



ACADEMIC
POLICIES
2011-2012

Academic Policies 2011-2012

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ACADEMIC POLICIES

PRINCIPAL'S RIGHT TO AMEND

When developing academic policies for Servite High School, this handbook was written as clearly and as concisely as possible. However, throughout the academic year new and unusual situations may arise. Therefore, the Principal reserves the right to amend these policies, as necessary, during the school year. The Principal is the final recourse within the school and may waive any policies in this handbook if deemed in the best interest of fairness and justice. The Principal is the final interpreter of all policies in this handbook.

CURRICULUM

Servite High School is a college preparatory school with over 100 academic courses available. Students are accepted based on the expectation that they are capable of meeting the academic rigors of the curriculum. While at Servite, students must maintain a cumulative academic Grade Point Average (GPA) of 2.0 or better. Otherwise, they will be placed on Academic Probation.

The curriculum at Servite High School has been developed by the Curriculum Council under the direction of the Assistant Principal of Academic Affairs. The curriculum is multi-layered, offering academic classes, as well as Advanced Placement and Honors classes for those who qualify. A Student Support Program is offered to students with documented mild learning differences. As the world changes so must the education of our students. Therefore, in order to meet the needs of the students attending Servite High School, the curriculum is continuously improving.

COURSES

Each student is required to take a course load of seven classes per semester. Counselors will closely monitor a student's choice of courses to avoid the student becoming overloaded in his academic curriculum. Students are responsible for their own academic progress.

A detailed explanation of the courses that are offered can be found in the Course Catalog which is posted on the school website (www.servitehs.org). Registration for courses for the following school year takes place during the spring. Students work with their counselor to prepare their next year's schedule, to review graduation requirements, and to take proper courses for admission to the colleges of their choice.

Incoming freshmen receive registration forms prior to the mandatory New Parent/Student Information Night in the spring. At this meeting, the academic counselors and the Assistant Principal of Academic Affairs offer assistance about scheduling options and collect course request forms.

SCHEDULING

All Students

After students have selected courses, they are randomly assigned to classes by *Aeries™*, our scheduling software. Selection of specific teachers is not permitted. Students not initially placed in Honors classes can earn placement into certain Honors classes by individual department testing and/or by achieving the required department GPA and obtaining teacher recommendation.

Freshmen

All placements for ninth graders are assigned based on their entrance exam scores. Students may challenge their placement in mathematics and foreign language by taking the appropriate Challenge Exam.

Sophomores, Juniors and Seniors

Returning students select courses based on graduation requirements, teacher recommendation, and approval during the registration process in the spring. Each department has guidelines for the placement of students in advanced courses which can be found in the Course Catalog published annually.

CHANGING CLASSES

Parents and students should be aware that once schedules are mailed home, requests for changes will not be honored. The exceptions to this policy are human error or for an incorrect placement in a class, such as Mathematics or Foreign Language.

A student is permitted to change classes only if it is determined, by the class teacher, that the student is not likely to succeed in the assigned class. Generally, this means he was initially misplaced in the class or additional information has come to light which affects the student's success. The final decision is made by the Assistant Principal of Academic Affairs in consultation with the grade-level Counselor, Department Chair and class teacher. Should a class change be necessary due to misplacement, the grade the student has earned to that date will be carried to the new class. The teacher of the new class may use their discretion as to how that grade is integrated into the new class.

HOMEWORK FOR ABSENT STUDENTS

Parents or students may retrieve homework for an absence by accessing Moodle or by contacting the classroom teacher.

FINAL EXAMS

All final semester exams must be taken at the regularly scheduled times. Students who miss a regularly scheduled semester exam, without permission, will earn an "F" grade for that exam. Semester exams represent 20% of the semester grade, except for Performing Arts courses.

If a student misses a final exam for a verified, legitimate excused reason (medical, death of a family member, court appearance), the parent must submit a written request to reschedule the exams to the Assistant Principal of Academic Affairs, who will review the request and consult with the student's teachers before making a final decision. Teachers may not reschedule final exams without administrative approval.

CLASS MANAGEMENT PLANS

All teachers distribute Class Management Plans at the beginning of each school year that include teachers' grading policies and classroom rules for each of the courses they teach. Teachers specify appropriate consequences for failing to adhere to the class and school rules. Class Management Plans must also include teachers' KAIROS Remediation Plans.

