

*2020-2021 Student Handbook*

# ***Roman Catholic High School***



*FIDES ET SCIENTIA*

*Revised: September 1, 2020*

## *Section 1*

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# *GENERAL INFORMATION*

*Founded in 1890, through the benevolence of Thomas E. Cahill, Roman Catholic High School is located in the heart of Center City, Philadelphia. Drawing students from throughout the Delaware Valley, Roman Catholic boasts a challenging academic curriculum, a competitive sports program and engaging activities.*

# ADMINISTRATION

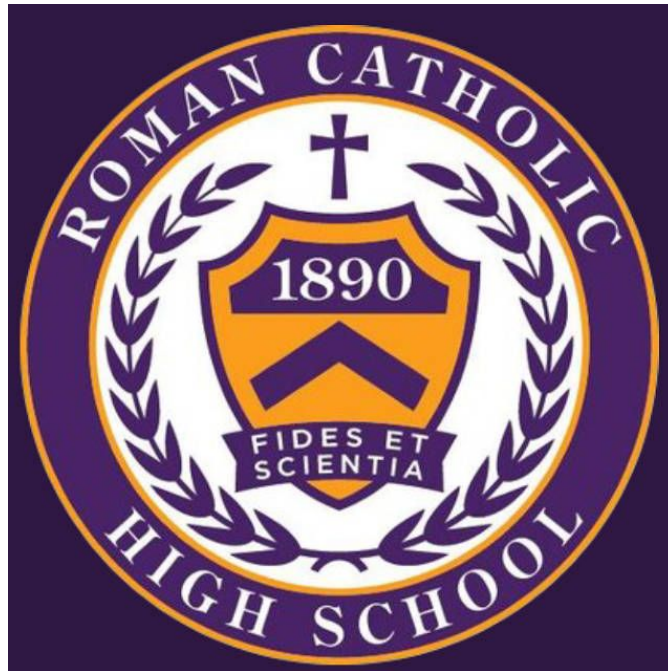
Rev. Joseph Bongard '77  
**President/Rector**

Mr. Vincent Tarducci '02  
**Principal**

Mr. Christopher Buck '98  
**Assistant Principal for Academic Affairs**

Mr. Brian Conroy '91  
**Assistant Principal for Student Services**

Mr. David Rad '07  
**Assistant Principal for Student Affairs**



## **SUPPORT STAFF**

Mr. Keith Beaver.....Director of Campus Ministry  
Mr. Thomas Bottoms '10 ..... Director of Admissions/Communications  
Mr. Matthew Griffin.....Athletic Director  
Mr. Kenneth Eaves.....Athletic Trainer  
Mr. Lucas Ostrowski.....Director of Technology  
Sr. Joan McNutt, SSJ.....Admissions Coordinator  
Mrs. Grace McGinley.....School Nurse

## **DEPARTMENT HEADS**

Ms. Theresa A. Lazorko..... Business  
Mr. Fitz-Gerald Gallagher '94.....English  
Mrs. Shannon Gallagher.....Fine Arts  
Mrs. Mary Desmond.....Guidance  
Mr. James Brennan '97..... Mathematics  
Mr. Dennis DiGiovanni '02..... Science  
Mr. John Corrigan..... Social Studies  
Mr. James Murphy..... Theology  
Mr. Joseph Farinella.....World Language

## **OFFICE OF MISSION ADVANCEMENT**

Mr. Nick Pytel '97..... Executive Dir. of Institutional Advancement  
Mr. Adam Gault '08.....Director of Development  
Ms. Renee Brayboy.....Coordinator for Development Services  
Ms. Patricia Quinn.....Coordinator of Special Events and Alumni Relations  
Ms. Regina Muldoon.....Finance Coordinator

## **ROMAN CATHOLIC HIGH SCHOOL**

A Catholic High School of the Archdiocese of Philadelphia and Member of the Middle States Association of Colleges and Schools

**Location:** Broad and Vine Streets  
301 N. Broad Street  
Philadelphia, PA 19107-1094

**Phone:** (215) 627-1270 (School Phone)  
(215) 627-4979 (Fax)  
(215) 627-5488 (Advancement Office)

**Webpage:** [www.romancatholicshs.com](http://www.romancatholicshs.com)

**Motto:** Fides et Scientia

**Founded:** 1890

**School Colors:** Purple and Gold

**School Mascot:** Roman Gladiator

**Yearbook:** The Purple and Gold

**Newspaper:** The Cahillite



**This publication is only a reference guide for parents and students of Roman Catholic High School. Unforeseen situations may arise during the school year that may not be addressed in this handbook. It is the responsibility of the Administration to investigate these incidents and make decisions that will have a positive effect on the whole Roman Catholic High School Community. Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the Archdiocese of Philadelphia or Roman Catholic High School. The contents of this handbook are subject to alteration or modification by the Archdiocese of Philadelphia or Roman Catholic High School as circumstances may require.**

## **DIOCESAN ADMISSION POLICY**

As part of the Archdiocesan School System, Roman Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program. However, all non-Catholic students are expected and required to participate in all religious services and activities. In addition, all students are required to participate in patriotic exercises.

## **ROMAN CATHOLIC HIGH SCHOOL MISSION STATEMENT**

Founded by Thomas E. Cahill in 1890 as the first free Diocesan Catholic high school for boys in the nation, Roman Catholic continues its tradition of excellence as it strives to offer a comprehensive academic curriculum within a disciplined Catholic environment. Enriched by its cultural, racial, and religious diversity, Roman Catholic provides a community where each young man can learn to appreciate and respect the uniqueness of others, while becoming a man of personal integrity. Roman Catholic High School strives to bring the Gospel values of Jesus Christ to its students, while forming a Catholic community which embodies the Christian spirit of service to all.

## **ROMAN CATHOLIC HIGH SCHOOL BELIEF STATEMENTS**

1. All learning should be faith centered.
2. All students should follow the Gospel values of Jesus Christ.
3. All students should be models of justice, mercy, and peace.
4. All students should be able to worship God through prayer and service.
5. All students should demonstrate social awareness through service to the school and the larger community.
6. Every individual has inherent worth.
7. Understanding and appreciation of diversity is critical to world peace.
8. A core of common values and ethical conduct is fundamental to sustaining our society.
9. Education is a shared responsibility of the school, student, alumni, family, government, and community.
10. All students should be given the opportunity to achieve their goals.
11. All students have the right to a safe learning environment.
12. The future of the Church, family, and nation is inextricably linked with the academic and moral education of youth.

## **ROMAN CATHOLIC HIGH SCHOOL PHILOSOPHY**

1. Based on the Gospel values of Jesus Christ and responding to the teachings of the Catholic Church, Roman Catholic High School strives to be a community of service for its students and society.
2. By providing the students with a foundation of faith, Roman Catholic High School prepares them to live an authentic Christian life within a pluralistic society. Mindful of the Church's constant teaching on the role of the parents as the primary educators of their children, Roman Catholic High School strives to integrate the parents into its educational mission. This partnership creates a structured environment in which young men can develop their God-given talents as they grow toward Christian adulthood.
3. Recruited through a policy of open enrollment, which extends to all parts of the Delaware Valley, the students who choose to attend Roman Catholic High School become part of and contribute to the rich racial and cultural diversity which is a hallmark of the school. Their choice challenges them to become witnesses to the Christian values of brotherhood and charity which they are taught and encouraged to live out.
4. Recognizing the varied backgrounds and ability levels of its students, Roman Catholic High School provides the opportunity for the development of the whole person. Its curriculum of studies, its co-curricular and extracurricular activities, as well as its fostering of a sense of self-worth and self-discipline, encourage the students to become critical thinkers and to integrate and develop all aspects of their lives.
5. The administration, faculty, and staff, by their example and dedication, provide the caring and nurturing environment in which the various goals of the school can be achieved. Complementing the professional expertise and personal care of the faculty, the Alumni Association and the parents' organizations provide active and varied support in all areas of school life.
6. Through Fides et Scientia (Faith and Knowledge), Roman Catholic High School students are prepared to contribute to the betterment of the world in which they live. Its graduates take with them the Gospel values and pursuit of excellence which have been part of Roman Catholic High School's tradition for more than one hundred years.



## **ROMAN CATHOLIC HIGH SCHOOL GOALS AND OBJECTIVES**

1. To foster within the students an appreciation of Roman Catholic High School's heritage of service and loyalty.
2. To lead students through a maturing process by which they are able to integrate the knowledge of God and their Catholic faith with their lived experiences.
3. To provide for the students a rich and varied liturgical experience in which they are able to encounter the Risen Lord to encourage and support parents in their role as the primary educators of their sons.
4. To provide opportunities for family involvement in the school activities.
5. To promote a safe and disciplined environment in which the students can come to discover and develop their God- given talents.
6. To engender a sense of accountability in which the students assume responsibility for the consequences of their actions.
7. To foster a spirit of unity in which each individual recognizes his own self-worth while respecting that of others.
8. To instill an appreciation of and respect for the racial and cultural diversity of the school community.
9. To offer a comprehensive academic curriculum which pre- pares the students to live a meaningful life and make the world a better place.
10. To develop an appreciation for team work and self- discipline through participation in extra and co- curricular activities.
11. To cultivate a spirit of cooperation between administration and faculty as they strive to fulfill the mission of the school.
12. To recognize the vital role of the Alumni Association in the life of the school.
13. To empower the students to take Roman Catholic High School's spirit of striving for excellence into the global community.

## **SCHOOL OFFICE HOURS**

- The Main Office is staffed between 7:30 a.m. and 3:30 p.m. on weekdays. All school business should be conducted during these hours
- School Phone: (215) 627-1270
- School Fax: (215) 627-4979

## **WEATHER AND NON-WEATHER-RELATED SCHOOL CLOSINGS**

- In the event of school closings, it is important to listen to KYW 1060-AM radio, Channel 6-WPVI-TV, Channel 3- NBC TV, Channel 10-CBS-TV, or FOX-29 TV.
- This information will also be available online at [www.romancatholicshs.com](http://www.romancatholicshs.com).
- The Philadelphia City archdiocesan schools usually open or close in agreement with the Philadelphia School District. Late starts and early dismissals are also handled as explained above.

## **SCHOOL STORE**

- Located in the Garden Level of the school building, directly down the stairs connected to the cafeteria, the School Store provides workbooks, supplemental academic materials, gym uniforms, school sweaters, golf shirts, school locks, stationery supplies, as well as a selection of school spirit items.
- The store is open every day during the lunch periods.
- Website: <https://the-forum-2.myshopify.com/>

## **TRANSPORTATION**

Please note that SEPTA transpasses will be handled by the Student Services Office.

## **HEALTH SERVICES**

Health services are provided for the students of Roman Catholic High School as directed by state regulation. These services include:

1. Yearly vision screening for both distance and near vision. Students that fail this screening are provided with a form to notify parents and submit to an eye care provider.
2. Hearing screenings are provided to students in 9th grade. A hearing threshold test is administered to students that fail the initial screening as well as students with a known hearing loss.
3. Growth screenings, including height and weight, are performed annually for all students.
4. Pennsylvania law requires that all freshmen have a physical examination. Parents are urged to have their children examined by the family physician since an examination provides for continuity in medical care.
5. Emergency first aid care is provided. The school cannot assume responsibility for accidents or illnesses that occur outside the school. The nurse will notify the staff of any student's health problem which in any way may affect his work in school.

#### Additional Health Services Information

- In case of illness during the school day, a student must have an Official Nurse's Pass from a faculty or staff member in order to be admitted to the Nurse's Office for care.
- When a student is scheduled for screenings he will receive a call slip from the nurse.
- A student may request a visit with the nurse to discuss a concern during his lunch or study hall by stopping by the health room in the morning or at lunch, or asking for a slip from his teacher.
- A student who is scheduled for health services **MUST** make himself available at the Health Room at the assigned time. Academic requirements may supersede the nurse's request based on the situation.
- Parents may contact the nurse to discuss any specific concerns regarding medical needs of students at any time.

#### **MEDICAL EMERGENCY POLICY**

- In case of a medical emergency, the Student Services Office is the central line of communication. The Assistant Principal for Student Services will notify the school nurse and the student's parent(s)/guardian.
- The parent(s)/guardian will be informed of the location of the student and the circumstances surrounding the emergency. If the student is able to be transported home, the parent(s)/guardian will be expected to come to the school and personally escort the student home. Upon safe arrival at home, the parent(s)/guardian will notify the school of any further medical action taken.
- If the injury or illness occurs in the school and the student cannot be moved, the Assistant Principal for Student Services will call for medical assistance. The parent(s)/guardian will be informed of our actions and the hospital to which the student has been taken.
- If the student's injury occurs in school or during a school-sponsored activity, the student accident medical insurance form will be completed by the school and given to the parent(s)/guardian for submission to the insurance carrier.

## **VISITORS TO THE SCHOOL**

All visitors are expected to use the buzzer system located on Vine Street to gain entrance to the school. The visitor must state their name and reason for the visit. Visitors must show valid identification. All visitors, once entered into the building, must report to the Student Services Office and follow the school's sign-in protocol.

## **PUBLIC ACCESS TO SCHOOL PROPERTY**

When school-sponsored activities or events take place on campus and the public is invited to attend, it is everyone's responsibility to be mindful of potential threats to the safety of the school community. Use common sense to ensure everyone's safety by reporting to the school authorities anything that seems to be contrary to the safety and well-being of all in attendance.

## **PUBLIC RELATIONS RELEASE**

Roman Catholic High School may develop, participate in, or be the subject of media-based presentations and events that highlight various educational activities that take place during the course of the school year. Each student will be given a release form to be signed and returned to the school.

Every Student Succeeds Act (ESSA) requires that all High Schools release the name, address, and phone numbers of all juniors and senior students to all military recruiters. Roman Catholic High School complies with this Act. Any parent or guardian who does not wish to have their child's information released to the military recruiters must notify Roman Catholic High School in writing prior to the October 1<sup>st</sup>. Please contact the Guidance Office for further information.

## Section 2

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# SCHOOL MINISTRY

*“The desire for God is written in the human heart, because man is created by God and for God.” This desire for God and the invitation to faith is present to all students of every creed and culture. The purpose of the School Ministry Office is to assist in fostering and nourishing this desire in each student so to help them develop and maintain a personal relationship with God with the guidance of the Roman Catholic Faith. This will take place through the sacraments, opportunities for personal and communal prayer, retreats, spiritual programs and activities throughout the school year. Students will also have the opportunity to integrate their faith life into action by getting involved in campus ministry and a variety of service projects. By nourishing their life of faith, each student will be able to live out the call to be taken over by the light of Christ and to spread that light wherever they go.*

Mr. Keith Beaver  
Director of Campus Ministry  
[kbeaver@romancatholichs.com](mailto:kbeaver@romancatholichs.com)

**Revised: September 1, 2020**

## **SPIRITUAL PROGRAM**

Roman Catholic High School recognizes its special role in aiding parents and guardians in the intellectual, physical and social growth of their sons. Being a Catholic school, we also take special responsibility in the spiritual growth and development of our students according to the Catholic-Christian tradition upon which this historic institution was founded. We understand this role as part of our mission.

