

ACADEMIC AFFAIRS

Little Flower Catholic High School for Girls is part of the Secondary School System of the Archdiocese of Philadelphia and is accredited by the Middle States Association of Colleges and Secondary Schools.

The Assistant Principal for Academic Affairs arranges academic offerings consistent with policies determined by the Department of Education and the Commonwealth of Pennsylvania, the directives of the School System of the Archdiocese of Philadelphia, and the philosophy and objectives of the school.

ACADEMIC REQUIREMENTS

The curriculum of Little Flower High School meets the needs of various types of learners.

General course plans are included on the following pages. Further information regarding individual courses can be found in the course catalog posted to the website each spring. In addition, course profiles, which provide a detailed description of each course, are available in the Office of Academic Affairs.

SENIOR YEAR

Required: Theology 4, English 4.

In addition, each senior is required to choose at least 1 fourth year elective in Math, Science, Fine Arts, Comparative Government, or a 3rd or 4th year of a World Language.

Any 2, 3, or 4 from:

Advanced Placement Biology	Entrepreneurship
Advanced Placement Calculus AB or BC (AB is a prerequisite for BC).	Comparative Government and Economics
Advanced Placement English Literature	Psychology and Child Development
Advanced Placement US History (alternates with AP Gov)	Honors Psychology
Advanced Placement Psychology	Contemporary American Studies
Advanced Placement US Government (alternates with AP US History)	American Street Law
African American Studies	Case Studies in Civil Rights
Advanced Placement Statistics	World Geography
Advanced Placement Studio Art	Latin: Language of the Church
Anatomy and Physiology	Chinese 1, 2, 3, 4
Physics	French 1, 2, 3, 4
Chemistry 2	Spanish 1, 2, 3, 4
Pre-Calculus/Trig	Instrumental Music 1, 2, 3, 4
Forensic Science	Vocal Music 1, 2, 3, 4
Personal Finance/Business Law	Art 1, 2, 3, 4
Calculus	Ceramics
College Algebra/Trigonometry	Graphic Design

Statistics	AVLI options
Introduction into Painting	Introduction into Drawing

JUNIOR YEAR

Required: Theology 3, English 3,
U.S. History, Algebra 2, Pre-Calculus/Trig or AP Calculus AB, Biology or Physics, and any 2 or 3 from:

Advanced Placement English Language	Personal Finance/Business Law
Advanced Placement US History (alternates with AP US Gov)	Latin: Language of the Church
Advanced Placement US Government (alternates with AP US History)	Chinese 1, 2, 3
Advanced Placement Biology	French 1, 2, 3
Advanced Placement Studio Art	Spanish 1, 2, 3
Biology, Physics	Instrumental Music 1, 2, 3
Chemistry 2	Vocal Music 1, 2, 3
Genetics	Graphic Design
Entrepreneurship	AVLI options

SOPHOMORE YEAR

Required: Theology 2, English 2,
American Government and Politics, Geometry and Chemistry and any 1 or 2 from:

Latin: Language of the Church	Art 1, 2
French 1, 2	Instrumental Music 1, 2
Chinese 1, 2	Vocal Music 1, 2
Spanish 1, 2	Physical Ed/Health
Advanced Placement US Government	Reading/Math Enrichment

FRESHMAN YEAR

Required: Theology 1, English 1
Algebra 1, World History, and Conceptual Physics or Honors Biology and any 1 or 2 from:

Latin: Language of the Church	Art 1
French 1	Reading Enrichment
Chinese 1	Math Enrichment
Spanish 1	Communications Skills
Instrumental Music 1	Math Skills

Other courses may be offered from year to year as the opportunity or need occurs.

REPORT CARDS

Report cards are issued four times a year at approximately nine-week intervals (November, February, April, and June) and emailed to the parents. The report card includes:

- Attendance record (number of days absent and number of days late)
- Discipline Record
- Names of courses, track levels, and teachers' grades and teachers' comments
- Quality Points
- Honors (when applicable)
- Rank in Class (at the end of each semester)

BACK TO SCHOOL NIGHT

“Back to School Night” is held in September to provide families an opportunity to meet their daughter’s teachers. At this meeting, the teachers will share the goals of their courses in addition to the requirements and expectations of their respective courses. This information appears in the course profile which each teacher prepares and distributes to every student at the beginning of the year.