Parents and students should read these classroom policies very carefully before signing them. Students will be held accountable for the content of those classroom policies and regulations throughout the school year. Contact the teacher with questions on individual classroom policies.

ATTENDANCE AND CREDIT

Regular attendance in class is directly related to academic performance. Students who miss class **for any reason** may find their grades affected by these absences. Servite High School's Attendance for Credit policy states that any student who accrues ten (10) or more absences (unexcused, verified, or excused) may lose credit for the class or classes where the absences occur. In the case this does occur, the Assistant Principal of Academic Affairs and the Dean of Attendance will inform the parents and student in writing of their decision upon careful consideration of the facts and evidence.

RELATIONSHIP OF ATTENDANCE TO GRADING

Servite High School maintains that it is the rigorous experiences implemented by the teachers, in which students are engaged in active reasoning about concepts, which assist students in mastering the expected standards. Students must attend school regularly to take advantage of these learning opportunities.

Making up an assignment or educational experience does not offer the same value as participating in the experience with peers. However, in the interest of helping students progress toward mastery of the expected standards and learn course content, teachers shall provide opportunities to complete missed class work and tests or other appropriate equivalent assignments that can reasonably be provided. The following guidelines must be followed:

- Attendance may not be used as a part of any rigid formula for assigning subject grades (e.g., a set number of tardies or absences may not result in the automatic lowering of a grade or loss of class credit).
- Students with excused (medical, death of a family member, court appearance) or verified absences shall be afforded the opportunity to complete missed classroom work and tests or other appropriate equivalent assignments that can reasonably be provided by the teacher. All work must be completed and turned in no later than one (1) week after the student returns to school. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.
- Students who are truant (absent without permission) or students who have returned to school without a note need not be afforded the opportunity to complete class work and tests missed. Such opportunities may be, but are not required to be, provided by the teacher.

REQUIRED NOTIFICATION OF POSSIBLE FAILURE

Teachers have the responsibility to communicate with parents whenever student achievement is not commensurate with the expected standards identified for each course. Whenever a student is not meeting the expected standards of the course and/or there exists the possibility of failure, the parent or guardian must be notified in one or more of the following ways:

- A Deficiency Notice to, or a conference with, the parent or guardian when it is evident that a student is in danger of failing a class. The refusal of the parent or guardian to attend the conference or respond to the Deficiency Notice shall not preclude failing the student at the end of the grading period. The classroom teacher is responsible for notifying the parent and/or requesting a conference. The grade-level counselor or Assistant Principal of Academic Affairs can also request a conference to discuss a student's academic status.
- Posting an "F" in the class on the preceding progress report is considered sufficient notification for issuing an "F" on the quarter or semester report card. A grade of "D" on the preceding progress report is **not** adequate warning of failure to the parent or guardian ***unless it is accompanied by the written comment "In danger of failing."*** A teacher must notify the parent or guardian at any time a student's academic status indicates he is "in danger of failing," even if the previous progress report grade did not indicate that the student was in danger of failing at the time of posting. Notification can be sent in a variety of formats including email, letter, phone call, progress report, etc.

ON-LINE GRADES (*AERIES*[™])

Aeries[™] is the official attendance and grade keeping program for Servite High School. All official grades are recorded and kept in Aeries[™].

Students and parents are encouraged to monitor their academic progress on a regular basis by logging on to the On-line Grades portal, which allows them to review current grades for assignments and test scores in real time from any computer. All teachers are required to use *Aeries*[™] and are expected to update their grade books at least once every week.

On line grades access information is mailed to all families at the beginning of the school year. If misplaced, please contact the Registrar at extension 1134 to request a replacement copy.

Access to the On-line Grades portal is disabled for a student and his parents or guardians if a "school hold" exists. In the event access is blocked, contact the Business Office to settle any obligations. Once obligations are met, the school hold will be removed and access reinstated.

REPORT CARDS AND PROGRESS REPORTS

Progress reports enable parents and students to identify areas where improvement is needed and where the student is in danger of not meeting the expected standards for any given class. Parents, students, and faculty will work cooperatively to ensure that the student has every opportunity to achieve the class expected standards.

