in order to avoid divisions, our common language, English, will normally be used at all times on campus. Out of respect for others, students should never speak in a language that others in their presence do not understand.

**Religious Activities** All members of the YCHS community will participate in the school’s Catholic liturgies, prayer, and other spiritual activities to the degree appropriate.

**Study Hall** On most school days (Monday-Thursday), there will be a required study hall from 2:50 – 3:50 PM for all students. Only students who are involved in a school activity or athletic team will be dismissed from study hall in order to practice. If a student is having trouble in one or more courses, he/she may be required to suspend participation in all school activities in order to be present for study hall. If a student **MUST** see the doctor for an appointment, this would be the best time to do so and the principal must be made aware at least 24 hours in advance of the appointment.

**\*\*Dress Code** How we dress can have a significant effect on both our attitude and behavior. At YCHS, our dress code reflects the pride we take in how we present ourselves. Our school uniform signifies the school community that we belong to; it should be worn with humble pride. Students must remember that they represent their family, the Catholic Church, and YCHS.

The following are basic guidelines for student dress. Any questions should be brought to the principal.

**Boys:** navy, grey, or black long pants or shorts, school polo shirt, zorries or sandals or sneakers (no high socks/ brightly colored socks), no earrings should be worn.

**Girls:** navy, grey, or black pants or shorts or long skirt (no tight pants/ tights, no jeans/ pants resembling jeans), school polo shirt, zorries or sandals or sneakers (no high socks/ brightly colored socks), jewelry/ make-up in moderation

**\*\*Shirts worn under the school polo shirt may not stick out from either the sleeves or the bottom of the shirt. Shirts worn under the school polo shirt must be one of the following colors which match the school uniform: white, grey, black, light blue, navy blue.\*\***

If a student has to be reminded about improper dress code three times in one academic year, the parents/guardians will be called to bring in an appropriate change of clothes. The student will be unable to attend class until in proper dress code.

Hats are not to be worn in the classroom. If a hat is worn on campus, it must be worn properly.

Sunglasses are not to be worn in the classroom. In the event of rain, students are expected to bring an umbrella and/or a change of clothes to school.

**Academics & Grades** The YCHS school year will be divided into two semesters, each made up of two quarters. Report cards will be issued at the end of each quarter. Grades will be reported in a 100 point system. Passing is 70% or higher. Semester exams will be given in each class at the end of each semester. Exam grades will count 20% toward semester grades. The final grade for a course will be the average of the two semester grades. Students are expected to keep track of their grade in each course on a daily basis. The following honors will be awarded at the end of each quarter: Attendance Honors (present & on time every school day), First Honors (all grades 90% or higher), and Second Honors (all grades 80% or higher).

In the rare case when a student fails a course for the year (final grade below 70%), that student will likely be asked to leave the school. The administration will make this decision on a case-by-case basis. If it is decided that the student will remain at the school, the failing grade must be remediated before advancing to the next grade.

Teachers will be available on a regular basis during study hall (2:50 – 3:50 PM) for students who need help. If a student needs help in a particular course, it is his/her responsibility to approach the teacher and discuss the situation. This should be done as soon as possible when a student is struggling, otherwise it will be more difficult to catch up.

Homework is an important part of each course. Students should expect approximately two - three hours of homework each night. If homework is not completed or late, the student will receive half credit for the assignment if it is submitted by that class period the next day. If the assignment is not completed by the next day, no credit will be given, but the assignment still must be completed. For larger projects, the teacher will explain the penalties for late work.

**Academic Dishonesty** Cheating is a serious offense that will not be tolerated. Cheating can take many forms. Among them are: giving or receiving answers to a quiz, test, or homework; taking a quiz, test, or exam with an unfair advantage; plagiarism (submitting another's work as your own); violating rules in a specific course (as explained by the teacher). Cheating of any kind will result in an automatic 0 for the assignment and the student's parents/guardians will be called in. A first cheating offense is grounds for suspension. A second cheating offense is grounds for expulsion.