To facilitate this mission, the School Ministry Office provides opportunities for public and private prayer for all students of Roman Catholic High School. Class Masses will also be held monthly. The Sacrament of Reconciliation will be celebrated twice during the school year. Additional prayer services and opportunities will be offered throughout the year, especially during the seasons of Advent (leading up to Christmas) and Lent (leading up to Easter). These events will be announced in further detail throughout the school year.

We celebrate the diversity of our student body and recognize that not all students share our Catholic faith. Those students are required to be respectful during times of public prayer and pray to God or reflect in a way which is appropriate and true to their own beliefs.

Beyond each spiritual activity is the personal challenge offered to young men to develop the spiritual maturity and understanding that God offers to each of them. It is hoped that the School Ministry Office will help each young man realize God's love and vision for him, preparing him to carry forth the Gospel message of Jesus Christ to the world. The School Minister remains committed to this endeavor, and students are welcome to speak with him about spiritual growth and any questions or concerns that may arise in the pursuit of such growth, from the existence of God and the presence of evil and suffering in the world, to discerning one's vocation, or calling, in life.

## **RETREAT AND DAYS OF RECOLLECTION**

The spiritual program is "retreat" intensive in that students, throughout the course of the year, participate in their own personal reflective experience. All students must make a Day of Recollection each year with their respective class. These days are MANDATORY, without exception. Besides its regular "retreat" program, Roman offers the Kairos Retreat to seniors. This retreat leads the students into a more personal encounter with God and helps each student deal with various spiritual issues in the life of a young adult.

## **COMMUNITY SERVICE**

As a Catholic Christian community that has a concern for the welfare of others, Roman Catholic High School realizes the importance of service as a significant part of a student's Christian education. All students must perform a minimum of 20 hours of community service each year before the end of the third academic quarter. Such commitments can foster in students a sense of responsibility, compassion, and a desire to serve others. Students who have not attained the required hours by the beginning of the fourth academic quarter will be issued a failure warning in Theology. All community service documentation must be on file in the School Ministry Office within one month of completion of each service project. Failure to complete service by the end of the school year will result in the student attending Diocesan Summer School for Theology.

## **VOCATIONS**

An important part of the growth of each young Catholic gentleman is to ask, not only “What do I want to do with my life?” but, “What does God want me to do with my life? Why did He create me? What is my purpose?” For some young men, this purpose is achieved through the vocation of married life. For others, this purpose is wonderfully expressed through a vocation to the priesthood or religious life. The School Ministry Office works with the Vocations Office of the Archdiocese of Philadelphia to help students to ask those important questions, and we celebrate the many ways in which our students are called to go forth and serve God and His People, in whatever state to which He calls them. Students who have questions about their own discernment are always welcome to speak to the School Minister.



# *Academic Affairs*

*This Office is under the direction of the Assistant Principal for Academic Affairs. The main responsibilities of this office are curriculum development, roster preparation, course selection, grades, report cards, and transfers.*

Mr. Christopher Buck  
Assistant Principal of Academic Affairs  
[cbuck@romancatholichs.com](mailto:cbuck@romancatholichs.com)



# COVID Handbook Addendum/Guidelines

## Roman Catholic High School

Roman Catholic High School has developed a plan for learning and interaction within the school community. This plan provides for an A/B hybrid instruction plan, one in which students will have an opportunity to meet their teacher in class on one day and participate in simultaneous instruction from home on the following day. The purpose for this learning plan is to reduce class size so as to provide social distancing as recommended by the CDC.

The plan complies with [Center for Disease Control \(CDC\)](#) guidelines and the directives from the Commonwealth of Pennsylvania. It reflects best practice in creating a robust hybrid teaching and learning environment under the current conditions. Guidance was provided by utilizing information and recommendations from:

[Commonwealth of Pennsylvania School Phased Reopening Guidance](#)  
[Pennsylvania Department of Education Research Report](#)

This plan also calls on every member of the school community to support our values of mutual respect, integrity, willingness to sacrifice for the common good and foster community bonds across generations. Commitment to the policies will assist in protecting the health and welfare of all members of our school community.

**Pre-Arrival Screening:** Each morning before arrival, students will complete a symptoms screening Google Form which includes an at-home temperature screening. Students who are not feeling well, have a temperature of 100.4 or higher, have been in contact with anyone who has indicated COVID symptoms, or has been in contact with an individual who has tested positive for COVID, should not come to school. Students may continue to receive online instruction from home.

**Arrival Procedure:** Upon arrival students will have their temperatures taken. A student with a temperature of 100.4 or higher will report to the quarantine room. Parents will be contacted and the student will be required to go home.

**Student Screening and Protocols Confidentiality:** Personal health information will not be shared with the general public.

**Student Attendance at School:** In order to ensure a safe and healthy learning environment for all of our students and staff members, Parents acknowledge that their child will not be permitted to enter the school building to physically attend the school if any the following have occurred:

1. The student is experiencing any symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
2. The student has traveled internationally within the last 14 days.
3. The student has traveled to a state identified by the Pennsylvania Department of Health as having high amounts of COVID-19 cases in the last 14 days.
4. The student has been exposed to someone with a suspected and/or confirmed case of COVID-19.
5. The student has been diagnosed with COVID-19 and not yet cleared as non-contagious by state or local public health authorities (see below).

Parents must notify the Roman Catholic High School immediately if any of the aforementioned situations pertain to their son.

In the event that any of the aforementioned situations occur throughout the year, the School will make arrangements for the student to attend school in an all-virtual environment until cleared to return to in-person instruction. The student will remain enrolled at Roman Catholic High School and the enrollment/tuition contract will remain in full force and effect.

**Parental Responsibilities** Parents also acknowledge that they are following all CDC recommended guidelines and limiting both their own and their child's exposure to COVID-19. Parents are responsible for seeking medical attention if their child or a household member(s), including the parent themselves, is exhibiting symptoms of illness such as cough, shortness of breath or difficulty of breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell and will remain isolated and self-quarantined until cleared by a medical professional.

Students who have been diagnosed with COVID-19 may return to school **when all three (3) of the following criteria are met:**

1. A quarantine of 10 days has been met; **and**
2. At least 24 hours have passed since recovery (no fever without the use of fever-reducing medications); **and**
3. Respiratory symptoms have improved (cough, shortness of breath, etc.).

If a student has symptoms that could be COVID-19 and he does not get evaluated by a medical professional or tested for COVID-19, it is assumed the student has COVID-19 and he may not return to school for 14 calendar days.

Parents are required to notify the school if their child has COVID-19, or someone in the home has COVID-19, or if the child/family has been exposed due to close, direct contact to COVID-19.

If a student must quarantine, is exhibiting symptoms, or does not feel well, he may participate in academic instruction virtually temporarily without being marked absent. In this case, a student or his parent/guardian should email all of his teachers and copy Mr. Buck (cbuck@romancatholics.com) to say that he will participate virtually that day.

**Classroom Arrangements:** Student desks are arranged so that students will be spaced as far apart as possible to provide social distancing. Until further notice, any collaborative student work should be completed in an appropriate online learning platform. Student supplies will not be shared among the class. Instead, each student will be responsible for his/her own supplies to be kept with him/her during the day. Likewise, textbooks will not be shared. Teachers will either sanitize between use or make copies to be used by students as needed. Learning materials will also be placed online for virtual instruction.

**Cleaning:** Throughout the day the school will clean frequently used and high touch areas.

To assist in these efforts, student will be expected to:

1. Clean their desk at the conclusion of each class period using the antibacterial cleaner provided.
2. Clean their eating area in the cafeteria at the conclusion of lunch using the antibacterial cleaner.

**In-Class Behaviors:** While physically in class, students are expected to follow the policies as written in the school handbook for the school year 2020-2021. Students must also follow the Responsible Use Technology Policy (RUP). With health and safety a school community priority, students will:

1. Wear a mask or face shield at all times within the school building. Students may remove their mask while eating lunch. Masks must cover both nose and mouth. Teachers may elect to allow brief mask breaks for their students.
2. Remain socially distant from all members of the school community.
3. Maintain the recommended number of persons in a particular common area, such as: bathrooms, common areas, parking lot, etc. while maintaining social distance.
4. Refrain from sharing food.
5. Continuously wash or sanitize hands throughout the day.
6. Avoid sharing materials.

**Online Behaviors:** All students are responsible to observe the Responsible Use Technology Policy (RUP) both in school and out of school, and during school hours and non-school hours. Students attending class virtually are responsible for following the policies of the 2020-21 student handbook. While at home on the hybrid model, students are expected to:

1. Be on time for class.
2. Be attentive to class instruction.
3. Avoid any interruptive behaviors which would disturb class.
4. Set up somewhere that is quiet and conducive to learning (preferably sitting at a table and chair).
5. Abide by the dress code, wearing the official school polo shirt (white or purple)
6. Must keep their camera on during class and their face must be visible to the teacher.
7. Get permission from their teacher to step away from the screen.

**Common Areas:** When traveling in common areas throughout the school day, students will:

1. Wear a mask or face shield, covering both nose and mouth.

2. Maintain social distance.

3. Observe all signs for distance and direction both on stairwells and hallways.

**Grading and Attendance:** To receive credit and attendance for courses for both traditional and distance learning, students are expected to complete assignments completely and on time. The grading policy is located in the student handbook and in the course catalog on Roman's website.

**Social and Emotional Wellbeing of Students and Staff:** Covid-19 is having a social-emotional impact on students. The school counselors will provide resources for parents and teachers to access. Each counselor will work with students individually or in small groups to address any well-being needs. Parents/Guardians are encouraged to contact their child's school counselor with any concerns.

**Travel Restrictions:** Student field trips will be limited to virtual conferences until further notice unless pre-approved by the Office of Catholic Education.

**Visitor Restrictions:** Due to COVID-19 transmission, visitation on the school campus will be restricted. The following protocol are now enforced:

1. Parents/guardians will not be allowed to visit classrooms/activities during the school day.
2. In most cases, visitors will not be allowed into the building. Rather, visitors can relay messages through phone communication with the front office.
3. Visitors will contact the front office via phone for entrance into the building if necessary.
4. If deemed necessary (deliveries/approved guest speakers/etc.), visitors will be screened (temperature, COVID-19 specific questions, etc.) before entry into the building during normal business hours. Screened visitors will be required to wear a mask in public areas.

**Water Systems:** Water drinking stations are limited to non-contact, refillable water stations. Students should bring a personal water bottle.

## Recommendations for Pre-K to 12 Schools in Determining Instructional Models

This chart below, using measurements from the PDE Coronavirus Task Force, identifies thresholds representing low, moderate, or substantial community transmission of COVID-19, and corresponding instructional models recommended by the Departments of Health and Education.

Once per week, the Department of Education will publish a list identifying the level of community transmission in each county over the most recent 7-day reporting period.

Level of Community Transmission in the County	Incidence Rate per 100,000 Residents (Most Recent 7 Days)	AND/OR	PCR Percent Positivity (Most Recent 7 Days)	Recommended Instructional Models
Low	<10	AND	<5%	Full in-person Model  OR  Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model  OR  Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learning Model

For the purpose of these recommendations, the following terms are used:

- **Full In-person Model:** School is open each day with in-person instruction for all students (with some students/staff in a remote setting as health and safety concerns require).
- **Blended (Hybrid) Learning Model:** Any model in which the [number of students in a school building is reduced to allow for social distancing of 6 feet](#). This may be

accomplished in many ways, including split schedules, schedules that rotate by day or week, or similar approaches.

- **Full Remote Learning Model:** Any model in which all students engage in all learning remotely.

## **ACADEMIC HONOR CODE**

Roman Catholic High School strives to develop a community where each young man can learn and realize his full potential honestly as a child of God while becoming a man of personal integrity. Catholic High strives to bring the Gospel message of honesty and integrity to all of our students.

### **ACADEMIC INTEGRITY**

#### **Student Responsibilities**

- To work on all homework and long term assignments independently, unless the teacher has made it clear to the students that collaboration is required for the completion of the assignment.
- To learn, with the aid of the teacher, what constitutes plagiarism and how to properly cite sources when doing a research or term paper.
- To refrain from giving any kind of information about tests or quizzes to other students.
- To acquaint oneself with the ethical use of computers and other forms of technology as defined by the Responsible Use Policy.

#### **Academic Dishonesty**

1. Taking the test from a teacher without their knowledge or permission before it is administered and/ or sharing or selling this information with other students, or receiving the same.
2. Attempting to copy or copying work from another student's test, quiz, or homework.
3. Allowing another student to copy your work/answers.
4. Communicating orally or by use of technology during a test or quiz.
5. The use of unauthorized written material, notes, textbook, or crib sheet.
6. Attempting to copy or copying another's work and submitting it as your own original work.
7. Obtaining in part or whole a research or term paper from any source (a person, a published work, a text or the Internet) and submitting it as one's own.
8. Altering any teacher given grade.

#### **Plagiarism**

This is defined as presenting another's writing or ideas as one's own (either in writing or in oral report) by failing to cite, to quote, or to footnote the appropriate source.

#### **Sanctions**

1. A severe penalty in the class work, homework, report, project, quiz, test or assessment, thereby resulting in an automatic lowering of the quarter, semester, and final grade.
2. If the zero is for a major grade, the case will be reviewed by the Department Chair in consultation with the Assistant Principal for Academic Affairs and must be approved by the Principal.
3. Demerits and detentions may be assigned if deemed appropriate by the Principal.
4. The student is ineligible to be a candidate or to hold any student office for two semesters (the semester in which the incident occurs and the following semester).

***Revised: September 1, 2020***



5. Students who are members of the National Honor Society or Student Council may be subject to other sanctions, including revocation of membership, as dictated in the guidelines for those associations.
6. Students will be ineligible for the Honor Roll for the quarter/semester in which the incident occurs.
7. The Principal reserves the right to make all final decisions regarding any serious/planned breach of the Academic Honor Code. Such consequences may include dismissal from school.

## **CURRICULUM**

In an attempt to meet the interests and needs of its students, Roman Catholic High School offers a curriculum of required and elective courses on different academic levels indicating their degree of difficulty.

## **ACADEMIC REGULATIONS**

To pass a course, a student must receive **a grade of 70 or above in that course**. A failure in any course must be remediated by attending Diocesan Summer School. A senior receiving any failures at the end of the senior year will not receive a diploma until the failure(s) is/are remediated in a Diocesan Summer School.