Report cards are mailed home four (4) times during the school year. However, parents and students are encouraged to frequently monitor grades on the *Aeries*™ Parent Portal to keep track of student academic progress throughout the grading periods. If you have any questions or do not receive a report card, please contact the Registrar at avalenzuela@servitehs.org or at 714-774-7575 x 1134.

SEMESTER GRADES

Both first and second semester grades are the product of averaging the first/third quarter grade (40%), the second/fourth quarter grade (40%), and the semester final exam (20%), except for Performing Arts courses.

REQUEST FOR GRADE REVIEW

All requests for grade review must be directed first to the teacher who assigned the grade. Some teachers may not be available during the summer months; therefore, requests to review second semester grades may be processed in August after the teachers return to school. If the grade discrepancy poses an immediate problem (especially in the case of a graduating senior requesting official transcripts) and the teacher cannot be reached, the grade-level counselor should be contacted so that the grade review request can be addressed before August.

COMMUNICATION WITH THE SCHOOL

When a parent has a concern or question about a student's progress, parents should contact the teacher first. If the problem in question has not been resolved in a satisfactory manner or is more general in nature, parents should contact the grade-level counselor. It is important that parents follow this protocol before contacting the Assistant Principal of Academic Affairs.

We encourage parents to contact teachers as often as necessary to keep informed of their student's progress. Teachers do not take calls during instruction time. While a voice mail may be left for a teacher, e-mail is a more effective way of communication. Faculty email links are found on our website (www.servitehs.org). When following the proper chain of communication, please allow a teacher 24-48 hours to respond to your message.

COMMUNITY COLLEGE CLASSES

Students are encouraged to take enrichment classes at local community colleges when these classes are not offered at Servite High School. Juniors and seniors especially may want to take a class to enhance their preparation for college or for a career. These classes, however, may not be taken in lieu of a class at Servite High School, nor used for the purpose of skipping levels (i.e. Foreign Language or Math), nor may the credit be transferred to Servite High School for high school credit towards graduation. Any student wishing to take a class at a local community college is required by the college to have the signed approval by a counselor. Further information on community college classes can be obtained from the Academic Counseling Office.

REPEATING A COURSE

When a student receives a grade of "D" or "F" in any course, he may not repeat that course during the following school year. All "F" grades must be remediated by completing a summer school course at Servite High School the summer immediately following the school year in which the "D" or "F" was earned. In addition, a student receiving a "D" grade in the second semester of any Mathematics or Foreign Language course for which a second or third year is required must attend summer school at Servite High School to remediate the grade and to prepare for the following year. Servite High School recommends that all "D's" also be remediated to improve a student's grade point average.

If the course is not offered at Servite High School, written approval by the Assistant Principal of Academic Affairs must be secured before taking the course at a community college, an approved accredited local high school, or an approved accredited online class.

Students who wish to earn a diploma from Servite High School may not take more than twenty (20) credits from an outside accredited educational institution (including on-line classes) during their four years of high school unless there is an extenuating circumstance which has been previously approved, in writing, by the Assistant Principal of Academic Affairs. This does not apply to transfer students.

SUMMER SCHOOL

Because summer school class time is at a minimum in comparison with the regular school year, students may not be absent more than 1 ½ class sessions in a semester-long class. Students, who for any reason, miss a summer school class session may be marked unexcused and may not be able to make up tests or quizzes or turn in any work for the missed day or days. Students who are tardy and miss tests, quizzes or other work may be unable to make up those assignments.

All courses that require remediation must be taken at Servite High School.

WITHDRAWING FROM SCHOOL

If, for any reason, a student is withdrawing to attend another school, the parent/guardian must contact the Registrar to sign a withdrawal form. Withdrawal grades will be obtained by the Registrar from the teachers and forwarded to the new school.

ENROLLMENT REVIEW

At the close of each school year, the Assistant Principal/Dean of Students shall convene the Enrollment Review Board to examine the record of those students who have attendance, disciplinary and/or academic issues that do not meet the Friar's Standard. A recommendation is made to the Principal.

ACADEMICS AND PARTICIPATION IN ATHLETICS

Students must have a 2.0 non-academic GPA (referred to as total GPA on the report card) in the most recent grading period to be eligible for participation in athletics or other co-curricular activities. At semester, the semester grades will be used to determine eligibility. In some cases, activities require a higher GPA for participation. These athletic/activities eligibility GPAs include all courses taken for credit.