PARENT-TEACHER CONFERENCES

Formal Parent-Teacher Conference meetings are held during the year. Conferences will be scheduled following the issuance of progress reports. Parents are encouraged to attend. The purpose of these meetings is to provide the parents and the teachers an opportunity to meet and to discuss student progress and work together to devise a plan to help each student reach their full potential. In cases of a possible academic failure, parent-teacher conferences may be required.

COURSE LEVEL SYSTEM

The course level system is designed to meet the particular needs of the individual student at the level of her ability. State-required subjects, except health and physical education, are offered at different levels of academic difficulty, ranging from Advanced Placement (AP), Honors (H), College Prep (CP) and Academic College Prep (AC) courses. Electives are offered in different levels depending upon the intrinsic difficulty of the subject matter in relation to other electives.

The workload in courses differs depending on course level. As a result, a particular grade received in a higher level demands more work than the same grade in a lower level. To help adjust this situation, quality points have been assigned to grades depending on course levels. A complete quality point table is printed in this section.

An important feature in the course level system is that a student is not permanently locked into a particular level for her succeeding years. All changes in course levels are determined by the Assistant Principal for Academic Affairs after review of grades and recommendation of the teacher. The student may be moved into a higher or lower level for a specific subject. A student may also be placed in different levels for different subjects. This allows a student to be placed in course levels based upon ability and specific needs.

The following can be used as a guide to understand the course level system:

Advanced Placement (AP):

AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board. Admission to this program is based upon past academic achievement in the subject area, teacher recommendation, and department chairperson approval. All students registered in an AP level course are required to take the AP exam in May.

Honors Level (H):

Honors refers to college preparatory courses for students of high or exceptional level ability and industry.

College Prep Level (CP):

College Prep refers to college preparatory courses for students of above average ability.

Academic College Level (AC):

Academic refers to college preparatory and skills-based courses for students of average ability.

GRADES

The classroom teacher determines the quarter grade using the criteria most appropriate to the academic discipline: homework, book reports, test grades, term papers, classroom presentations, performance assessments, etc. A quarterly assessment is given in all subjects sometime near the end of each quarter. The first semester grades are made up of 50% of the first quarter grade and 50% of the second quarter grade. The second semester grade is 50% of the third quarter and 50% of the fourth quarter. Final grades will be made up of 45% of the first semester, 45% of the second semester and 10% of the final assessment grade. The final mark determines whether the student has passed or failed the course for the year. Both the first and second semester as well as the final mark appear on the student's permanent record. The first and third quarter grades are meant to be progress reports to the students and their parents.

POWER SCHOOL

PowerSchool is the Student Information System used by Little Flower. It is the official gradebook for the Archdiocese of Philadelphia. All student academic progress, attendance and discipline can be tracked by both the student and the family through PowerSchool on any computer or mobile device and in any language. Access accounts are provided for both students and parents/ guardians in order to responsibly monitor academic progress.

SCHOOLGY

Schoolgy is the Learning Management System used by the Archdiocese of Philadelphia. It is used to post assignments online, and communicate with teachers.

HOMEWORK/STUDY TIME

Homework and study is an essential component in any student's educational success. It is through homework that the work learned during the school day is applied and reinforced. Study periods in school are not a substitute for a time of quiet study at home.

PROGRESS REPORTS/FAILURE WARNINGS

Progress Reports will be issued four times a year to keep parents informed of their child's progress. Progress reports are distributed electronically to the parent/ guardian email address on record.

Failure warnings for seniors in danger of failing for the year will be sent to parents by certified mail in the spring.