## **REQUIREMENTS FOR A DIPLOMA**

The minimum requirements for a diploma from Roman Catholic High School are 25 credits in grades 9 through 12 including:

- English (4 credits)
- Theology (4 credits)
- Social Studies (3 credits)
- Mathematics (3 credits)
- Science: (3 credits)
- World Language (2 credits)
- Health/Physical Education (1 credit)
- Electives (5 credits)
  - Electives may be chosen from the following curricula: Fine Arts, Health, Business, English, World Language, Mathematics, Science, Social Studies.
  - At least one elective must be a Social Studies, Mathematics, or Science elective
- Students and parents should bear in mind that a student must attain a scholastic average of 70% or above to receive credit for a course.
- Students must take at least six courses every year.

## **ACADEMIC HONORS**

Superior scholastic achievement entitles a student to Honors status.

An Honors listing is published at each report period and is based on the quarter grades.

- First Honors is achieved with a general average of 93 and no grade lower than a 90.
- Second Honors is achieved with a general average of 88 and no grade lower than an 85.

## **DETERMINATION OF CLASS RANK**

Rank in class, both current and cumulative, is determined by a Quality Point Quotient. Quality Points allow the student to receive points based on the grade and on the course level. Class rank is indicated on the student's permanent record and is the official index of academic achievement on the transcripts sent to colleges, businesses, and other agencies outside the school. Taking additional courses to achieve more Quality Points and increase rank is offset by the Quotient.

## **COURSE REQUESTS**

Selection of courses should be done only after serious, careful, and thoughtful consultation among students, parents, teachers, and counselors. The Assistant Principal for Academic Affairs will discuss the process early in the second semester and forms for course selection for the next school year will be distributed at that time. Shortly after, the Assistant Principal for Academic Affairs will visit students in their English or Theology courses to collect completed forms. Course request verification forms will be distributed once all requests are processed. Students will then have a short window towards the end of the year to make a request change if needed. More details about request changes will be available at that time.

## **ROSTER CHANGES**

The roster is built and staffing decisions are made based on student requests during the course selection period. In order to ensure the best possible academic environment, **roster changes will not be granted**. The following exceptions apply:

1. School Error (e.g. a student is rostered for a course he did not request or student is missing a graduation requirement)
2. The school offers a new course option after the course selection period has ended.
3. The student has applied to a college that has a course requirement the student has not yet met (e.g. four years of a foreign language).

Roster changes will not be granted to accommodate a student's teacher preference, time preference, or lunch period preference. Dissatisfaction with a course or teacher, academic difficulties in a course, displeasure with a schedule, or a change of mind are not valid reasons for requesting a course change. It is also important to realize that after school activities and/ or employment do not constitute a valid reason for a change in one's roster. No requests will be honored to arrange a roster to allow an early dismissal for reasons of employment, extracurricular activities, or other non-academic reasons.

## **CANCELLATION OF CLASSES**

The school reserves the right to cancel or postpone any course for which there is inadequate enrollment, lack of physical facilities, or staffing limits. Alternate course selections (chosen by students during the course selection process) will be substituted for students who request a cancelled course.

## **ADVANCED PLACEMENT (AP) COURSES**

Some departments offer Advanced Placement (AP) courses in their discipline. All students enrolled in an AP course must take the AP test in May on the date specified by the College Board. Subject to the requirements of the college they wish to enter, students may receive college credit on the basis of their AP examination results. **There is an additional fee for each AP class, typically charged in the second semester.** Students must complete the AP application form to be considered for AP classes.

## **COURSE DESCRIPTIONS**

A full list of courses, along with detailed descriptions, can be found in the Course Catalog, which is available on the Academics page of the school website.

## **ASSESSMENTS**

Each teacher is expected to give a minimum of three major assessments each quarter. Tests should be scheduled to avoid interdisciplinary conflicts whenever possible. Should a student be legitimately absent on a test day, the teacher is required to provide a make-up test as soon as possible upon the student's return to class. It is the student's responsibility to request of the teacher such a make-up test.

## **HOMEWORK**

Students are expected to spend approximately ½ hour outside of class on each subject. Students should, because of varied activities, plan their work ahead so that it is not left to the last minute.

## **GRADE REPORTING**

The faculty use the web-based program PowerSchool to post course grades. Students and parents may access individual scores through a personal login and password. If you have difficulty logging into your PowerSchool, please contact the Assistant Principal for Academic Affairs.

The classroom teacher determines the quarter grade by using the criteria most appropriate for the academic discipline: homework, book reports, projects, classroom presentations, term papers, class work, classroom participation, tests, quizzes and the like.

Semester grades are an average of the two respective quarter grades. The final grades are determined by taking 45% of the first semester grade, 45% of the second semester grade, and 10% of the final exam. Student grades are entered using the PowerSchool technology platform. Students receive report cards four times during the academic year: first quarter (November), first semester (February), third quarter (April), and final (June).

All report cards are mailed to the parent(s) or guardian if financial obligations have been satisfied. Please note that when possible, Report Cards will be sent electronically through our PowerSchool system. It is important that all parents provide Roman Catholic with a valid email address.

During the school year, two Parent-Teacher Conferences are held. Any student who is failing a course is required to have a parent attend and discuss his progress with the teacher.

## **FAILURE WARNINGS**

Failure warnings are given to the student during the semester when the student's quality of work is at the failing point or when there is some question as to whether his work will be sufficient to earn a passing grade for the semester. Failure warnings will be issued by teachers during the second quarter if a student is in danger of failing the first semester or during the fourth quarter (at least six weeks prior to the end of the school year) if the student is in danger of failing the course for the year.

## **EXTRACURRICULAR PROBATION POLICY**

A student who has two academic failures, or an academic and a conduct failure at the end of the first, second, or third quarter will be placed on probation for the next quarter and will become ineligible for all sports and activities for a period of four weeks from the beginning of the new quarter. At the end of the fourth week, the student's record will be reviewed by the respective teacher(s) and the Assistant Principal for Academic Affairs. If either or both of the failures have been resolved at that time, the student will become eligible to participate in all sports and activities; however, the student will continue to be on probation. On the other hand, a student in the situation stated above, who has his record reviewed at the end of the fourth week from the beginning of the new quarter and has not resolved at least one failure, will continue on probation and will remain ineligible for all sports and activities.

A student who has three or more academic failures, or two academic failures and a failure in conduct, shall be placed on probation for a period of eight weeks.

## **ACADEMIC DISMISSALS AND ACADEMIC CONTRACT**

Students who have academic challenges but are, however, working to capacity should not receive failures. Students who are accomplishing very little in scholastic work due to their lack of ability should be persuaded, in consultation with their parents, to consider other educational programs more in keeping with their potential. This policy should be followed conscientiously by every teacher and every high school in the Diocesan School System.

Students who receive three failures are liable for dismissal but may be retained, with the recommendation of the Principal if they successfully complete a Diocesan Summer School program in the subjects failed.

Any student with two failures at the end of the school year will be placed on **academic probation**. If he has two failures at the end of the following year, the student is liable for dismissal. If the student has one failure at the end of the following year, the student remains on probation. If he should have two failures the next year, while still on probation, the student is liable for dismissal.

Seniors who would be dismissed under this policy will be permitted to attend summer school to clear the failures and be given a diploma if they pass summer school.

Ninth grade students with six failures at the end of the first semester are liable for dismissal; tenth, eleventh, and twelfth grade students with five failures at the end of the first semester are liable for dismissal.

Students on probation who have three failures at the end of the first semester are liable for dismissal. Academic dismissal usually occurs at mid-year or at the end of the school year but may occur at any time. Students who fail one or more academic subjects on the final report must attend the Archdiocesan Summer School to remediate for the failure(s). All failures must be remediated before the student will be readmitted for the next school year. **Please be aware that families are required to pay an additional fee for summer school courses.**

## **TRANSFERS**

A student who wishes to transfer from Roman Catholic High School to another school must apply for the transfer at the Academic Affairs Office after consultation with the Principal. The student must be accompanied by a parent or legal guardian. All transfers to public school must be issued to the public school in whose jurisdiction the student resides. This procedure is mandated by the School District of Philadelphia. No official transcript of grades will be released to the receiving school until all financial obligations are settled. Official transcripts school records are never given to a student or parent/ guardian. The official documents must be sent from academic institution to academic institution.

## **ABSENCES**

Students are expected to make up all academic work missed due to any kind of absence from class. In all absences, as long as a student remains on the school roll, he (or his parent(s)/guardian) is responsible for the payment of full tuition. Extended absences fall into three categories:

- **Limited Absence:** a week or less - the student is responsible to contact his individual subject teachers and classmates/friends to obtain any assignment missed during the student's absence.
- **Extended Absence:** more than a week due to a serious illness or accident - the parent(s)/guardian of the student must notify the Attendance Office, the Academic Affairs Office, the School Nurse, Guidance Counselor so that assignments can be requested of the student's subject teachers.
  - A contact person will be required to pick up materials and assignments as well as return all assignments to the Academic Affairs Office if digital files and assignment submissions are unavailable. These will be forwarded to the student's subject teachers. The Academic Affairs Office can also furnish information about the possibility of public school sponsored homebound instruction.
- **Special Circumstances:** students who do not fall into the above categories but who, for urgent reasons, must be absent from school - the parent(s)/guardian of the student must

notify the Attendance Office of the absence and the Academic Affairs Office for information on assignments.

### **FIELD TRIPS**

A field trip during the school day is regarded as a co-curricular experience. Therefore, for most field trips, the regular school dress code will be in effect. Occasionally, exceptions need to be made to this policy. Permission forms are required for students to attend field trips and the classroom teacher is responsible for distributing and collecting this documentation.

### **COMMENCEMENT**

Participation in the commencement exercises in an Archdiocesan high school is a privilege, not a right. Participation is reserved for those students who have completed all academic and disciplinary requirements. Additionally, all financial obligations need to be satisfied. For the Senior class, the Baccalaureate Mass and Commencement Ceremony comprise Roman Catholic High School's graduation. Attendance at the Baccalaureate Mass is a prerequisite to participate in Commencement. Students shall be excluded from participation in the commencement exercises for:

1. A scholastic failure in any academic course, including electives and Community Service.
2. A discipline failure or major breach in the school's disciplinary code.
3. A failure to fulfill financial requirements, which include tuition, graduation fees, school fees, and supplemental tuition.
4. Twenty unexcused absences or twenty times being late.
5. Failure to attend the Baccalaureate Mass.

***No diploma will be issued until all requirements of the Office of Catholic Education and Roman Catholic High School are met.***

# **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

## **Preamble**

**Catholic Schools of the Archdiocese of  
Philadelphia**

***Revised August 2020***

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48<sup>th</sup> World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

***Revised: September 1, 2020***



## **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

### **Catholic Schools of the Archdiocese of Philadelphia**

#### **PURPOSE**

- Technology is a valuable and real-world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

#### **SCOPE OF USE**

- We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.
- N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

#### **GOAL**

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.
- Facilitate evaluation and synthesis of information.
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.
- Provide a variety of technology-based tools and related technology skills.

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia, we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Responsible Use:** Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

**Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cell phone/Wearable technology:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

**Smart Speakers:** Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

**Remote/Distance Learning:** Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive.

Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.

- This Responsible Use Policy applies to students using personal devices for remote instruction.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

### **Examples of Unacceptable Uses –**

#### **Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or supplement this policy at any time.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional social media accounts and parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only.

### **Policy Violations**

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

## *Section 4*

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# *Student Services*

*This office is under the direction of the Assistant Principal for Student Services. Its main responsibilities include attendance, all conduct issues, crisis management plans, guidance services, health services, identification cards, locker assignments, and security.*

*The Assistant Principal for Student Services is directly responsible to the Principal and assists in the daily operation of the school's discipline code, its guidance and health services, and its counseling services with government or private agencies.*

Mr. Brian Conroy '91  
Assistant Principal for Student Services  
[bconroy@romancatholicshs.com](mailto:bconroy@romancatholicshs.com)

**Revised: September 1, 2020**

# **Roman Catholic High School**

## **Code of Conduct**

### **STATEMENT OF POLICY**

This discipline code is a contract among the school, the parents, and the student. It is the obligation of every student and parent(s)/guardian to read this code and to make the necessary commitment to support it. This discipline code is School Policy and must be followed by all students who attend Roman Catholic High School, without exception!

### **CODE OF CONDUCT**

The teaching of responsibility to God, to self, and to others is the basic premise of a Code of Conduct in a Catholic school. The Code of Conduct contributes to establishing a safe and orderly environment where respect for the human person is demonstrated in all situations. Students represent their high school at all times, whether within the school itself or within the broader community. Therefore, students are expected to follow the Code of Conduct established by the school at all times.

A student who would demonstrate immorality, public disorder, or act in a way which would cast shame or cause embarrassment to the high school is liable for any or all of the following: suspension, expulsion, or denial of public graduation.

Enforcement of the Code of Conduct is expected to protect the safety and well-being of all members of the school community while equipping each student with the skills needed to succeed in this world.

### **A Roman Catholic Student/Gentleman:**

- Respects all members of our school community.
- Arrives to school on time and is prepared for the school day.
- Arrives to school in complete uniform.
- Is engaged and actively participates in the instructional process.

### **AN IMPORTANT NOTE TO PARENTS**

Parental involvement is key to your son's success. Please assist the school with the following:

- Reinforce the importance of respecting all members of the Roman Catholic High School community.
- Assure that your son attends and arrives for school on time.
- Assure that your son arrives to school in compliance of the entire dress code.
- Stress the importance of student engagement and personal responsibility in the instructional process.

## **DRESS CODE**

The only acceptable dress code for Roman Catholic High School students is listed below.

***Approved vendors must be used—No Substitutions.***

The school uniform must be worn properly. It is important that Roman students take pride in wearing their uniform when attending our school. In other words, all parts of the uniform matter—shirt collars should be buttoned, ties should be centered and up against the collar, pants pulled up around the waist, and shirt tails tucked inside the pants. Students must arrive at school in their complete uniform. Students may not store their uniform inside their lockers. The Assistant Principal for Student Services is the final judge of the dress code policy. This is not a debatable issue. If a student does not comply with the above guidelines, he will risk disciplinary action.