If a student athlete falls below a 2.0 total GPA, he may use probation. If a student has two (2) consecutive semesters below a 2.0 GPA, he may not represent Servite High School in athletic competition. Servite High School will maintain the academic policies set forth by the California Interscholastic Federation.

PHYSICAL EDUCATION POLICY

All students at Servite High School are required to complete one (1) year (10 credits) of Physical Education in their freshman year in order to graduate.

GRADING SCALE

Servite High School issues letter grades with pluses and minuses. Grades are awarded as follows:

A+ = 97-100%	A = 93-96%	A- = 90-92%	Outstanding	Demonstrates full mastery of <i>all</i> student outcomes
B+ = 87-89%	B = 83-86%	B- = 80-82%	Commendable	Demonstrates full mastery of <i>most</i> student outcomes
C+ = 77-79%	C = 73-76%	C- = 70-72%	Satisfactory	Demonstrates <i>some</i> mastery of most student outcomes
D+ = 67-69%	D = 63-66%	D- = 60-62%	Less than Satisfactory	Demonstrates <i>little</i> mastery of most student outcomes
F = 0-59%			Failing	Demonstrates <i>no</i> mastery of student outcomes; No credit earned

*Individual teachers' Class Management Plans state policy on rounding up.

Priority: Grades A, B, C = Pass F = Fail (Should a student receive an "F" in Priority, he must contact the Director of Leadership Development, Mr. Chris Weir, at cweir@servitehs.org to remediate the Priority grade.)

Grades are computed on a 4.0 scale. Both HP (Honors Placement) and AP (Advanced Placement) courses are weighted in computing the Servite student's grade point average; however, an extra grade point is earned **only for grades "A" through "C"**. The minimum passing grade is "D-" or 0.7 grade points. **Servite High School does not rank students.**

GRADING CRITERIA

The term "Incomplete" ("I" in *Aeries*[™]) may be used under the following conditions:

- When a student has a school hold.
- For verified illness resulting in the student not completing critical work or assessments needed to assign a grade.

Any and all incomplete work must be made up within six (6) weeks after the semester has ended. At that time, a final grade will be posted to the transcript.

KAIROS ACADEMIC POLICY

KAIROS is an intensive experience meant to assess retreatants' relationships with Jesus and with others, as well as God's role in their lives. KAIROS retreats are an important component of junior and senior student life on campus, and it is critical that we support the students attending and leading the different retreats throughout the school year, including during the summer.

All academic departments encourage student participation in KAIROS, as well as provide accommodations for retreatants and student leaders to make up work and assessments they may have missed while attending a KAIROS retreat.

With input from the academic departments, and the approval of the Principal, please find below the Servite school-wide KAIROS academic policy.

1. When KAIROS retreats occur Tuesday through Friday, teachers will publish a KAIROS Remediation Plan on Moodle no later than Monday of KAIROS week. This plan will serve several purposes:
 - It is a written record of how KAIROS retreatants and leaders will complete all missed assessments by providing a clear and comprehensive timeline for completion.
 - It eliminates having to explain the process repeatedly.
 - It provides a consistent and familiar point of reference for parents and students.
2. Students will meet with their teachers before going on the retreat to review the teachers' KAIROS Remediation Plans.
3. Students will initially receive a *blank* grade on ABI for all assessments given during KAIROS week. A blank indicates that the student must make up that assignment. A teacher will input "NA" for any assignment the student does not have to complete and for which he is not held responsible.
4. Students will complete all missed assessments (quizzes and tests) for credit as per teachers' KAIROS Remediation Plans. A reasonable amount of time will be given for a retreatant or leader to make up a missed test or quiz that covers new material. The student will have, at a minimum, as many days as he missed to learn the new material before being assessed on it.

5. Students are responsible for all new material taught during KAIROS week, which will be included in future assessments.
6. **Participants are highly encouraged to attend all classes on the Friday following the retreat.** Given the emotional intensity of the retreat, however, students may opt to report to the library or priority no later than 9:30 a.m. on the Friday following the retreat to learn about and work on missed assessments.

