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REQUIRED PROGRAM of STUDIES

Graduates of the Upper School are required to earn:

ENGLISH: 4 credits, one each in English 9, English 10, English 11 and English 12.

FINE ARTS: 1 credit.

FOREIGN LANGUAGE: Credit through Level III in French, Latin or Spanish.

HEALTH: 1/2 credit.

MATHEMATICS AND SCIENCE: A total of 7 credits; a minimum of 3 each in mathematics and science.

- MATHEMATICS: Students must earn 3 credits in grades 9-12, earning credit at least through Algebra II.
- SCIENCE: Students must earn 1 credit each in physics, chemistry and biology.
- BEGINNING WITH THE CLASS OF 2012:
 - MATHEMATICS: Students must earn 4 credits in high school mathematics, earning credit at least through Algebra II.
 - SCIENCE: Students must earn 1 credit each in physics, chemistry and biology

PHYSICAL EDUCATION: 1/2 credit. (2 classes)

- All students must take one core course. These are specified in the Course Catalogue as PE: courses.
- The second class may be any course offered by the Physical Education Department or be fulfilled by completing the Competitive Sports Option which is explained below.

RELIGIOUS STUDIES: 4 credits, one each in Religion 9, Religion 10, Religion 11 and Religion 12.

SOCIAL STUDIES: 4 credits, including 1 credit in U.S. History and at least 1/2 credit in American Government.

SPEECH: 1/2 credit of coursework to be earned in either Speech or Competitive Speech, or 1 full credit in Mock Trial.

A minimum of twenty four (24) credits must be earned in grades 9-12.

All students must enroll in a minimum of six (6) courses each semester. Exception to this may be made for students enrolled in more than three Advanced Placement courses, with permission from the Director of the Academic Services.

AP courses require departmental approval in advance of registration.

60 hours of Christian Service.

Participation in yearly retreats.

Successful completion of annual self-assessments.

Senior Project.

Students in Grades 7 & 8 are expected to complete:

2	units	English
2	units	Social Studies
2	units	Mathematics
2	units	Science
2	units	Foreign Language
2	units	Religion
2	units	Physical Education
4	units	Music/Arts

GRADING SYSTEM

The grading system used at Gilmour Academy is as follows:

Grade	Numerical Equivalent	Quality Points
A+	100-97	4.3
A	96-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	.7
F	59- 0	0

Grade Point Average (GPA) is computed to 3 decimal places.

Semester GPA is computed only at the end of each semester.

Cumulative GPA is computed on the basis of all credits earned carrying a letter grade.

Advanced Placement (AP) courses are weighted by a .1 multiplier.

PASS/FAIL

Students may exercise an opportunity to take a course pass/fail once during their tenure at Gilmour. For the purposes of this policy, a course is defined as either an independent semester course or a year-long course comprised of two semesters of coursework. This option is not applicable to any course that is being taken to fulfill graduation requirements, including those taken for distribution requirements. In addition, it may not be used for AP courses. Students wishing to exercise this option must obtain permission from the Director of Academic Services no later than October 15 for a fall semester or year-long course, and April 1 for a second semester course. Students taking a course pass/fail will be awarded a “P” or “F” only at the end of a semester; all progress reports will show the actual letter grade.

COMPETITIVE SPORTS OPTION

Students may fulfill part of their graduation requirement in physical education by participating in interscholastic athletic competition. To exercise this option students must:

- Participate in two separate athletic seasons. This may be two seasons of the same sport or one season each of different sports.

- Be physically and academically eligible to participate in at least half of each season.
- Appear on official rosters submitted by the coaches at all designated times during the season.
- Complete their participation by the beginning of their final semester at Gilmour.
- Register their participation with the Director of Academic Services at the beginning of the season.

HONOR ROLL

The **Honor Roll** is determined by semester GPA and is posted after each semester.

It is divided as follows:

- Headmaster's List:** grade average of **3.7** and above.
High Honors List: grade average of **3.5** and above.
Honors List: grade average of **3.0** and above.

An Incomplete or any grade below a C- excludes a student from appearing on the honor roll.

INCOMPLETE GRADES

If, for good reason, a student has ended a semester without completing enough work to pass a particular course the teacher may assign an Incomplete (I) as a final grade. Students earning an (I) must complete all outstanding work within four weeks after the end of the semester in which the grade is given or receive a failing grade for the course. Any student receiving an (I) is automatically excluded from honor rolls for the semester in which the Incomplete is received.

ADVANCED PLACEMENT COURSES

Enrollment in Advanced Placement (AP) classes requires departmental approval. Students seeking placement in an AP course must submit a completed application form that can be obtained from the Director of Academic Services or the main office. It is recommended that students limit themselves to two (2) AP courses taken along with a full complement of classes.

Choosing to pursue Advanced Placement study is a significant commitment. AP students must commit to intense year-long study culminated by taking the AP examination administered by the College Board in early May. **All students enrolled in an AP course must take the AP exam or else the student's work will be considered incomplete.** Any senior with incomplete work will not be able to receive a diploma until all work has been completed. The College Board requires a fee for processing exams which will be billed by Gilmour Academy in the fall, after the add/drop period for courses has passed.