***Please note that students must be in full uniform upon arrival at school.***

## **GROOMING**

- Cleanliness and proper grooming are the hallmarks of a gentleman. A student's overall appearance should be one of neatness.
- All students must be clean shaven. Moustaches and beards are never permitted.
- Shirts must be tucked inside the pants at all times.
- Earrings and body-piercings are never permitted. Students are not permitted to wear band aids to cover earrings.
- Tattoos are not permitted to be visible; they must be covered during the school day. Students who have tattoos on their arms, must wear school authorized, long-sleeve shirts throughout the entire year.
- **Hair Policy:** Roman Catholic High School seeks to cultivate an environment of educational excellence and to develop young men with integrity and moral courage, grounded in values of respect for themselves and others. Essential to this goal is a personal grooming policy which respects diversity and individuality while striving to maintain a professional environment that supports learning. Recognizing that Roman seeks first and foremost to respect diversity, cultural and ethnic differences while acknowledging that the styles of young men change and are as unique as the young men who attend the school, all Roman students must be neatly and professionally groomed. Specifically, a student's hair must be clean, tapered, and above his eyebrows, ears and shirt collar. Students are expected to have natural hair colors. Sideburns must be neatly trimmed; must not flair and must not extend below the earlobe. Students are to be clean shaven without any facial hair. This policy recognizes that personal grooming and style are important to the development of a young man's self-image. It further acknowledges that the interpretation of compliance with the grooming policy can be highly subjective. To that end, implementation of this policy will be handled by school administrators. Concerns or questions about personal grooming are to be directed to the Principal or the Assistant Principal for Student Services. When necessary a committee of

***Revised: September 1, 2020***



students, faculty, and administrators may convene to address general compliance and changes to this policy.

### **Spring/Summer Dress Code**

- Shoe Options:
  - The Nunn Bush Bleeker Street Black Slip on Dress Shoe (Available at DiGiulio's Clothing and Footwear Store, Flynn O'Hara, Kohls, DSW, Etc.).
  - The Florsheim Midtown Black Dress Shoe (Available at DiGiulio's Clothing and Footwear Store)
- Pants:
  - Black, dress pants (Must purchase from Flynn O'Hara Uniform Company).
- Shirts
  - White or Purple Golf Shirt with the School Logo (Must purchase from School Store)
  - White Long Sleeve Golf Shirt with School Logo (Must purchase from School Store)—This would be the required summer dress code shirt for students who have tattoos visible on their arms.
  - White Oxford cloth, button-down collar; short or long sleeves (Must purchase from Flynn O'Hara Uniform Company). If a student decides to wear the white oxford shirt during the summer dress code period, a tie must always be worn, but the school sweater is optional.
- Socks
- Plain black or brown leather dress belt
- School Identification Card worn around the neck (Distributed by School)

### **Winter Dress**

- Shoe Options:
  - The Nunn Bush Bleeker Street Black Slip on Dress Shoe (Available at DiGiulio's Clothing and Footwear Store, Flynn O'Hara, Kohls, DSW, Etc.).
  - The Florsheim Midtown Black Dress Shoe (Available at DiGiulio's Clothing and Footwear Store)
- Pants
  - Black, dress pants (Must purchase from Flynn O'Hara Uniform Company).
- Oxford Shirt
  - White Oxford cloth, button-down collar; short or long sleeves (Must purchase from Flynn O'Hara Uniform Company).
- Tie
  - Official Roman Tie (Can be purchased from School Store OR Flynn O'Hara Uniform Company).
- Socks
- Black or brown leather dress belt
- School Identification Card worn around the neck (Distributed by School)

- Sweaters Options (Can be purchased from School Store OR Flynn O'Hara Uniform Company)
  - Purple V-neck sweater with school seal
  - Gray V-neck sweater with school seal
  - Gray vest with school seal
  - Purple cardigan sweater
  - *Students will not be permitted to wear damaged school sweaters throughout the school year. If a sweater is damaged it must be repaired or replaced.*
  - The return policy for damaged sweaters can be found below as well as at the School Store. Any major holes or tears will need to be patched with the official Roman patch sold in the School Store or a new sweater must be purchased.
- ¼ Zips
  - Any official Roman Catholic ¼ zip can only be worn in place of one of the sweater options. The ¼ zip associated with a Roman Catholic High School Sports Team or Extra-Curricular Activity can also be worn in place of the school sweater. **The tie must be visible during the school day.**
- No hooded sweatshirts are permitted to be worn during the school day.
- N.B.: Students should not wear brightly colored shirts under their school uniform.

### **Gym Uniform**

The gym uniform is only required for those students who are taking Health/Physical Education. Students need to purchase the official gym uniform t-shirt and mesh shorts from the School Store.

### **School Sweater Return/Exchange Program**

Flynn O'Hara is working with Roman Catholic on an exchange/repair program for our school sweater. Flynn O'Hara has a full school year warranty on all of their school items. However, for the school sweater, we ask that any damage to the sweater be brought to the attention of the school store immediately.

Any hole or tear the size of a quarter should be returned to the school store or Flynn O'Hara. Excessive damage will not be covered under the warranty.

For sweaters with large holes or tears, an elbow patch for \$8.00 a set can be purchased in the school store. ***Please keep your receipt & the tag from the sweater as this is a requirement for exchange.***

### **How to handle if you purchased the sweater in Roman Catholic's School Store:**

If you purchased your school sweater in the school store, please see the school store manager to determine if your sweater is eligible for exchange.

### **How to handle if you purchased the sweater directly from Flynn O'Hara Uniforms:**

If you purchased a sweater directly from Flynn O'Hara Uniforms, please call customer service at (800) 441-4122, or visit one of their stores to confirm that you qualify for a new sweater. If the

sweater was purchased after June of 2015, a Flynn O'Hara representative will send you a digital copy of your receipt. Just bring the receipt into the store with your sweater, and one of their team members will exchange your sweater.

**The approved vendors for the Roman uniform are:**

**Flynn O'Hara Uniform Company**

DUTTON ROAD STORE

10905 Dutton Road

Philadelphia, PA 19154

(215) 637-4600

FRANKFORD AVE STORE

6801 Frankford Avenue

Philadelphia, PA 19135

(215) 624-1983

Website: <https://www.flynnohara.com/school-landing.aspx?scn=pa527>

**DiGiulio's Clothing and Footwear**

6948 Frankford Avenue

Philadelphia, PA 19135

(215) 333-5512

Website: <https://www.digiuliosonline.com/>

## **IDENTIFICATION CARDS**

Every student is issued an identification card which **must be visibly displayed at all times** on a Roman Catholic lanyard. The student must wear this identification card during school hours as it is considered part of the dress code.

The identification card serves a number of purposes in the life of a Roman Catholic student which is why its importance cannot be overstated:

- All three of the buildings on campus (Main Building, McSherry Annex, and Howard Center for the Arts) can only be accessed using the identification card.
- The identification card is required in order to obtain a hall pass from a teacher in order to use the bathroom or for any other reason leaving the classroom is necessary.
- The identification card is critical in an emergency situation when identifying injured students may not be possible.
- The use of the identification card also deters entrance and access to school facilities by intruders.

This card must be presented to a faculty member at his/her request. If a student refuses to give a faculty member the identification card following a request, he is in further violation of the disciplinary code.

Any student who defaces or otherwise alters his identification card will be in violation of the code of conduct. The student is also responsible for the cost of a replacement card which can be obtained in the Student Services Office. Any student in possession of another's identification card is also in violation of the code of conduct.

### **CONDUCT GRADE COMPUTATION**

A student's conduct grade will be tabulated on a semester basis. The beginning grade for each semester will be 100. A grade below 70 (31 demerits) constitutes a failing conduct grade.

Any student receiving a conduct grade of less than 70 (31 or more demerits) in a **semester** is liable for discipline probation and in extreme cases for dismissal.

Any student receiving a **final** conduct grade average of less than 70 (61 demerits) will be assigned to Conduct Summer School and will be placed on probation for the following school year.

Any senior receiving a **final** conduct average of less than 70 (61 demerits) may be excluded from senior events and graduation exercises. Seniors who are prohibited from attending commencement exercises will not receive graduation materials prior to commencement.

The final conduct grade is the average of the two report card semester grades.

***N.B. Students with extreme cases may be considered for immediate dismissal.***

### **DEMERIT SYSTEM**

Demerits will be deducted from a student's conduct grade when he violates any portion of the school's Code of Conduct. Demerits will be assigned by the Assistant Principal for Student Services, never by an individual teacher.

<b>Level 1 Offenses</b>	<b>Demerits</b>	<b>Detentions</b>
Acceptable Use Policy Violation	2	1
Cafeteria Violation	2	1
Contraband (Possession/Suspicion)	2	1
Corridor Violation	2	1

Disrespectful Behavior	2	1
Disruption of Instructional Time	2	1
Dress Code Violation	2	1
Failure to Complete a Written Assignment	2	1
Failure to Complete a Written Punishment	2	1
Grooming Violation	2	1
Ignoring Official Office Request	2	1
Late for Class	2	1
Locker Violation	2	1
No Identification (ID) Card	2	1
Out of Bounds	2	1
Skiping General Detention	2	1
Skiping Private Detention	2	1

*Habitual Offenders of the aforementioned violations to the code of conduct may receive an increased number of demerits and detentions which will be determined by the Assistant Principal for Student Services.*

<b>Level 2 Offenses</b>	<b>Demerits</b>	<b>Detentions</b>
Cutting Class	10	3
Defiance/Challenging Authority	5	3
Forgery and Misrepresentation	5	3
Foul/Obscene Language and Gestures	5	3
Leaving School Grounds	5	3

***Revised: September 1, 2020***

Roughhousing	5	3
Tobacco/Vaping Violation	15	3

<b>Level 3 Offenses</b>	<b>Demerits</b>	<b>Detentions</b>
Fighting/Disorderly Conduct	15	5
Gambling	15	5
Harassment/Bullying	15	5
Theft	15	5
Truancy	15	5
Vandalism	15	5

<b>Major Offenses*** (See Note Below)</b>	<b>Demerits</b>	<b>Detentions</b>
Assault	31	10
Possession of a Weapon	31	10
Pulling a Fire Alarm	31	10
Selling Drugs/Alcohol	31	10
Terroristic Threats	31	10
Drug/Alcohol Use/Possession/Buying	31	10
Destruction of School Property	31	10

*\*\*\*Please be aware that students who commit infractions of the Major Offenses category may be dismissed from Roman Catholic High School. In some cases, law enforcement will be contacted\*\*\**

***Revised: September 1, 2020***

*Depending upon the infraction, students may also be required to complete community service as part of the restorative justice model. This requirement will be communicated to the student by the Assistant Principal for Student Services.*

*The Assistant Principal of Student Services has the discretion to warrant more severe disciplinary action for any of the violations listed in the Code of Conduct. Please note that this list is not comprehensive and may be amended or revised as necessary.*

## **ACCEPTABLE USE POLICY**

### **Cell Phone and Wearable Electronic Devices**

Cell phone usage serves as a major distraction to the educational process and are not permitted to be used during the school day in any campus building except in the following situations:

- **Usage of Cell Phones During Lunch:**
  - Students may use cell phones in the cafeteria and in the school yard during their assigned lunch periods. Cell phones may not be used during prayer. Cell phones are NOT permitted to be used in the lunch line to facilitate the lunch serving process and to be respectful to cafeteria staff. Students are never permitted to take photos, videos, or make phone calls/FaceTime on their cell phones during the school day which includes their lunch periods.
- **Usage of Cell Phones Before School:**
  - Students may use their cell phones in the cafeteria prior to the 7:55 warning bell. All cell phones must be put away following this bell. Students are never permitted to take photos, videos, or make phone calls/FaceTime on their cell phones during this time.
- **Usage of Cell Phones During 8<sup>th</sup> Period:**
  - Students may use their cell phones in the cafeteria during 8<sup>th</sup> period if they are not scheduled for an 8<sup>th</sup> period. Students are never permitted to take photos, videos, or make phone calls/FaceTime on their cell phones during this time.

In order to keep students safe in their travels to and from the McSherry Annex and Howard Center for the Arts, cell phones are not to be used.

Wearable electronic Wi-Fi devices (i.e. Apple Watches; Smart Watches) are **not permitted** to be worn during the school day.

### **Specifics regarding iPad usage:**

The iPad is a device that should only be used to enhance the educational experience of a Roman Catholic High School student. The iPad is the property of Roman Catholic High School and the school's Administration has the right to modify the devices in any manner and at any time with the primary purpose of eliminating distractions and enhancing academic engagement and rigor.

**Students are not permitted to delete the profile that was installed through the school nor change the settings of the monitoring applications (i.e. Air Watch).**

Any student caught modifying the profile will be in serious violation of the code of conduct. If for some reason the device is removed from the school profile, the student is **required** to inform a school Administrator and the IT Director immediately or he will be considered in violation of the acceptable use policy.

When using the school's iPad, the acceptable use policy as stated in the student handbook always applies. Inappropriate use includes, but is not limited to:

- Screensavers which are considered inappropriate or in opposition to the teaching of the Catholic Church.
- Downloading or accessing pornographic photos or videos.
- Using the iPad in a classroom for a purpose other than the intended lesson assigned by the teacher.
- Playing games, accessing social media, or utilizing non-class related applications.
- Taking photos or videos without the express permission of the teacher.
- Use of headphones/earbuds without the express permission of the teacher.

The student must understand that there is no expectation of privacy when using the iPad on the school's campus. The devices can be collected at any time. Make certain that there is never inappropriate material on the iPad.

### **Earphones and Earbuds**

Students are not permitted to wear earphones, headphones, earbuds, or any other variation of listening devices during the school day unless approved by a specific classroom teacher during a specific lesson. If these accessories are being used by a classroom teacher as part of a lesson, they may only be utilized with the school approved iPad.

### **ATTENDANCE PROCEDURES**

The school day begins at **8:00 a.m.** A student reporting to Homeroom or Class (depending upon the bell schedule) after 8:00 a.m. is considered late and must acquire a late slip from the Student Services Office before reporting to class.

An excused lateness is only given for emergency medical or dental appointments, legal proceedings, unexpected critical family emergencies, or **verified** SEPTA problems. All others excuses (i.e. car trouble, oversleeping, missing the bus) are unacceptable.

Excused lateness requires the proper medical or legal verification. A note from the parent(s)/guardian is not sufficient to excuse lateness!



## **DISCIPLINARY ACTION BENCHMARKS FOR LATENESS**

After a student is late for school **5 times**, the following course of action will take place:

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- The student will be assigned 1 day of restorative justice (detention).
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.
- **Please note: this lateness benchmark is only used during the 1st quarter.**

After a student is late for school **10 times**, the following course of action will take place:

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- In some cases, a parent phone call or in-person meeting may be required.
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.

After a student is late for school **15 times**, the following course of action will take place:

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- A parent meeting may be requested and a student contract may be developed.
- The student will be required to serve a Saturday Detention.
- A student may become ineligible to participate in athletics and extra-curricular activities based on a review of the file and results of the required meeting.

If a student is late for school **20 times**, the following course of action will take place:

- The student may be liable for dismissal from Roman Catholic High School.
- If the student is retained at Roman Catholic, the student will be required to attend Conduct Summer School and must follow the guidelines established in the Principal's Contract.
- Please note that there is a fee associated with Conduct Summer School that will be added on to the student's tuition account.
- Seniors who are late for school 20 times or more will be required to attend Conduct Summer School and may be excluded from Commencement exercises.