PARTICIPATION IN THE GRADUATION CEREMONIES

Participation in the commencement exercises of a diocesan high school is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate in the commencement exercises. Students may be excluded from participation in the commencement exercises for any of the following:

- a scholastic failure in the program of studies
- a discipline failure or major breach in the school's disciplinary code
- a failure to fulfill financial requirements which include tuition, senior fees, and school fees excessive absences
- a failure to receive a physical examination during four years of high school

HONOR ROLL REQUIREMENTS

1st Honors	Average 93	No grade lower than 90
2nd Honors	Average 88	No grade lower than 85

Honors are determined from the grade average, and do not depend on the tracks of the courses which the student is taking. To calculate the grade average, add together the grades for all tracked courses and divide by the number of credits. Honors will be calculated on a quarterly basis and will **not** include semester assessments or the semester average.

RANK IN CLASS

Rank in class is determined by the average of the quality points achieved. The course grades are weighted according to the level of the course in order to take into consideration both the student's grade and the difficulty of the work at that course level. We use a credit adjustment table, which gives the student carrying extra courses a slight advantage. The current rank in class is calculated using only the current semester report period grades; cumulative rank in class includes all the semesters in the student's high school career.

GRADE CONVERSION FOR DIOCESAN SCHOLARS AND PUBLIC SCHOOLS

A+	99
A	96
A-	93
B+	89
B	86
B-	83
C+	79
C	76
C-	73
D+	72
D	71
D-	70
F	65

QUALITY POINTS FOR EACH ACADEMIC LEVEL

Grade	AP	Honors	College Prep	Academic
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34

93	47	41	37	33
92	46	40	36	32
91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
65-69	21	15	11	7
59-64	18	12	8	4
0-59	0	0	0	0

GPA

Both a weighted and unweighted GPA can be calculated. Each course receives a GPA value and then the average GPA of all courses is calculated.

Grade	AP	Honors	CP	Academic
100	6.0	5.5	5.0	4.5
99	6.0	5.5	5.0	4.5
98	6.0	5.5	5.0	4.5
97	6.0	5.5	5.0	4.5
96	5.7	5.2	4.7	4.2
95	5.7	5.2	4.7	4.2
94	5.7	5.2	4.7	4.2
93	5.4	4.9	4.4	3.9
92	5.4	4.9	4.4	3.9
91	5.4	4.9	4.4	3.9
90	5.1	4.6	4.1	3.6
89	5.1	4.6	4.1	3.6
88	5.1	4.6	4.1	3.6
87	4.8	4.3	3.8	3.3
86	4.8	4.3	3.8	3.3
85	4.8	4.3	3.8	3.3
84	4.5	4.0	3.5	3.0
83	4.5	4.0	3.5	3.0
82	4.5	4.0	3.5	3.0
81	4.2	3.7	3.2	2.7
80	4.2	3.7	3.2	2.7
79	4.2	3.7	3.2	2.7
78	3.9	3.4	2.9	2.4
77	3.9	3.4	2.9	2.4
76	3.9	3.4	2.9	2.4

75	3.6	3.1	2.6	2.1
74	3.6	3.1	2.6	2.1
73	3.6	3.1	2.6	2.1
72	3.3	2.8	2.3	1.8
71	3.3	2.8	2.3	1.8
70	3.3	2.8	2.3	1.8
69	0	0	0	0
68	0	0	0	0
67	0	0	0	0
66	0	0	0	0
65	0	0	0	0

LETTER-DAY CYCLE

A 6-day cycle of sequential letter-days is followed at Little Flower. Classes are rostered for days lettered A through F instead of Monday through Friday.

An example is given below:

Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday
A	B	Holiday	C	D	E	F

With the use of this cycle, holidays do not displace classes which do not meet every day or labs scheduled only once each cycle; because the letter-days are sequential, these classes or labs meet on the next day school is in session. After any holiday, snow day, or other unscheduled holiday, classes resume for the letter day immediately following the last class day.

Students are informed daily as to what number schedule and what letter day will be followed for the next day’s classes.