**\*\*Three Strike Disciplinary Policy** Students at YCHS are expected to be respectful at all times during the school day. Disciplinary issues should be rare and most should be able to be taken care of by a conversation between the student and the teacher. If a student's behavior goes beyond the level that it can be corrected through a one on one conversation with the teacher, then the teacher may issue a "disciplinary slip" which must be signed by the parent/guardian and returned to school. Copies of all disciplinary slips will be given to the principal. If a student receives two disciplinary slips in one school year, then the principal will have a one on one meeting with the student. If the student receives a third disciplinary slip in one school year, then the parents/ guardians will be called in for a family meeting with the student to address the behavior issue and the student will likely be placed on disciplinary probation and be issued a behavior action plan.

**Respect for Property** YCHS is grateful to all of our supporters for our beautiful campus. It is with great pride that we clean and care for our campus on a regular basis. Any kind of graffiti on school buildings, desks, trees, etc. is inappropriate and considered a serious action. Graffiti shows disrespect to everyone in the YCHS community. YCHS students must respect the property of other students and staff, never taking or borrowing items without permission. Food and drink should not be consumed in a classroom without the explicit permission of a teacher.

**Restricted Space** For both safety and security reasons, a student is not permitted inside a classroom unless a teacher is present. Violation of this rule is a serious offense. Once YCHS students arrive on campus, they may not leave (until the end of the school day) without the permission of a teacher. Since our campus is so expansive, students must remain in the vicinity of the classroom buildings and bathroom facility. Students may use the bathroom before school, during lunch and recess, and after school. Students using the bathroom should never linger there. In the case of an emergency during class, a student must have the teacher's permission to leave the classroom and go to the bathroom. Students must keep a safe distance from the lake and are not allowed to cross to the other side without permission of a teacher.

**Cell Phones / Electronics** If a student chooses to bring a phone or other electronic to school, it must be turned off and kept concealed during the school day (8:15 AM – 4:00 PM). If a phone goes off or is seen by a teacher at any time during the school day (including recess and lunch,) the phone will be taken away and given to the principal. Only a parent/guardian may retrieve the phone. This policy also applies to all other electronics. YCHS is not responsible for lost, stolen, or damaged electronic devices. Students may bring in laptops or cameras, but must have direct permission from a teacher to use any electronics during the school day.

**Public Displays of Affection (PDA)** Students may not show any unnecessary displays of affection towards another student, faculty/ staff member, or visitor. Examples of unacceptable PDA at YCHS are hand holding, sitting on another person's lap, long hugs/embraces, massages, or kissing. Short, appropriate hugs during appropriate times are acceptable. Faculty, staff, and administration may use their own judgment on what is not acceptable behavior in terms of PDA.

**Student Pregnancy** In line with the teaching of our Catholic faith, all students, both male and female, should refrain from sexual activity before marriage. Pregnancy during high school is strongly discouraged because students will likely find balancing the demands of high school and parenting difficult. A student who discovers she is pregnant should inform the principal as soon as possible so the school can respond to the student's situation appropriately.

**Serious Misbehavior** YCHS is a diverse learning community of students, teachers, and family members. We value our cultural, ethnic, and language diversity. Disrespect for another person will not be tolerated. Bullying (physical or verbal), fighting, and stealing are all manifestations of disrespect and will not be tolerated. Students are strictly prohibited from using or bringing the following to school: alcohol, weapons of any kind, illicit drugs, and betel nut. Betel nut is not allowed on campus. Gum chewing is not allowed on campus.

All serious misbehavior tears down our school community and will be dealt with severely. The administration will decide (after speaking to the parents and student) whether the student will be placed on probation, suspended from school, or expelled.

\*\*All school policies also apply to events occurring outside of the YCHS campus where the student is representing the school. Exceptions will be explicitly explained (uniforms, electronics, language, etc.)\*\*