## **ATTENDANCE**

Attendance at school is essential if a student wants to be successful at Roman Catholic High School. Attendance records reflect the student's personal responsibility and accountability which are critical to college admissions personnel and future employers.

Parents are required by the Pennsylvania Compulsory School Attendance Law to see that their sons are present every day during the school year with the following exceptions:

- Sickness or injury to the student.
- Death of immediate family members or relatives (up to three excused absences).
- Death of non-immediate relatives (only one excused absence)

Absences because of the death of a family member or relative are noted on the roll sheet, but are not recorded on the report card, nor do they break the student's attendance record.

Absences for reasons without parental knowledge and/or permission will be handled as **truancy** which is in severe violation of the code of conduct.

## **DISCIPLINARY ACTION BENCHMARKS FOR ABSENCES**

After a student is absent from school **10 times**, the following course of action will take place:

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- Parental contact will be made via phone and in some cases, an in person meeting will be required.
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.

After a student is absent from school **15 times**, the following course of action will take place:

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- A parent meeting may be requested and a student contract may be developed.
- A student may become ineligible to participate in athletics and extra-curricular activities based on a review of the file and results of the required meeting.

If a student is absent from school **20 times**, the following course of action will take place:

- The student may be liable for dismissal from Roman Catholic High School.
- If the student is retained at Roman Catholic, the student will be required to attend Conduct Summer School and must follow the guidelines established in the Principal's Contract.
- Please note that there is a fee associated with Conduct Summer School that will be added on to the student's tuition account.
- Seniors who are absent from school 20 times or more will be required to attend Conduct Summer School and may be excluded from Commencement exercises.

In the event of serious cases where a student is missing school on a consistent basis, the Assistant Principal for Student Services will send the report over to the **Truancy Office** which may result in an investigation and possible prosecution. Parents are reminded of their obligation to monitor student attendance very closely.

### **REPORTING AN ABSENCE**

On the day of the student's absence, a parent or guardian must call (215-627-1270) and follow the prompt for reporting an absence. **Absences should be reported no later than 8:00am.** Please clearly give the *full name of the student, their class year, and their student number.*

### **ABSENTEE FORM**

Official absentee forms are located on the school's website. The absentee form is to be filled out and signed in ink only by the parent(s)/guardian. Please be specific in recording the reason. Be sure to attach any necessary documentation associated with the absence.

On the day of a student's return from an absence, he is to present the official absentee form to the Student Services Office. This form must be turned in on the day of his return. Students without the necessary absentee note may receive detention.

In addition, the following are to be observed:

- A doctor's note is required of a student absent four (4) or more days. It is always most beneficial for any student to obtain medical verification whenever treated by a doctor or hospital.
- Students absent from school are prohibited from attending any school sponsored events, social or athletic, such as proms, dances, sports practices, or games on the day of the absence.
- Students are responsible for contacting teachers regarding any missed class work.

Doctors notes obtained at the end of the school year for absences during that year are not acceptable! In the case of chronic illness involving frequent absences, it is expected that the parent/guardian present this information in writing and medically verified at the beginning of the school year.

**Please note that Out of School Suspensions and College Visitations are NOT excused absences.**

### **PERFECT ATTENDANCE**

To achieve perfect attendance for any school year, a student must have zero (0) absences and no more than five (5) lates to school for the year.

### **EARLY DISMISSALS**

Early dismissals are granted only for very urgent reasons. Students are asked to make appointments (dental, medical, job interviews, etc.) at times that will not conflict with school

obligations. This practice should emphasize the importance of education in the life of an adolescent.

If an emergency arises, the student should bring in a note from his parent/guardian twenty-four hours in advance explaining the necessity to be excused. If a student must attend a clinical appointment, he should bring to the Student Services Office a clinical certificate upon his return. A form for early dismissals can be found in the Student Services Office and on the school website.

No student will be excused from school before the regular dismissal without proper documentation and permission. Phone calls will not be accepted for an early dismissal. Parents picking up their students for an early dismissal must present photo identification at the Student Services Office.

### **DETENTION/RESTORATIVE JUSTICE**

Detention is assigned to those students who have violated school and classroom rules. There are three kinds of detention:

- General Detention
- Private Detention
- Saturday Detention

#### **General Detention/Restorative Justice**

This detention will be assigned only by the Student Services Office. One detention equals one (1) day after school. Students will be assigned specific days and dates for detention; if more than one day is assigned, they must be served consecutively and on time, not at the student's convenience. General Detention will begin immediately after 8th period and will last ½ hour. When attending detention, students must be in full school uniform. No jackets, hooded sweatshirts, ear phones, cell phones, or electronic devices can be visible or used. Permission for iPad usage to complete homework assignments during detention must be granted by the Assistant Principal for Student Services.

In the case of conflict with private detention, the student is required to bring the conflict to the attention of the Assistant Principal for Student Services.

#### **Private Detention**

This detention may be given by any teacher to any student or students for minor infractions of school rules. When private detention becomes necessary, the teacher will inform the Student Services Office of the date, time, and place of the detention. The time frame for this detention will be a minimum of one half hour to a maximum of one hour. Students must be given 24-hours' notice by the classroom teacher for any private detention.

### **Saturday Detention**

On certain occasions, students will be required to attend Saturday morning detentions. These detentions will be assigned by the Assistant Principal for Student Services when necessary.

## **SUSPENSIONS**

### **Technical Suspension**

A student who accumulates 20 or more demerits during a semester will receive a Technical Suspension. Parents will be contacted when a student's behavior leads to a Technical Suspension.

Serious offenses, such as fighting, can lead to suspension in and of themselves. Depending on the nature of a specific incident, the Assistant Principal for Student Services will determine if it will be an in-school or an out-of-school suspension.

### **In-School Suspensions**

The student is permitted to come to school as long as parental contact is made. There will be a loss of eligibility concerning sports and activities. If parental contact is not made, the suspension becomes an out-of-school suspension until a meeting with the parent takes place.

### **Out of School Suspensions**

The student must remain out of school until a meeting is held with the student, his parents/guardians, and a school administrator. There will be a loss of eligibility concerning sports and activities. The number of out of school days will be determined by the Administration based on the seriousness of the offense as well as the length of the investigation surrounding the incident. Please note that days of school missed due to out of school suspensions will not be excused from the student's record.

## **DISCIPLINARY ACTION BENCHMARKS**

After accruing **15 Demerits in a semester**, the following course of action will take place:

- A letter will be given to the student that must be signed by the student and parents/guardians. This letter is to be signed and returned to the Student Services Office.

After accruing **20 Demerits in a semester**, the following course of action will take place:

- A letter will be given to the student that must be signed by the student and parents/guardians. This letter is to be signed and returned to the Student Services Office.
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.
- Parental contact will be made via phone and in some cases, an in person meeting will be required.
- Community Service may be assigned.

After accruing **30 Demerits in a semester**, the following course of action will take place:

- A letter will be given to the student that must be signed by the student and parents/guardians. This letter is to be signed and returned to the Student Services Office.
- A meeting with the parent and student will be required and a behavior contract may need to be developed.
- A Saturday detention will be required.
- Community Service may be assigned to the student.
- A student may become ineligible to participate in athletics and extra-curricular activities based on a review of the file and results of the required meeting.

If a student accrues **61 Demerits during the school year**, the following course of action will take place:

- The student becomes liable for dismissal from Roman Catholic High School. After the case file is reviewed, a decision will be made about whether the student will go on a strict Principal's Contract or be dismissed from Roman Catholic High School.
- If the student is retained at Roman Catholic, the student will be required to attend Conduct Summer School and must follow the guidelines established in the Principal's Contract.
- Please note that there is a fee associated with Conduct Summer School that will be added on to the student's tuition account.

### **PRINCIPAL'S CONDUCT PROBATION**

This is a most serious action. A student who fails conduct for the year, if not dismissed, will be placed on Principal's Conduct Probation for the following year. The student who successfully completes this probationary period by meeting the requirements established in the contract will be returned to normal status. Any student who fails conduct in the year that he is on probation will be subject to a dismissal review.

### **DISMISSAL**

At the discretion of the administration, students will be liable for dismissal for any of the following discipline reasons:

- A final conduct grade average lower than 70 (61 demerits or more accrued).
- Any major infraction that detracts from the good name of Roman Catholic or is alien to our Catholic School Philosophy.
- Any student who has a failing conduct yearly average more than once during his school career.
- Any student who displays chronic, repeated problems in the areas of discipline or attendance (absences/lateness).
- Possession of a weapon.
- Possession or selling of drugs and/or alcohol whether on the school premises or at any school sponsored function.

- Harassment, threats, intimidation, or gross disrespect toward administration, faculty, staff, or fellow student.
- Theft
- Vandalism
- Fighting/Assault
- Serious Acceptable Use Policy Violations
- Pulling a False Fire Alarm

### **HALL PASSES**

Students are not permitted in the halls during class periods, study halls, or lunches unless they are accompanied by a teacher or are wearing a hall pass from an authorized staff member. A student's presence in the hallway will not be tolerated as a result of a handwritten pass; only an official Hall Pass or Official Request Slip will serve as permission. The student takes full responsibility for being out of bounds unless he has an official Roman Catholic High School Teacher Hall Pass or Request Slip. Demerits and detentions will be given to students in violation of this policy. For the students' safety, they must always be in their assigned locations during the school day. Wandering the hallways during study halls or lunch periods is prohibited without the necessary pass.

### **SCHOOL NURSE PASSES**

In the event that a student is ill during class and needs to see the School Nurse, he will be required to have a completed note from the teacher and should be accompanied to the office by a classmate. His peer should then return to class upon arrival at the Nurse's Office. When the student leaves the Nurse's Office and is instructed to return to class, the nurse will send him back to class with a signed note.

### **ELEVATOR PASS**

The elevator may be used only by students who are physically unable to use the stairs. Students should contact the Student Services Office for an elevator pass. The student must show a certificate from his physician which states the nature of the injury, illness, etc. as well as the timeline for the elevator pass.

### **LOCKERS**

Each student will be assigned a locker solely for his individual use. The student is responsible for his locker and is expected to keep it neat and orderly. Misuse of lockers or the habitual disregard of locker regulations may result in the forfeiture of locker privileges and/or disciplinary action.

It is important to note that the school cannot be held responsible for any materials kept in the lockers. **Valuables should not be brought to school!**

Students should never leave their lockers open, unlocked, unattended or give the combination to other students. All locker break-ins are to be reported to the Student Services Office

immediately. Any difficulties with locker operations are to be reported to the Assistant Principal for Student Services.

**Students are forbidden to change their locker assignments**

**Lockers remain the property of Roman Catholic High School, and therefore, the school reserves the right to inspect lockers at any time.**

Students should go to their lockers:

- Between the first warning bell and second warning bell.
- Before their rostered lunch period.
- After their last rostered class is completed.

Only school issued Master combination locks are permitted to be used on student lockers. All other locks will be cut off. If a student loses his lock, a new lock must be purchased in the school store since no locker can be left open. In the event that the student cannot remember his combination, please report to the Student Services Office for assistance.

**STUDY HALLS**

Students rostered for study hall must check-in with the moderator.

On occasion, a faculty member may be absent and a substitute not available; In these situations, the class will be sent to study hall which may be held in the Cafeteria, Information Center, or Gym.

Assignments, which are provided by the faculty member who is absent, must be worked on during this study hall period.

In order to be successful in study hall, students should:

- Follow the directions of the moderator.
- Complete the provided assignments.
- Recognize that disruption of study hall will be treated in the same manner as disruptions of instructional time within a classroom.
- Not have food or drink in the study hall, regardless of location.

**CAFETERIA**

Food and drink is only permitted in the Cafeteria before the start of the school day and during rostered lunch periods. All food and drink must be consumed in the cafeteria. **Food and drink are not permitted anywhere else inside the building or in the school yard.** Please note, that in an attempt to promote healthy choices, students will be allowed to carry around a clear, reusable bottle of water.



In order to keep the Cafeteria a clean environment for all students, it is important to take personal responsibility during these lunch periods. Students must make sure that their table is cleaned and that all trash is placed in the trash cans.

Each week, Lunch Moderators will assign students to clean the cafeteria. Students are expected to help clean during their assigned week. Cooperation is essential in maintaining a clean eating environment. Refusal to clean will lead to disciplinary action.

At the start of the school year, students will be assigned to specific tables by year and, depending on the degree of cooperation, possibly to specific seats.

At the beginning of their lunch period, students are permitted to go to their lockers and then report directly to the cafeteria and be seated.

Each lunch period begins with a prayer. It is important that students cooperate with the lunch moderators so that silence is achieved in a timely fashion. Once silence is achieved, the moderator will lead the students in a short prayer. The moderator will then begin to call students to the lunch line by classes: seniors, juniors, sophomores, and then freshmen. Although this is the usual order, it can be changed at the moderators' discretion.

No student will be permitted to leave the lunch room without a Teacher Hall Pass or Official Request. During certain school days, additional policies might be implemented to support the use of National Honor Society tutoring and other school programs.

During all lunch periods it is critical for students to follow the Code of Conduct. Boisterous behavior, roughhousing, or general disorder cannot and will not be tolerated. Failure to cooperate may require students to spend their lunch period in an Administrative Office.

## **STUDENT ARRIVAL**

Every student is to be **fully and properly dressed in complete uniform upon entering the schoolyard and the school building in the morning.**

Students are not to enter the main part of the building until after the first warning bell (7:35am) unless rostered for a morning class.

Once the first warning bell (7:35am) sounds, students may enter the main school building, go to their lockers, and report to their assigned rooms. All students must enter the building through the designated doors.

**The second warning bell will ring at 7:55 a.m. Students are to be in the classroom at this time to avoid unnecessary lateness.**

The third bell rings at 8:00 a.m. which signifies the official start of the school day. Any student not in the classroom when the 8:00 a.m. bell rings is officially late for school. Students must be in complete uniform prior to entering their homeroom. Late students must report directly to the Student Services Office for a late slip and then must present this late slip to his teacher to gain admittance to the class. No exceptions!

## **END OF THE DAY DISMISSAL**

It is important that all students without the direct supervision of a moderator leave the building immediately after dismissal.

If a student must remain in the building for an activity or sport, they must report to the cafeteria until their moderator or coach has arrived.

Students are not permitted to leave the school before 8th period due to teacher absences unless permission is given by the Assistant Principal for Academic Affairs.

## **TRANSPASSES**

Students who meet the necessary requirements will receive a weekly Transpass from the Student Services Offices. Specific guidelines and further instructions are given to students at the start of the school year. Please note that students must not lose the transpasses as there are no replacements available.