SCHEDULE CHANGES

For the purposes of this policy, a course is defined as either an independent semester course or a year-long course comprised of two semesters of coursework. All schedule changes (drops/adds) for fall semester courses and year-long courses must take place within the first two weeks of the first semester. Similarly, all schedule changes (drops/adds) for spring semester courses must take place within the first two weeks of the spring semester. Students wishing to drop a course after the two-week grace period must first obtain permission from the Director of Academic Services. Courses dropped after the two-week grace period will appear on the student's transcript as a course enrolled in, but withdrawn from with either a passing grade (designated as WP) or with a failing grade (designated as WF). The change must be shared among the student, parent, grade-level counselor, instructor of the course being dropped and instructor of the course being entered. It should be noted that the school also reserves the right to adjust student schedules dependent upon course availability and the need to balance the number of students in any particular class.

NET GILMOUR and PROGRESS REPORTS

Gilmour Academy believes that continual feedback to students and parents is key to student success. Therefore, parents have access to their son/daughter's information via Net Gilmour. Also, comments are published every four and a half weeks. Student self-assessments are formally held in the fall and winter, although contact with instructors is encouraged whenever necessary.

ACADEMIC PROBATION

Academic Probation is defined as a student receiving, at a minimum, either two "D's" or one "F" at the end of a semester grading period. The student will be required to meet regularly with a counselor and develop an academic improvement plan for the following semester. Placing a student on Academic Probation is an indication of a concern for a student's academic position and, in some cases, may be reflective of an academic record that jeopardizes graduation from Gilmour Academy. At the same time, it is an opportunity to design and implement support structures that may enhance student performance. All students on Academic Probation will be required to address deficiencies in accordance to

an academic improvement plan developed by the counseling department and approved by the Director of Academic Services.

EXTERNAL COURSES

Gilmour Academy students may engage in learning outside the Gilmour curriculum, either at other high schools or colleges. Such courses may not be used to fulfill core graduation requirements. Students may not earn credit toward graduation through an external course without written permission for the Director of Academic Services. Upon completion of such coursework with certified instruction, the student should submit a copy of the grade report to the counselor, then the registrar, who will place the document in the student's permanent record. This information will be sent along with college applications, but will not be added to a Gilmour transcript.

BLESSED BROTHER ANDRE SERVICE PROGRAM

As a Catholic school in the Holy Cross tradition, Gilmour Academy is committed to creating an environment conducive to a transformational experience for students supported by faith formation. The service program seeks to develop students who are passionate about, and compassionate toward, the world that surrounds them. The program seeks to move our students from charity to justice.

Gilmour's mission statement cannot be fully realized in the classroom; it requires that students go out into the world to help create a more humane and just society.

Gilmour students are called to a life of solidarity with the lowliest and the least. From preschool through grade 12, Gilmour students are encouraged to use their own unique talents and gifts to become informed, aware, and active citizens dedicated to doing justice and living the Gospel as they continue as persons on their journey of faith.

Grade 7

Ministry to Children

Coordinated in Religion Class

Each month, students tutor at St. Henry's School or are involved in activities with students at the Metzenbaum Center.

Grade 8

Ministry to the Elderly

Coordinated in Religion Class

Each month, students visit the elderly at various

local nursing homes.

Grade 9

Ministry to the Hungry

Each freshman is required to help at the Cleveland Food Bank and at one agency that the Food Bank serves. Transportation and supervision will be provided by Gilmour Academy. Both service trips will be coordinated with their advisor.

Grades 10, 11 and 12

Ministry to the Poor, Marginalized and Suffering

Each student is required to complete **60** hours of Christian service at an approved service agency.

It is recommended that students complete 20 hours each year.

Seniors: Completion of 60 hours of Christian Service must be finished by the first day upon returning from Spring Break.

RETREATS

A yearly retreat is required of all students. The retreat program helps realize Gilmour Academy's mission and educational outcomes by encouraging students to grow in their understanding of being a person on a journey of faith. Retreats provide students with opportunities to set aside time for intentional reflection upon how God is at work in their lives, their world and their relationships. Retreats take a different shape for each student each year, reflective of the differences in the developmental and spiritual needs of students in each grade level.

STUDENT SELF-ASSESSMENTS

The student self-assessments are student-led presentations in which the student reflects upon growth and progress towards meeting the Gilmour Academy outcomes. Not limited to academic performance, the assessment is a holistic examination of the student's experience at Gilmour shared with a panel of teachers, advisor and parents. Student self-assessments are formally held in the fall and spring, and students are required to attend one. In the senior year, self-assessment takes the form of a roundtable discussion focused on the pivotal moments of the senior year experience.

SENIOR PROJECT

The successful completion of a senior project is a requirement for graduation from Gilmour Academy. Students develop projects that emerge from their interests and insights and are

implemented using self-designed learning plans. Students extend their knowledge of a topic through a guided experience that includes research, internship, reflection and a final exhibition. During the final exhibition, students demonstrate new understanding and provide evidence of having developed competencies within the scope of Gilmour Academy's educational outcomes; more specifically, demonstrating growth as an effective communicator, collaborative contributor, complex thinker, life long learner, effective problem solver, morally responsible individual and a person on a journey of faith.