PERMANENT RECORD CARD

Each student’s permanent record is kept in the Office of the Assistant Principal for Academic Affairs. It contains her attendance record, the first semester and final grades for all courses taken each year, the number of credits attained each year, the rank in class at the end of each year, the cumulative rank in class for all her high school years, and the results of any standardized tests the student has taken in high school. A photograph of the student taken for her ID card is affixed to the record card.

Under the supervision of theAssistant Principal forAcademicAffairs, the permanent record is available for visual inspection to the student, her parents, the school administration, and any of her current classroom teachers who have sufficient need to view it. This is the information which will be sent to another school if the student transfers; it is also sent as a transcript at the request of the graduate to prospective employers or educational institutions to which the student seeks admission

STANDARDIZED TESTS

The Renaissance Series Test is administered to 9th, 10th and 11th grade students three times over the course of the year in the subjects of English and Mathematics only. The Preliminary Scholastic Aptitude Test (PSAT) is given in the fall to all students in 10th and 11th grades. Students in Grade 9 take a test called PSAT 8/9. Both the PSAT and PSAT 8/9 are modeled on the SAT. In Grade 11, the SAT School Day is offered. The SAT is still widely used in college admissions, although many schools have opted for test-optional admission.

ACADEMIC DISMISSAL AND PROBATION

The determination of Academic Probation is set forth by the Office of Academic Affairs in consultation with Guidance and Student Life. This determination can occur during any of the quarters based on student performance and attendance.

MAKE-UP WORK FOR ABSENCES

Daily attendance at school is extremely important in ensuring continuity of learning. It is the responsibility of the student who is absent to follow the proper procedures for making up the work missed because of the absence.

Make-up work for absence from school falls into the following categories:

- Limited absence: i.e., less than a week – The student is responsible to contact her individual subject teachers and to obtain any assignments missed during the absence.
- Extended absence: i.e., several weeks – Parents must first notify the Attendance Office at Little Flower of the nature/length of absence. The Academic Affairs Office will make arrangements to obtain assignments from the student's teachers. Arrangements will be made in accordance with the individual circumstances.

SUMMER SCHOOL

All students are obliged to make up all failures in the Diocesan Summer School Program. A student may not be readmitted to Little Flower or any Diocesan high school if the student has not completed the specified Diocesan Summer School Program.

WITHDRAWAL/TRANSFER PROCESS

A student who withdraws from Little Flower, either voluntarily or at the request of the school, must comply with the following procedures:

- The student must be accompanied by a parent or guardian and be interviewed by an administrator.
- A "Notification of Withdrawal" form must be completed and signed by a parent or guardian. This form may be obtained from the Assistant Principal for Academic Affairs.
- The student must return her books, ID card, Chromebook, and other school materials as directed by the Assistant Principal for Academic Affairs, and she must settle all financial and other matters on her last day of school.
- No academic transcripts will be issued or recommendations given by the school until all tuition and fees have been paid and all books and materials have been returned.

LIBRARY

The library is open each day before school and during lunch periods. Students may come to the library before school, during lunch, and when the classroom teacher has arranged for library time during a class period. Students may come to the library during homeroom after prayer and announcements, except when it is reserved for a meeting. Students may come to the library during study periods on days the library is open.

The library is to be used for school work only. Please see the section on "Social Media/Technology." The Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia applies to all technology use, including the library computers. The Responsible Use Policy for Technology applies to all students, faculty, staff, volunteers or community members allowed access to school technology resources. Students and their parents are to read the policy and sign and return the appropriate contracts.

Students who wish to use the library during lunch must report to the cafeteria to sign out of the cafeteria using Smart Pass and also sign the library roll list when they arrive at the library. The students must remain in the library until the end of

the period. No food, drink (only water) or chewing gum may be brought into the library.

Students may withdraw four books for a period of two weeks unless books are on reserve. Books may be renewed one time only. No student may check out a book when she has an overdue book or fines. Reference books may not be taken from the library.

Students will be charged a fine for overdue books. Lost books are the responsibility of the student and must be paid for. If books are not returned, students must reimburse the library for the cost of the book.