## **OFF CAMPUS**

Students should not visit or disturb other schools in session when our school has a free day or early dismissal. Courtesy and respect for other schools is a requirement of Roman Catholic Students. If you are visiting another school or participating in an activity at another school, please remember that you are a Roman student 24 hours a day -- subject to Roman rules.

## **VISITORS**

No one is permitted to walk through the school at any time without a visitor's pass from the Office of Student Services. Appointments should be set up through the Student Services Office at least 24 hours in advance.

## **MONEY**

Parents and guardians are requested not to permit their sons to carry large sums of money with them during the school day. A small sum of money to cover the day's expenses is sufficient. If it becomes necessary for the student to bring a large sum of money with him for some specific reason, he is to bring it to the Student Services Office where it will be held for safekeeping. The school cannot be responsible for money that is lost or stolen.

## **THE CLASSROOM**

Students are forbidden to use any classroom to which they have not been assigned by their roster unless they are under the supervision of a teacher who has informed the Academic Affairs Office. Students must not enter a classroom unless a teacher is present. Students should wait in the hallway for the teacher to arrive. If the teacher is detained and is late for class, as may happen from time to time, one student is to inform the Academic Affairs Office. The student's primary responsibility in the classroom is to be engaged and refrain from behaviors that interrupt instructional time.

## **SMOKING/VAPING**

In accordance with the legal code of the Commonwealth of Pennsylvania, smoking/vaping is not permitted on any school campus by anyone. Cigarettes, other tobacco products, and vaping paraphernalia are not permitted on the school grounds or in the school building.

All tobacco/vaping products will be considered contraband and will be confiscated. Students found to be smoking, using tobacco products, in possession of tobacco products or vaping on school property will receive appropriate disciplinary action up to and including dismissal. Civil authorities may be notified.

Enforcement of the Smoking, Tobacco, and Vaping Policy is expected to protect all members of the school community.

Any student in possession of any vaping paraphernalia will receive 15 demerits and 5 days of detention. In addition, the student will be required to receive an assessment from the Student Assistance Program (SAP). On the day of the incident, parents/guardians will be called and required to pick up their son from school.

- Any student in proximity of vaping paraphernalia where there is suspicion of use will receive 15 demerits and 5 days of detention. The student will be required to receive an assessment from the Student Assistance Program (SAP). On the day of the incident, parents/guardians will be called and required to pick up their son from school.

- If there is a second violation of this component to the Code of Conduct, the student may be dismissed from Roman Catholic High School.

Any student in possession of any vaping paraphernalia that contains an illegal substance will receive 31 demerits and 10 days of detention. The student will be required to receive an assessment from the Student Assistance Program (SAP). On the day of the incident, parents/guardians will be called and required to pick up their son from school. The student will also be required to serve a 3-day suspension.

- Please note: Depending on the details of the incident and severity of the violation, the student may also be dismissed from Roman Catholic High School.
- Any student found sharing vaping devices containing illegal substances will be dismissed from Roman Catholic High School and reported to the local law enforcement agencies for distributing drugs in a school zone.

## **THEFT**

Unlawful possession and/or retention of another student's or the school's property will result in automatic suspension and possible expulsion, depending upon the severity of the offense.

## **GAMBLING**

Card playing, sports pools, and other games of chance of any kind, for any reason, are never permitted on the school campus.

## **FIGHTING**

Due to the possibility of serious injury to the students and to the faculty and staff who attempt to break up fights, fighting will not be tolerated. No reason will be accepted to condone a fight or to excuse the students involved. Both students, as well as any third or fourth party, will be held equally responsible.

Students caught filming a fight between students will also be disciplined for failing to report the incident to a school official. The student filming the incident is in violation of the Acceptable Use Policy. Posting these films on social media will be considered an even more severe infraction of the discipline code.

## **CONDUCT SUMMER SCHOOL**

This is a requirement for students who fall into one or more of the following categories:

- Have a final conduct average of less than 70 (61 demerits)
- Have excessive absenteeism (20 or more days)
- Have excessive lateness (20 or more)
- Have violated the discipline code in a manner that constitutes attending Conduct Summer School

Conduct Summer School arrangements are made by the Assistant Principal for Student Services and approved by the Principal. There are no exceptions to this rule.

All students must attend every day, complete all assignments, exhibit good behavior and pass the course according to the criteria set by the Assistant Principal for Student Services. Students attending and successfully completing Conduct Summer School will be placed on probation for the subsequent school year.

### **CRISIS MANAGEMENT DRILLS**

Crisis management drills are held at stated intervals as required by law and in cooperation with the Fire Marshall. Every emergency drill must be taken seriously. Misconduct or failure to cooperate during these drills will not be treated lightly. During emergency drills it is critical that students carefully follow the direction of the Administration, teachers, and staff members. Students responsible for false alarms are liable for expulsion.

### **SCHOOL EMERGENCY OPERATIONS PLANNING/ CRISIS PLANNING**

Each school is required to have a School Emergency Operations Plan/Crisis Plan in place. Details of the plan are shared with local law enforcement agencies and shared school wide with school personnel. The plan may not be posted on school websites or in other public arenas for the protection of the members of the school community.

### **NOTIFICATIONS IN THE EVENT OF A SAFETY THREAT**

In the event of a safety threat, security breach, or other risk to the health, safety, or welfare of a member of the school community, notifications are made by school personnel in a very specific manner.

School personnel may notify local law enforcement, the Office of Catholic Education, the Office for Communications of the Archdiocese of Philadelphia, Child Line, the Office for Investigations, the Office for Youth and Young Adults, other offices as appropriate, and parents depending on the situation.

While it would be desirable to state a specific time frame for notifying parents, and a specific order of notifications, each situation is handled on a case-by-case basis.

Ideally, parents would be notified of any safety concerns immediately. However, schools must act in accordance with local law enforcement in the event that law enforcement becomes involved and must await law enforcement's directives before making any notifications.

### **DESTRUCTION OF PROPERTY AND THEFT**

Unlawful possession or retention of property belonging to the school, faculty, staff, or to another student is a serious offense and can result in dismissal.

Vandalism and destruction of school property is a serious offense. Accidents will happen; however, in case of carelessness, malicious damage, or vandalism, guilty students will be dealt with severely. Accidents should be reported to a school Administrator immediately.

Any student who causes destruction to school property will not only be in serious violation of the school's code of conduct, but they will also be responsible for repairing the property damage. It must be remembered that the expense of such repairs is carried by all students since excessive repair bills cause a rise in tuition and/or school fees. Depending on the severity of the circumstances, this may lead to suspension or dismissal.

Justice and fairness to all dictate that students should take care of school property as if it were their own personal property or the property of their parents. This applies to students using the building or school property after school, in the evening, and on weekends or holidays, as well as during school hours.

### **OFFICIAL REQUEST SLIPS**

Students are to honor all official request slips. These slips will be issued by the various offices throughout the school. It is very important that the times on these requests be honored promptly.

### **CONTRABAND**

This shall be defined as anything which could be injurious to health or disruptive of good order.

### **ALCOHOL AND OTHER DRUG USE**

This is a most serious offense. The penalties involved range from a suspension to an expulsion and criminal prosecution.

As much as the school always considers the individual needs and problems of each student in these situations, a far greater responsibility for the common good must come into play.

Any student possessing, drinking, using, or under the influence of Psychoactive Substances—substances which have the capacity to influence behavior by altering feeling, mood perception, or mental status—during school or any school sponsored function, either inside or outside of the school building, will be liable for expulsion.

### **PROCEDURE FOR ALCOHOL AND OTHER DRUG USE**

Any student who violates the drug and alcohol policy will be dealt with accordingly. Disciplinary action for this violation will include demerits, detention, and possible suspension. With these infractions, parents/guardians will be notified immediately. The police will be notified, depending upon the circumstances and in the judgment of the Assistant Principal for Student Services. Medical Assistance will be obtained if necessary.

The Administration will be responsible for reviewing the specifics of the situation. Each case will be dealt with individually and confidentially.

The student in violation, if retained, will be referred to the school Counseling Center, the SAP Team, and potentially outside counseling/treatment.

Any student found guilty of providing psychoactive substances (including alcohol) to another student or students in or out of school, no matter in what capacity or on what scale, will be liable for immediate expulsion. This policy applies to school sponsored activities outside of school hours in or outside of the school building.

*Referral to the Guidance Office and/or SAP Team does not take the place of or eliminate the discipline penalties in any way.*

## **HARASSMENT**

Harassment in any form is unacceptable conduct and will not be tolerated. Any deliberate and/or repeated action (physical, verbal, or written) towards anyone within the school community that falls within the scope of harassment is prohibited by this policy. Roman gentlemen are required to treat one another and all members (faculty, staff, administrators) of the school community with respect.

Harassment because of a person's sex, race, age, national origin, or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Sexual harassment can result from unwanted sexual attention, sexual advances, and comments or requests for sexual favors. Examples include:

- Unwanted physical contact.
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language.
- Display of sexually suggestive gestures, words, objects, or pictures.
- Unwelcome notes, email, and other communications that are sexually suggestive.
- Threatening adverse action if sexual favors are not granted.
- Promising preferential treatment in exchange for sexual favors.

Any member of the Roman community who feels that he has been subjected to harassment should bring the matter personally to the immediate attention of a school administrator.

All allegations will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Enforcement of the Harassment Policy is expected to protect all members of the school community by demonstrating respect for the human person.

## **BULLYING**

Bullying is generally defined as a pattern of unwanted aggressive, intentional, or deliberately hostile behavior that may involve a real or perceived power imbalance.

Bullying includes but is not limited to actions such as making threats, intimidation, assault, extortion, oral or written threats, cyber threats, teasing, name-calling, threatening looks or gestures, false accusations, hazing, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Roman Catholic High School, and all the Archdiocesan High Schools, are committed to providing a safe, caring, respectful and non-threatening atmosphere in which each student can learn and succeed. Bullying of any sort is unacceptable in our schools.

For clarity, it is important to note that bullying in our schools includes: school buildings, school grounds, school-sponsored events, trips, sporting events, buses, bus stops, and cyber-bullying through social media and or use of the internet.

If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly. It is expected that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying, will report the incident to the school administration or the Guidance Office immediately.

Bullying is a form of harassment and subject to the same sanctions established under the Harassment Policy by the Archdiocese of Philadelphia. Enforcement of the Bullying policy is expected to demonstrate the Catholic value of respect for the human person.

### **UNIVERSAL SEARCH POLICY**

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his/her personal effects, lockers, and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches conducted by school authorities may include, but are not limited to utilization of certified drug detection dogs or any devices used to protect the health, safety, and welfare of the school population.

Student searches will be gender specific to protect the modesty of the student being searched. It is the proper function, however, of school authorities to inspect the lockers under their control and vehicles on school property to prevent their use in illicit ways or for illegal purposes.

In any search of a student's person, a school official should have "probable cause," or justification for immediate search and in the presence of one other witness, i.e. to prevent injury or loss of evidence. Under no circumstances may a student be asked to remove any part of his or her clothing as part of the search. In the event of a search, there will be parental notification of the probable cause for the search.

Police may not inspect lockers without a warrant and/or school permission; parents may be notified and a school official must be present for the search. A student's refusal or failure to



permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **LAW ENFORCEMENT AND INTERVIEWS OF STUDENTS**

On occasions, it is necessary for law enforcement officers to interview students during school hours or to take them into custody. The police or officers of the courts deserve the full cooperation of the school officials. However, in order to safeguard the individual rights of students, the school administrators have certain responsibilities to the student regarding cooperation with law enforcement agencies.

The following procedures are followed by the school regarding the interview and apprehension of students during school hours:

- The law enforcement agent should contact the principal or his/her delegated administrator and advise the administrator of the nature and circumstances of the visit.
- All reasonable efforts should then be made by a school official to locate the parents to notify them of the nature of the proposed police contact and to secure the presence of at least one of the parents for the interview.
- If it is impossible to secure the presence of the parents, the school official has the right and power to act in loco parentis, and to take appropriate actions in that capacity. The principal or his/her designee should be present during all interviews.
- In emergency situations where the commission of a criminal offense has been witnessed by the police, the police have the legal right to take direct action in schools in such situations where they are engaged in urgent pursuit. In non-emergency situations, the law enforcement authorities must have an arrest warrant. The principal must be notified of the action as soon as possible.
- In the event it becomes necessary to make apprehension during school hours, the police should contact the principal to have the student summoned to the principal's office before being released from school into police custody. No arrests should be made in the classroom. The school should record the name and organization of the officer, the time of departure and the reason for the apprehension. The parents should be notified immediately as to where the student will be taken.

### **YOUR SCHOOL, THE COMMUNITY, AND THE LAW**

Any student acting inside or outside of school in a manner which is alien to our Catholic philosophy or in a way which would cast shame or cause embarrassment to Roman Catholic High School is liable for suspension, expulsion, or both.

Any student involved in any illegal action is liable for suspension, dismissal, or both. The parent has the responsibility to notify the school if the student is involved in a legal matter. Parents are expected to fully disclose the details of the situation so the school, along with the Office of Catholic Education, may determine the appropriate course of action with regards to the student's school status.

Any student found guilty of a juvenile or adult crime is liable for dismissal from school or may be denied admission to the school. The parent has the responsibility to notify the school if the student is found guilty in a legal matter. Parents are expected to fully disclose the details of the situation so the school, along with the Office of Catholic Education, may determine the appropriate course of action with regard to the student's school status.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdrawn from school, and is involved in any serious infractions which include, but are not limited to:

- An act or offense involving weapons.
- Sale or possession of controlled substances.
- Willful infliction of injury to another person.

Enforcement of the Student and the Law Policy is expected to protect the safety and well-being of all members of the school community.

# CONTRACTUAL AGREEMENT

*The content of the student handbook constitutes a contract among the school, parent/guardian, and the student. The student must conform to the regulations and policies contained within this text. School jurisdiction in terms of policies is contained within, but not limited to, the handbook. Additional policies and regulations developed by the school administration are equally binding.*

*School jurisdiction is not limited to school hours or school property. A student at Roman Catholic High School is considered to be a student twenty-four hours a day. Any behavior, curricular, non-curricular, extracurricular, or co-curricular, in which the school's reputation may be affected, falls under school jurisdiction. Students involved in any behavior contrary to school policy or school philosophy will be subject to the same guidelines that regulate the school day and the school grounds.*

## Section 4

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# *Student Affairs*

*This office is under the direction of the Assistant Principal for Student Affairs. The main responsibilities of this office are to supervise all extracurricular programs including clubs, athletics, assemblies, fundraising, dances, intramurals, commencement, ticket sales, the school calendar, and the student handbook.*

Mr. David Rad '07  
Assistant Principal for Student Affairs  
[drad@romancatholichs.com](mailto:drad@romancatholichs.com)

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

All students are strongly encouraged to participate in extracurricular activities and the life of the school. Student participation should not, however, be to the extent that it works to the detriment of a student's academic or disciplinary performance. A balance in all areas of a student's education is the ultimate goal.