Although many wonderful things happen on the retreat, it is what happens *back here at Servite* that makes the most profound difference. Your support of the retreat and those who go on it will carry the young men even further on their journey. KAIROS does not end on the fourth day – it really begins! Let us do what we can to keep the spirit alive in these young men AFTER they return as well!!

Anyone who loves another brother or sister is living in the light and does not cause others to stumble. 1 John 2:10

GRADE POSTING

All grades are posted on ABI (*Aeries™* grading program). Teachers will update their grade books on a weekly basis, and will include at least two grades per week. At the end of a grading period (Quarters 1, 2, 3 or 4), teachers (with the exception of performing and visual arts and some AP courses) will post a minimum of 18 grades into their grade books on which to assess students’ mastery of content. Grades may be given for a wide variety of assignments, including tests, quizzes, homework, in-class assignments, projects, presentations, participation, etc. Teachers will collect, grade, post and return student work within seven (7) calendar days. Special projects and essays that may require a longer period of time to evaluate will be graded, posted and returned within 14 calendar days. When a student officially withdraws from school, the School Registrar circulates the “Student Transfer/Withdrawal” form for teachers to show grades earned up to the student’s last day of attendance.

Once a grade has been posted, it may not be changed by the teacher without just cause. The teacher must file a “Grade Change” form with the Assistant Principal of Academic Affairs, who will approve and post the new grade on ABI. Such changes will be approved only if filed during the six-week grace period following the end of the grading period. It is imperative that teachers carefully review the grades that are posted into ABI at each grade reporting period to ensure that grades are posted correctly to the transcripts and to the grade history before report cards are printed and sent to students.

ACADEMIC PROBATION

Because Servite High School is a college preparatory high school, students are expected to be successful in an rigorous academic environment. Students must maintain a cumulative, as well as a semester, academic Grade Point Average (GPA) of 2.0 or better. The first time a student fails to achieve a 2.0 semester GPA, the student will be placed on Academic Probation. The second consecutive semester of academic work below a 2.0 GPA will result in Academic Probation with Sanctions. A third consecutive semester of academic work below 2.0 GPA may result in the disenrollment of the student.

Freshmen may be asked to withdraw from Servite High School if they have both semesters of academic work below 2.0 or if the second semester or cumulative academic GPA falls below 1.70. Having a GPA this low so early in their high school program makes meeting graduation requirements extremely difficult.

GRADES AND GPA

HONORS COURSES	COLLEGE PREP COURSES
A = 5	A = 4
B = 4	B = 3
C = 3	C = 2
D = 1	D = 1
F = 0	F = 0

Honors courses and/or AP (Advanced Placement) courses receive an extra grade point for A’s, B’s and C’s. However, a student who earns a C in either of the two semesters will be ineligible to continue in the honors level for the next course within the discipline. A student who earns a C in the first semester, but shows significant improvement in the second may be allowed to remain in the honors level. The scale for grade points is shown above.

MINIMUM REQUIREMENTS FOR PROMOTION TO NEXT GRADE LEVEL

Students must maintain an appropriate GPA and demonstrate adequate progress towards graduation requirements. A student who fails to maintain an appropriate GPA and is not demonstrating adequate progress towards graduation requirements may be disenrolled by Servite High School.

The minimum credits to be completed by grade and semester are as follows:

Grade	1 st semester	2 nd semester
Freshmen		55 credits
Sophomores	100 credits	130 credits
Juniors	160 credits	200 credits
Seniors		270 credits

A student may move on to the next grade level only after redeeming all Fs from the previous grade level. On very rare occasions, after a bonafide effort has been made to redeem all Fs, the Assistant Principal of Academic Affairs may allow a student to move to the next grade level with a maximum of one (1) F carry-over from the previous grade level.

Servite High School will provide final transcripts to a follow-up educational institution as indicated by the parent or guardian upon disenrollment or withdrawal. No future academic grades for work completed at another academic institution or program will be added to the Servite High School transcript issued at the time of disenrollment or withdrawal.

GRADUATION POLICY

In order to receive a diploma from Servite High School at graduation, a student must:

- Have successfully completed the required academic credits of coursework (270 credits).
- Have remediated all "F" grades on his transcript.
- Be in good standing with the Attendance and Discipline Office.
- Have no outstanding financial obligations with the Business Office.
- Have completed all Christian Service requirements.
- Have returned laptop computers and all accessories to Servite High School.

