

## **ACADEMICS**

### COMMUNICATION PROTOCOL FOR THE HOME/SCHOOL PARTNERSHIP

Most student/parent concerns can be resolved with a simple conversation with the teacher. Our belief is that all Cathedral High School teachers have professional and compassionate intentions toward the students; consequently, most issues can be easily resolved with open communication.

The following is the procedure to be followed for a fair and balanced approach to the resolution of student/parent concerns with a teacher.

Steps to take:

The student should talk to the teacher about the issue.

The parents should email or leave a voicemail message for the teacher. (Teachers check their emails and voice mails daily, thus this exchange can happen quickly.)

The teacher and the student and/or parent should reach a resolution and, if necessary, develop a plan that will prevent the issue from arising again.

If the teacher and the parent and/or the student cannot reach an amicable resolution, the student's counselor should be contacted by the teacher, student or the parent.

If the teacher, parent, student, and /or counselor cannot reach a resolution, the department chair should be contacted by the parent, student or teacher.

If the counselor, teacher, student/parent and department chair cannot reach a resolution, or if this is a reoccurring problem, the counselor, teacher, or parent should contact the vice principal for academic affairs' office, and a meeting will be arranged with all of the people involved.

If the above process does not result in a resolution, then a meeting with the principal should be scheduled.

### GRADES—DROPPED COURSES

Dropping a course after September 18 of first semester or after February 5 of second semester will result in a "WF" (Withdrawal-Failure). Students who need to withdraw due to medical reasons will receive a "WM" (Withdrawal-Medical). These marks will be shown on the transcript. Students dropping a class during this time frame will be placed in a resource. In addition, level change requests will be accepted and reviewed throughout first semester and until the WF/WM drop date of second semester. After February 6, students will not be allowed to change class levels. Course fees are non-refundable after the official drop-add period has passed.

## GRADE POINT AVERAGES (GPA)

The GPA is computed by dividing the total grade points earned by the total number of credits taken to date. Grade point averages are calculated only at the semester. Transfer students' GPAs are calculated only on grades acquired at Cathedral High School.

## SALUTATORIAN AND VALEDICTORIAN

The winners of these prestigious awards are determined by the administration. The criteria used to determine the respective winners are: grade point average, level of courses taken, longevity at Cathedral, and exemplary behavior in and out of the classroom. Based upon students' relative achievement in these areas, the valedictorian(s) and salutatorian(s) are chosen.

## CLASS RANK

Cathedral High School does not rank its students. The only exception to this policy is when a release form is signed by parents choosing to have rank reported for their child's potential scholarships. In this way those students who need an exact rank to be reported to a scholarship agency, school, or private foundation will not lose out on possible scholarship dollars. This class rank information will be sent directly from Cathedral to the institution that has been approved by the student's parents. Class rank will not be released to students, parents, or anyone else requesting this information.

## GRADE POINT WEIGHTING

Students' grades will be weighted based on the following grade weighting scale.

Grade	Honors Points	Academic Points	College Prep
A.....	4.67.....	4.25.....	4.00
B+.....	4.00.....	3.58.....	3.33
B.....	3.67.....	3.25.....	3.00
C+.....	3.00.....	2.58.....	2.33
C.....	2.67.....	2.25.....	2.00
D+.....	2.00.....	1.58.....	1.33
D.....	1.67.....	1.25.....	1.00
F.....	0.....	0.....	0

## HONOR ROLL

Honor Roll and High Honor Roll will be determined by using a weighted grading scale. Students must carry at least 5.5 credits to be eligible.

High Honors—3.600 GPA

Honors—3.200 GPA

## INCOMPLETES

Students who receive an incomplete grade have two weeks to make up missing work. If the grade is not made up it, the grade will become an "F."

## MEET THE TEACHER EVENT

There will be a Meet the Teacher Event for the first semester held Thursday, August 25, 2016, at 7:00 pm. This event is designed for parents to meet their child's teachers and to learn each teacher's expectations.

## PARENT TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled on the following dates: November 3, 2016, and February 16, 2017, from 5 to 7 pm. Parents are also encouraged to communicate with their child's teachers via voicemail and email.

## POWER SCHOOL

Parents and students can track their academic progress online via this easy-to-use website.

## PROBATION/INSUFFICIENT ACADEMIC PROGRESS

As a college preparatory school, Cathedral High School requires satisfactory academic progress from students similar to that required by most colleges and universities throughout the nation. Therefore, at the end of each semester, students with two or more failing grades or a semester GPA of 2.0 or lower will be placed on Academic Probation and placed in an academic resource. Students and parents will meet with their guidance counselor and set clear and attainable goals for the upcoming semester. Students who do not improve their academic performance may need to consider finding a more appropriate academic setting.

At the end of each quarter, students with a quarter GPA of less than 2.0 will be placed into an academic resource. Although it is understandable that students may experience a temporary decline or lack of success for many reasons, a continued failing trend not only jeopardizes academic progress but it also puts the student's attitudes and self-esteem at risk. Although the Guidance Counselor will advise and collaborate with the parents and students, continued loss of credit will be reviewed by the vice principal for academic affairs to determine if students who have an unsuccessful academic record should be invited to return to Cathedral High School.

Failing grades are reflected on the student's transcript, as are the credit recovery grades. Students may not make up more than two credits in any one discipline outside of Cathedral High School.

## REPORT CARDS

The final report cards will be mailed by June 6, 2017.

#### SEMESTER EXAMS

Semester grades are determined by the following: at least 40% for each quarter and up to 20% for the semester final exam. (At the discretion of each individual teacher, second semester seniors with an "A" average for quarters three and four MAY be excused from the second semester final exam.)