All school-sponsored activities must observe the following guidelines:

1. All activities/clubs must have the approval of the Principal.
2. Membership must be open to all students.
3. No one may use the school's name without the explicit permission of the President/Rector.
4. No funds may be raised without the permission of the President/Rector.
5. All students who participate in extracurricular activities realize that they represent Roman Catholic High School at all times (24/7). Student behavior must reflect this whether the event is on or off campus.

## **SUPERVISION OF STUDENTS IN ACTIVITIES AND SPORTS PROGRAMS**

All clubs and activities sponsored by the school must be recognized by the principal and supervised by an administrator- approved faculty moderator who directs and guides the students and attends all meetings and functions.

## **SPECIFIC ACTIVITIES**

All student activities, clubs, and athletics are listed in this Student Handbook and can be viewed on the school website ([www.romancatholicshs.com](http://www.romancatholicshs.com)).

## **CLASS RINGS**

A ring of standard design has been selected for Roman Catholic High School. The ring design and the name Roman Catholic High School or any of its forms are protected by copyright laws. The school name and design may not be used without the expressed written permission of the Rector/ President. A representative of Jostens will address the Junior Class in October regarding ring options and orders. Full payment is due when the ring is delivered. All tuition and fees must be up-to-date in order to receive a ring. The Junior Class Mass with the Blessing of the Rings usually takes place in April of Junior year.

## **INSURANCE**

Every student is provided student insurance by the school. Detailed brochures explaining coverage are distributed to the student body early in the school year.

## **ASSEMBLIES**

The following regulations must be adhered to during all assemblies. Arrangements are made for assemblies well in advance of the scheduled time through the Student Affairs Office. Students will be summoned over the public address system and will report to the auditorium in a quiet, orderly fashion. They will be accompanied by their homeroom moderators, who will remain with

them as they sit in their designated places. Students are expected to be respectful, attentive and well-mannered during all assemblies. At the conclusion of the assembly, students will follow the directions of the Assistant Principal for Student Services for dismissal.

### **EVENT POSTINGS**

Prior to students posting, displaying or distributing materials on school premises, they must receive permission from the Assistant Principal for Student Affairs.

### **LOST AND FOUND**

Students who lose any articles and/or monies are to report such losses to the Student Affairs Office. All found articles are to be turned in to the Student Affairs Office.

### **FUNDRAISING/RENTAL AND USE OF FACILITIES**

The facilities schedule for Roman Catholic High School is coordinated by the Office of Student Affairs. Any questions regarding use of school facilities, scheduling of events, and approval of activities are to be directed to the Assistant Principal for Student Affairs BEFORE events are publicized.

In an effort to coordinate and avoid duplication of fundraising efforts, any Roman Catholic High School organization, club, sports team, class, etc. that would like to have a fundraiser must submit a proposal to the Assistant Principal for Student Affairs who in turn will consult with the Rector/ President. No fundraiser may be announced or executed prior to having received approval. If any of the above groups use a vendor (i.e. DJ, caterer, etc.) as part of their fundraiser, a certificate of liability insurance MUST be obtained from each vendor.

***Certificates of liability insurance must be current and contain specific language and coverage amounts as required by the Archdiocese of Philadelphia. Those wishing to sponsor an event must contact the Assistant Principal for Student Affairs for guidelines and details regarding certificates of liability insurance.***

Any outside organization wishing to use the school's facilities must contact the Assistant Principal for Student Affairs. All rules and regulations, as specified by Roman Catholic High School, must be met by the contracting organization. This organization must also present a certificate of liability insurance with the above mentioned requirements.

### **DRIVING OF STUDENTS**

All administrators, faculty, staff, coaches, and moderators who drive students must be approved to do so annually by the Insurance Office of the Archdiocese of Philadelphia.

Authorized driver applications are available in the Office for Student Affairs. Please allow at least 2 weeks for processing of application.

## **CLUBS AND ORGANIZATIONS**

### **ASIAN CULTURES CLUB**

The Asian Cultures Club engages students in community services, fosters young leaders, and informs students of the various Asian cultures. This club encourages students to know their peers and make friends. These friendships are strengthened by going on trips, trying new things, and working together to make the Roman community a better place.

This club not only builds friendships but also leadership skills to create the future of tomorrow. This club is open to all RCHS students.

**CONTACT:** Mrs. Maureen Toman-Logan ([mtomanlogan@romancatholicshs.com](mailto:mtomanlogan@romancatholicshs.com))

### **A.S.I.S.T. PROGRAM**

The Alumni-Student Intergenerational Service Team, also known as the ASIST Program, is open to seniors at Roman. Seniors are partnered with participating older and disabled alumni. This unique program provides students with the opportunity to interact with alumni, some of whom live at home or a variety of healthcare facilities.

**CONTACT:** Mr. Edward Keenan '54 ([eekeenan@romancatholicshs.com](mailto:eekeenan@romancatholicshs.com))

### **ASPIRA**

The ASPIRA Association, Inc. is the only national nonprofit organization devoted to the education and leadership development of Puerto Rican and other Latino youth. ASPIRA takes its name from the Spanish verb aspirar, “to aspire”. After extensive research on youth, ASPIRA founders developed a process for leadership development that remains the core of all ASPIRA activities—The ASPIRA Process. The ASPIRA organization is open to all students at Roman Catholic who are interested in the development of their leadership skills.

**CONTACT:** Mrs. Wilma Berrios ([wberrios@romancatholicshs.com](mailto:wberrios@romancatholicshs.com))

### **BIG BROTHERS**

The Big Brothers program pairs seniors with each freshman homeroom. The seniors act as mentors to the freshmen, helping them adapt to life at Catholic High. Students may apply to be a Big Brother during their junior year. The selection process ensures that the newest members of the school community are given the best role model.

**CONTACTS:** Mrs. Elizabeth Smith ([esmith@romancatholicshs.com](mailto:esmith@romancatholicshs.com))

Ms. Antoinette High ([ahigh@romancatholicshs.com](mailto:ahigh@romancatholicshs.com))

### **CHESS CLUB**

The Chess Club is open to all students who enjoy playing chess. Members meet after school for matches and participate in tournaments during the school year.

**CONTACT:** Mr. Matthew Hummel ([mhummel@romancatholicshs.com](mailto:mhummel@romancatholicshs.com))

### **CHORALE AND LITURGICAL MUSIC**

Any student who enjoys singing may join this ensemble. Chorale is rostered during the school day. Music theory, composition, and ear training are stressed in the lessons. Attendance at Chorale functions is required.

**CONTACT:** Dr. Sangbum Kim ([skim@romancatholicshs.com](mailto:skim@romancatholicshs.com))

### **COMMUNITY SERVICE CORPS**

CSC is an Archdiocesan organization, through which high school students can give Christian service both within and outside the school community. By collecting and distributing food and toys, and participating in other service organizations, C.S.C. members reach out to the needy of all ages. C.S.C. sponsors many individual programs.

**CONTACT:** Mrs. Judy McKenna ([jmckenna@romancatholicshs.com](mailto:jmckenna@romancatholicshs.com))

### **CONCERT BAND AND STRING ORCHESTRA**

Interested students with no prior background in music may join at the beginning of their freshman or sophomore year. Students are encouraged to have their own instruments. There are a limited number of instruments belonging to Roman that are available for student use. The Department requires a weekly lesson by a professional teacher. Music theory, composition, and ear training are stressed in class and group ensembles. The orchestra is rostered during the school day. Attendance at all music functions is required. Academic credit is given for each year in the program.

**CONTACT:** Dr. Sangbum Kim ([skim@romancatholicshs.com](mailto:skim@romancatholicshs.com))

### **INTERNATIONAL CULTURES NIGHT**

Sponsored by the World Languages Department, this night celebrates the different ethnicities represented at Roman Catholic High School by offering cultural food and entertainment

**CONTACT:** Ms. Maggie Canavan ([mcanavan@romancatholicshs.com](mailto:mcanavan@romancatholicshs.com))

### **ITALIAN CLUB**

The Italian club is a way for students to celebrate and experience the Italian, as well as, the Italian-American culture. While studying the culture, students learn many aspects; art, film, music, dancing, food, and traditions. Students do not have to study the Italian language or be of Italian descent to take part in the club, they only need an appreciation for the beautiful Italian culture.

**CONTACT:** Mr. Joseph Farinella ([jfarinella@romancatholicshs.com](mailto:jfarinella@romancatholicshs.com))

### **JR. AOH**

The Ancient Order of Hibernians is a charitable organization whose motto is Friendship, Unity, and Christian Charity. The Jr. AOH 1, Patrick Kerr Division meets monthly to promote a variety of service opportunities in the Greater Philadelphia area. The Jr. AOH participates in the annual St. Patrick's Day Mass and Parade in Philadelphia.

**CONTACT:** Mr. Charles Taylor ([ctaylor@romancatholicshs.com](mailto:ctaylor@romancatholicshs.com))



### **LITERARY MAGAZINE—ROAMINGS**

Roaming's, the art and literary magazine, has a rich and varied past dating back to the school's beginning in 1890. The students, in conjunction with the moderator, are responsible for selecting materials, judging entries and preparing the magazine for publication. It is published annually each spring.

**CONTACT:** Mr. Fitzgerald Gallagher '94 ([fgallagher@romancatholicshs.com](mailto:fgallagher@romancatholicshs.com))

### **MINISTRY TEAM**

The Ministry Team advises and assists the Director of School Ministry with the religious activities of the school. These activities include events such as School Masses, Morning Prayer, and Retreats along with being of help in the school Chapel and Ministry Office.

**CONTACT:** Mr. Keith Beaver ([kbeaver@romancatholicshs.com](mailto:kbeaver@romancatholicshs.com))

### **MOCK TRIAL**

Mock Trial is a competitive activity that simulates actual courtroom proceedings and allows students to assume the roles of attorneys and witnesses. The team argues a case problem provided by the Pennsylvania Bar Association and competes against teams from across the state. Mock Trial teaches students the basics of trial advocacy including delivering opening statements and closing arguments, conducting examinations of witnesses, and arguing objections. One of the largest in the state, our team travels to several competitions each year and provides members opportunities to interact with practicing attorneys and judges. Involvement in Mock Trial fosters increased public speaking and analytical reasoning skills and is open to Roman students in all years with no prior experience required.

**CONTACT:** Mr. Steven Patton '08 ([mocktrial@romancatholicshs.com](mailto:mocktrial@romancatholicshs.com))

### **NATIONAL HONOR SOCIETY**

Seniors and Juniors are selected on their academic accomplishments and their proven leadership, character, and service qualities. Members provide tutorial services for classmates, assist the faculty, host visitors to the school, contribute to the literary magazine, and represent Roman Catholic High School at various functions. NHS is a nationwide organization that is recognized by colleges and universities.

**CONTACT:** Mrs. Kristin MacLuckie ([kmacluckie@romancatholicshs.com](mailto:kmacluckie@romancatholicshs.com))

### **NEWSPAPER--THE CAHILLITE**

Any student interested in journalism is invited to join the school newspaper, The Cahillite. Issued regularly throughout the year, the newspaper requires much dedication and skill in reporting, editing, proofreading, and photography. Most of the work is done in school while articles are written independently.

**CONTACT:** Mr. James Flannery ([jflannery@romancatholicshs.com](mailto:jflannery@romancatholicshs.com))

Ms. Katharine Keenan ([kkeen@romancatholicshs.com](mailto:kkeen@romancatholicshs.com))

## **PHOTOGRAPHY CLUB**

The Photography Club was created in 2007. Members meet to learn techniques in composition and editing photos. The club will take pictures at various Roman events.

CONTACT: Mr. David Rad ([drad@romancatholicshs.com](mailto:drad@romancatholicshs.com))

## **ROMAN AMBASSADORS**

The purpose of this club is to promote student leadership and avenues of service through real and practical public relations activities. The students will first be trained in all the rules of etiquette and proper deportment that pertain to school leadership and a positive image. Special time and emphasis will be further devoted to developing their public communication skills, for they will represent Roman Catholic High School at all public functions and activities. Students in grades 10 through 12 are eligible to apply for this organization.

CONTACT: Mr. Paul McAndrew ([pmcandrew@romancatholicshs.com](mailto:pmcandrew@romancatholicshs.com))

## **RESPECT FOR LIFE**

The Respect Life group meets monthly, offering the students the opportunity to perform a variety of service projects while promoting and enhancing the value of life at all stages of existence. The group operates in conjunction with the Archdiocese of Philadelphia's Office for Life and Family. Participation also includes attendance at the Pro-Life Leadership Day as well as the March for Life in Washington, D.C.

CONTACT: Mr. Matthew Hummel ([mhummel@romancatholicshs.com](mailto:mhummel@romancatholicshs.com))

## **STUDENT COUNCIL**

Student Council members are elected by the student body to serve as their official representatives to the administration and the faculty. Nominations and elections for senior officers are held in the Spring. Homeroom representatives are elected in the Fall. Council members assist with the dances, Back-to-School Night, Universal Visitation, and various social and alumni affairs.

CONTACT: Mr. Dennis DiGiovanni ([ddigiovanni@romancatholicshs.com](mailto:ddigiovanni@romancatholicshs.com))

## **STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)**

This program is open to all students. Students Against Destructive Decisions participate in various activities that heighten the level of awareness of drunk driving and other negative behaviors within the school community. The program is coordinated with other Catholic and public high schools in Philadelphia.

CONTACT: Mrs. Maureen Brown ([mbrown@romancatholicshs.com](mailto:mbrown@romancatholicshs.com))

## **TECHNOLOGY CLUB**

The Technology Club is open to all students who have an interest in learning more about computers. The club promotes various projects that benefit the school community. Members receive practical experience that they can use in high school, college, and throughout their professional careers.

CONTACT: Mr. David Rad ([drad@romancatholicshs.com](mailto:drad@romancatholicshs.com))

### **TV STUDIO/RCTV NEWS PROGRAM**

Roman's TV crew produces a daily TV show during homeroom. The daily announcements and "happenings" pertaining to Roman are covered. TV crew members gain experience on both sides of the camera. Maintenance of studio equipment, production techniques, directing, camera operating, time scheduling, etc. are learned in both theory and practice. The crew has been able to film and broadcast "live" a variety of school assemblies and activities.

**CONTACT:** Mr. Christopher Buck '98 ([cbuck@romancatholichs.com](mailto:cbuck@romancatholichs.com))

### **WORLD AFFAIRS CLUB**

The World Affairs Club stimulates the interest of students in international and global concerns by providing them with the opportunity to hear and discuss major foreign policy and related domestic issues with experts on a regularly scheduled basis. The club is a member of the Great Decisions Program held at the World Affairs headquarters of Philadelphia.