A senior who has earned an "F" grade on his transcript will not receive a diploma from Servite High School until the "F" has been remediated. To participate in graduation exercises, a student must:

- Have no more than 2 "F" grades on his transcript (260 credits).
- Be in good standing with the Attendance and Discipline Office.
- Have no outstanding financial obligations with the Business Office.
- Have completed all Christian Service obligations. (Failure to meet this requirement counts as an "F")
- Have returned laptop computers and all accessories to Servite High School.

Any student who has a "School Hold" will not receive the diploma until the hold is removed, nor will official transcripts be released. Students who have a "School Hold" because of incomplete graduation requirements must have those deficiencies completed by August 31st of the graduation year in order to be considered a graduate of that academic school year.

When applicable, a transcript from a community college or university must be submitted to Servite High School for the completed work. The date of graduation on the transcript will reflect the year the graduation requirements were met if not completed by August 31st.

GRADUATION REQUIREMENTS

All courses offered at Servite High School are designed for the college and university-bound student. For graduation from Servite High School, all students are required to complete 270 academic credits, as described below. A one-year course meeting daily earns a student ten (10) academic credits. All required courses in all disciplines must be passed and **no student may graduate from Servite with an unredeemed 'F' on his transcript**. In addition to credit requirements, no 'F' policy, and Christian service hours, there are also specific course requirements. Students are required to complete the following:

SERVITE GRADUATION REQUIREMENTS	
Theology	40 credits
English	40 credits
Laboratory Science	20 credits (Biology + 1)
Mathematics	30 credits (Algebra 1, Geometry, and Algebra 2)
History/Social Sciences	30 credits (Ancient, U.S., & Government/ Economics)
Foreign Language	30 credits (all in the same)
Fine Arts	10 credits
Health & Driver Education	5 credits
Physical Education	10 credits
Computer Skills	5 credits
Electives	50 credits
TOTAL	270 academic credits
Christian Service	100 hours over four years
Priory	Pass (8 semsters)

Note: A semester course has a credit value of 5, and a year course has a value of 10.

100 total hours of Christian Service required for graduation

30 hours their freshman year
 30 hours their sophomore year
 20 hours their junior year
 20 hours their senior year

ACADEMIC AWARDS

Servite High School honors students who demonstrate academic excellence. These awards are granted after every semester of coursework, as follows:

Principal's Honor Roll	Students with a minimum 3.30 semester GPA and no semester grade lower than a B-
Principal's High Honor Roll	Students with a minimum 3.80 semester GPA
Principal's High Honor Roll with Distinctions	Students with no semester grade lower than A- in any course AND at least three (3) HP/AP-level courses in his schedule. For Freshmen students <u>only</u> : Students with no semester grade lower than an A- in any course AND at least two (2) HP/AP-level courses.

VALEDICTORIAN AND SALUTATORIAN

Valedictorian and Salutatorian are academic awards that are bestowed on the top two seniors who have achieved outstanding performance in the most rigorous academic program. The decision is based on their seventh semester cumulative academic Grade Point Average.

TRANSFER CREDITS

Servite High School accepts transfer credits from accredited institutions, based on the evaluation and recommendation of the Counseling Department Chair to the Assistant Principal of Academic Affairs.

ACADEMIC HONESTY

See Academic Honesty Policy in the Parent/Student Handbook.

ADDITIONAL ACADEMIC PROGRAMS

ADVANCED PLACEMENT PROGRAM

The College Board's Advanced Placement Program (AP) enables students to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examinations given in May, students can earn credit and/or advanced placement for college. In addition, the AP Program offers students the following benefits:

- Allows high school students to take courses that are challenging, rigorous and in-depth – exactly the kinds of courses they will face once in college.
- Prepares students to succeed in college.
- Enables students to advance in college through the credits they earn for their AP achievements.

Servite High School demonstrates its commitment to academic excellence by offering 16 Advanced Placement courses taught by teachers who are well trained in their area. Qualified students who are willing to accept the challenge of a curriculum that serves as a national standard for college-level achievement should consider these courses. These courses are offered on demand.

Advanced Placement Courses

Biology	English Literature & Composition	Spanish Language
Calculus (AB)	European History	Statistics
Calculus (BC)	Latin Vergil	US Government and Politics
Chemistry	Macroeconomics	US History
Computer Science A	Microeconomics	World History
	Physics C	

STUDENT SUPPORT SERVICES PROGRAM

Recognizing that some students have mild learning difficulties that impact their ability to benefit from traditional methods of instruction, Servite High School has established the Student Support Services (SSS) Program. The SSS is a program designed to assist and respond to the needs of students who learn differently. It features ongoing educational support, training in self-advocacy, parent education, and referral procedures for a comprehensive assessment and diagnosis.

Also, students who have physical needs (i.e. vision loss, hearing loss, heart conditions, or other medical issues) may receive accommodations, depending on their needs.

Definition of a Student with Learning Needs

Students qualify for the SSS Program according to the findings of an appropriate psycho-educational battery of tests that include at least:

- Weschler Intelligence Scale for Children-III or Weschler Adult Intelligent Scale-Revised
- A standardized measure of achievement such as Woodcock-Johnson Psycho-educational Battery-Revised, Peabody Individual Achievement Test Battery, Weschler Individual Achievement Test Battery, Kaufman Achievement Test Battery
- Measure of Processing capabilities such as the Detroit Test Learning Aptitude or the Slingerland or Woodcock Johnson Psycho-educational Battery-Revised

Services provided to all students in the program include: Assessment procedures to identify specific problems and areas of strength, and special tutoring assistance referral. Other services available through the program require specific diagnosis.

These include: extended time for testing, modified administration of tests (such as oral, written without Scantron, books on tape, etc.), and/or small group or individual testing.

It is anticipated that each student accepted into the SSS Program will utilize the services to the degree necessary for each student's own learning needs as determined by the Director of Student Support Services. Services include a Learning Specialist who:

- Assists in developing accommodations and modifications necessary for academic success.
- Serves as a liaison with teachers to develop adaptive learning strategies appropriate for the student .
- Provides direction and guidance in academic performance for the student with learning difficulties.

Extended Time on Finals

In an effort to ensure the effectiveness of and streamline and monitor the process in which students receive recommended special accommodations, it is necessary to require specific testing and dates within which these tests have been given. The following is a list of psycho educational evaluations that students are required to have as well as some other guidelines in order to qualify for extended time on finals:

- The documentation or testing needs to be three (3) years current and on file in the SSS Program Office.
- Evaluations must be performed by a licensed educational psychologist.
- The battery administered must include at least the following instruments:
 - Wechsler Intelligence Scale for Children III or a Wechsler Adult Intelligence Scale-Revised.
 - A standardized measure of Achievement such as Woodcock-Johnson Psycho educational Battery-Revised, Peabody Individual Achievement Test Battery, Wechsler Individual Achievement Test Battery, Kaufman Achievement Battery.
 - Measure of processing capabilities such as the Detroit Test of Learning Aptitude or the Slingerland or Woodcock Johnson Psycho educational Battery-Revised.
- The assessment must be in writing, report the Standardized scores achieved for each of the tests, state the qualifying diagnosis and the data, which supports the clinician's diagnosis.

Students will not be allowed to take their final exams with extended time unless they have the above-specified documentation, three years current, and on file in the SSS Program Office. Sign-ups will be approximately one month prior to the semester finals, in the SSS Program Office. The Director will publish additional information and definite dates for sign-up on the school website (www.servitehs.org). If you have any questions, contact the Director of Student Support Services Program at dblasthaw@servitehs.org or at 714-774-7575 x 1146.

Students with a Documented Learning Need who are not in the SSS Program

It is the responsibility of a parent/guardian and student with a documented learning disability who is not in the Student Support Services Program, but who is qualified to receive extended time on tests, to advise his teachers of the extended time accommodation. Every effort will be made by the teacher to provide for this accommodation. Students with a documented learning disability must provide documentation of the disability to the Student Support Services Program for their files.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

In accordance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), parents of students under 18, students 18 years old, and parents of students 18 years old and in high school but still an income tax dependent have the right to review school records. It is the right of those named above to challenge the records, not to change them.

Likewise, the school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Servite High School will provide the non-custodial parent access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Herewith parents and students are to be considered notified and informed of their rights.