**CONTACTS:** Mr. James Flannery ([jflannery@romancatholichs.com](mailto:jflannery@romancatholichs.com))

Mr. Paul McAndrew ([pmcandrew@romancatholichs.com](mailto:pmcandrew@romancatholichs.com))

### **YEARBOOK—PURPLE AND GOLD**

The Purple and Gold is the official school yearbook of Roman Catholic High School. The students do all the work on the book prior to publication. The yearbook captures the events of the school year. It highlights the senior class. The editorial staff works year round from September to February. Many skills such as writing, layout design, proofreading, and photography are learned.

**CONTACT:** TBD (TBD)

### **DANCES**

As part of the extracurricular/social life of the school, mixers and class dances will be scheduled throughout the year. Class dances (Freshman/Sophomore Dance, Junior Prom, and Senior Prom) are date dances. Our students who choose to attend must invite a guest to join him at the class dance. Guests must be of the opposite sex in order to be granted permission to attend one of our class dances. Additional information and permission forms for our dances will be distributed prior to the dances.

### **FRESHMEN/SOPHOMORE DANCE**

The Freshmen/Sophomore dance is held in February or March. This is a semi-formal dance for freshmen and sophomores and their dates.

**CONTACT:** Ms. Antoinette High ([ahigh@romancatholichs.com](mailto:ahigh@romancatholichs.com))

### **JUNIOR PROM**

This annual semi-formal dance is a catered buffet held for juniors and their dates. This event is planned by a committee made up of members of the junior class under the guidance of their moderator. This is a semi-formal event. No tuxedos are permitted.

**CONTACT:** Mrs. Elizabeth Smith ([esmith@romancatholichs.com](mailto:esmith@romancatholichs.com))

## **SENIOR PROM**

This formal dinner-dance for seniors and their dates is the social highlight of the senior class. The senior prom committee under the guidance of the moderator decides the theme, color scheme, music, menu, and favors. Formal attire is required for the Senior Prom.

**CONTACT:** Mrs. Wilma Berrios ([wberrios@romancatholics.com](mailto:wberrios@romancatholics.com))

## Section 6

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# Athletics

*Roman Catholic High School is a member of the Philadelphia Catholic High School League and the Pennsylvania Interscholastic Athletic Association. Our students compete on all levels of activity: Varsity, Junior Varsity, and Freshmen sports. Our sports programs play an integral part in the development and education of our young men. The spirit of competition in the Catholic League is keen. Athletics is not an end, but rather a means to an end, that end being the development of talents to help our young Christian men attain their goals in life.*

Mr. Matthew Griffin  
Director of Athletics  
[ad@romancatholicshs.com](mailto:ad@romancatholicshs.com)

## **ATHLETIC STAFF**

### **Athletic Director**

Mr. Matthew Griffin

[ad@romancatholichs.com](mailto:ad@romancatholichs.com)

### **Athletic Trainer**

Mr. Kenneth Eaves

[keaves@romancatholichs.com](mailto:keaves@romancatholichs.com)

### **Coaching Staff**

- **Baseball:** Mr. Robert Hill ([rhill@romancatholichs.com](mailto:rhill@romancatholichs.com))
- **Football:** Mr. Rick Prete ([football@romancatholichs.com](mailto:football@romancatholichs.com))
- **Basketball:** Mr. Matthew Griffin ([basketball@romancatholichs.com](mailto:basketball@romancatholichs.com))
- **Bowling:** TBD ([bowling@romancatholichs.com](mailto:bowling@romancatholichs.com))
- **Crew:** Mr. Zackary Coons ([crew@romancatholichs.com](mailto:crew@romancatholichs.com))
- **Golf:** Mr. Daniel Hoban '92 ([golf@romancatholichs.com](mailto:golf@romancatholichs.com))
- **Ice Hockey:** Mr. Buddy Yeager ([icehockey@romancatholichs.com](mailto:icehockey@romancatholichs.com))
- **Tennis:** TBD ([ad@romancatholichs.com](mailto:ad@romancatholichs.com))
- **Indoor & Outdoor Track & Field:** Mr. Robert Fortunato ([trackandfield@romancatholichs.com](mailto:trackandfield@romancatholichs.com))
- **Volleyball:** Mrs. Laura Kuneck ([volleyball@romancatholichs.com](mailto:volleyball@romancatholichs.com))
- **Lacrosse:** Mr. James Brennan ([lacrosse@romancatholichs.com](mailto:lacrosse@romancatholichs.com))
- **Wrestling:** Mr. Kyle Young ([wrestling@romancatholichs.com](mailto:wrestling@romancatholichs.com))
- **Rugby:** Mr. Fred Koniecki ([rugby@romancatholichs.com](mailto:rugby@romancatholichs.com))
- **Swimming:** Mr. Michael Womelsdorf ([swimming@romancatholichs.com](mailto:swimming@romancatholichs.com))
- **Soccer:** Mr. Raymond DeStephanis ([soccer@romancatholichs.com](mailto:soccer@romancatholichs.com))
- **Cross Country:** Mr. Robert Fortunato ([crosscountry@romancatholichs.com](mailto:crosscountry@romancatholichs.com))

In the fall, Roman Catholic High School sponsors football, cross country, soccer, and golf programs. In the winter, the school sponsors basketball, bowling, indoor track and field, swimming, and wrestling programs. In the spring, there is baseball, crew, lacrosse, outdoor track and field, tennis, and volleyball.

## **ATHLETIC CLUBS**

In addition to the Catholic League Sports, students also are able to participate in the ice hockey and rugby clubs. Intramural basketball and football are also offered during the year.

## **PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION**

The PIAA institutes policies and regulations that emphasize the educational value of interscholastic sports, promote safe and sportsmanlike competition, and provide uniform standards for all interscholastic levels of competition.

## **THE PHILADELPHIA CATHOLIC LEAGUE CODE OF CONDUCT**

### **ATHLETIC COURTESY**

Athletics should foster sportsmanship. It is the privilege of each one of us associated with athletics to bear witness to our principles in our own actions.

1. Visiting teams and spectators are guests of the home team and should be treated as we would like to be treated.
2. The rules of the game are to be regarded as mutual agreements, the spirit or the letter of which no honorable person should break.

### **ETHICS PERTAINING TO CATHOLIC HIGH SCHOOL ATHLETICS**

This code of ethics is to be regarded not simply as recommendations but as rules governing the conduct of student-spectators, student-athletes, coaches, and athletic directors.

#### **The student-spectator should:**

1. Realize that he represents his school just as an athlete does.
2. Appreciate and give suitable recognition to the good in others.
3. Cheer positively and avoid "booing"; abusive language or vulgarity are clearly a lack of charity that breed the same in opponents.
4. Avoid the use of musical instruments, noisemakers, signs, and streamers as these are annoying to some and inflammatory to others.
5. Regard officials and opponents as honest; officials' decisions should be accepted even when they seem unfair.
6. Be aware that if he continually evidences poor sportsman- ship, he will be requested not to attend future contests.
7. Realize that a contest ends with the final whistle or other signal; post-game injury to others or damage to property is un-Christian and irresponsible behavior.

**The student-athlete should:**

1. Develop a deeply ingrained conviction that he represents a long tradition of fairness and competition.
2. Develop the self-control necessary for best performance in competition and life; losing his temper and consequent fighting or abusive language are failures in this regard. The student-athlete who flagrantly abuses these rules, even one, may be dropped by his school from the team as he is unworthy to represent this League or his school.

**STUDENT-ATHLETE TRANSFERS**

Students transferring into Roman Catholic High School will become eligible for participation in varsity sports when the Principal of his previous school agrees in writing that the student did not transfer for athletic reasons.

If the Principal from the previous school does not agree to do this, the student will be ineligible for varsity sports for one year from the date of transfer.

**SPORTS CALENDAR**

Students and parents may view the sports calendar on the school website.

**PHYSICAL EXAMINATIONS**

Any student wishing to participate in any sport at Roman Catholic High School must have a physical examination from his doctor and the completed form must be on file in the Athletic Office prior to being able to participate in a sport. Physical Forms can be obtained through the Athletics section of the school website.

**PHILADELPHIA CATHOLIC LEAGUE****Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies**

The Office of Catholic Education, the Board of Governors, and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist or engage, condone or tolerate any of the above stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools.



Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

## **SPORTS BY SEASON**

### **FALL SEASON**

Cross Country  
Football  
Golf  
Soccer

### **WINTER SEASON**

Basketball  
Bowling  
Ice Hockey  
Indoor Track & Field  
Swimming  
Wrestling

### **SPRING SEASON**

Baseball  
Crew  
Lacrosse  
Outdoor Track and Field  
Rugby  
Tennis  
Volleyball

Please note that fields and facilities for practices and games can be found on the school website under athletics.

# *Guidance*

*The Guidance Office, located on the garden level, is staffed by a full-time director, a part time counselor, an administrative assistant as well as auxiliary personnel from outside agencies.*

Mrs. Mary Desmond  
Guidance Director  
[mdesmond@romancatholichs.com](mailto:mdesmond@romancatholichs.com)

## **GUIDANCE SERVICES**

The services offered by the Guidance Department are varied and include:

1. To offer support and direction as the student participates in the high school experience.
2. To advise and guide in selecting an appropriate vocation and career.
3. To aid and advise in the search of post-secondary education including applications, recommendations and financial information.
4. To interpret standardized test scores and how best to use the information the tests provide, including PSAT, ACT, and SAT tests.
5. To provide notices of jobs whether part-time or full-time as well as guide students on how to attain working papers.
6. To realize the limits of the school counseling service and to provide referral sources when the need arises for extensive counseling.
7. There are two government funded auxiliary programs which offer services:
  - a. **CORA** provides the services of 2 school- certified guidance counselors, a parent involvement counselor, remedial math and reading services, a school psychologist, and a speech therapist. Students who require extra help can request that the Assistant Principal for Academic Affairs add this service to the roster.
  - b. **CATAPULT** provides services of a social worker. Students who need additional assistance with family, academics, and social issues may be referred to the school social worker for support.

## **THE COLLEGE APPLICATION PROCESS**

Most college applications are completed online but in order for the transcript and supplemental documents (i.e. teacher recommendations) to be sent, students need to complete transcript request forms in our office. If a paper application is used, this should also be brought to our office. A fee of \$3 is charged for each transcript. There is no charge for mid-year and final transcripts.

Guidance Staff is authorized to mail transcripts, recommendations, and other information requested by post-secondary institutions.

Please note: If a student does not want all ACT/SAT test scores sent to colleges/universities, he must notify his counselor via email. The student is then responsible for sending his standardized scores to the colleges/universities.

Official transcripts are not given to students, coaches, parents, or representatives of athletic associations. Official transcripts must be sent from the Guidance Office to the institution. Please see the Counseling Center page of our website for more details about our services and the college application process. Students can also follow the Guidance Department on Twitter @rchs\_guidance or Facebook-Roman Catholic Guidance Department.

## *Section 8*

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# *Finances*

*The Financial Affairs Office handles all tuition and fee inquiries.*

Mrs. Cara Santiago  
Financial Aid Counselor/Scholarship Coordinator  
[csantiago@romancatholichs.com](mailto:csantiago@romancatholichs.com)

## **TUITION RATE**

- Tuition is \$8050.00 for students for the 2020-2021 school year.
- All international students are required to pay a fee in addition to the Catholic student tuition rate. The rate for the 2020-2021 school year is \$11,500

## **FEES**

In addition to tuition, Roman Catholic High School has the following fees:

School Fee: \$1400.00 for 9<sup>th</sup> and 12<sup>th</sup> graders; \$1600.00 for 10<sup>th</sup> and 11<sup>th</sup> graders (divided over 11 months)

For students enrolled in an AP course, a testing fee is assessed for each course.

## **TUITION DISCOUNTS**

**Family Rate Discount-** Families with two or more students in Archdiocesan high school pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Office with a list of the students' names, their grade and high school. The family rate discount does not apply to Archdiocesan Elementary Schools.

**Shared Time Discount** – A shared-time discount is applied when a student attends a public Vo-Tech school in addition to attending an Archdiocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Tuition Office of students eligible for this discount.

## **TUITION ASSISTANCE AND SCHOLARSHIPS**

Through the generosity of alumni, BLOCS, foundations and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance. Information on scholarships may be found on school websites.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submitting the required forms to verify income, and the required fee. A link to the Facts Management Tuition Assistant Application may be found on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year. If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other needy students.

If you receive a scholarship or grant, it will be allocated to the student's account based on the number of payments you will be billed for during the year. You are responsible for paying the net amount due each month to keep your tuition account current. If the student

withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

## **FACTS MANAGEMENT TUITION PAYMENT SCHEDULE**

Fact Management Tuition provides tuition management services for all Archdiocesan high schools. Services for parents include online account access, tuition and fees invoicing, payment processing and 24-hour customer service.

New and returning families will receive information from Facts Management Tuition regarding enrolling in Facts Management Tuition for the year.

There is a \$42 per family annual Facts Management fee charge which will be billed to families in the first payment for the school year.

For parents selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments beginning in June and ending in April. Families have the option of having their payments due on the 1st of each month or the 15th of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

## **FACTS MANAGEMENT TUITION PAYMENT**

All tuition and fee payments should be made through Facts Management Tuition.

Parents who pay their tuition under the installment plan are encouraged to set up automatic payments in Facts Management Tuition. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month.

Facts Management Tuition is able to take payments in a variety of ways:

- Check or Money order by Mail
  - Facts Management Tuition  
P.O. Box 2597  
Omaha, NE 68103
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—Visa, MasterCard, American Express or Discover (Service Fee of 2.85% applies to these transactions).

- Cash at School—recorded by School into Facts Management Tuition Family Account as a Paid at School Payment (no checks may be taken by the school).
- Cash at Retail Outlet: 7 Eleven, Family Dollar Stores or Ace Cash Express
- International Payments through peerTransfer
- Mobile Payments from Apple and Android devices.

**Please include your Customer ID# on your payment to ensure proper credit is given. Also, payments should be mailed 7-10 days before payment due date.**

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. Payments are due on or before the due date. If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

Additional fees will be applied by Facts Management Tuition for failed payments process via auto-debit, phone, web or failed check payments. Your bank may also imposed additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit.

You can update your banking or recurring credit/debit card information by logging into your account at [www.factsmgt.com](http://www.factsmgt.com) or you can call 1-866-441-4637

## **FACTS MANAGEMENT TUITION LOGIN AND CUSTOMER SERVICE**

Once enrolled in Facts Management Tuition, parents are able to do the following:

- Make a Payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call Facts Management Tuition's customer service center 1-866-441-4637 and a Facts Management Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:

- Provide you with balance and account information.
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal and contact information
- Provide or change your online username and password
- Address concerns regarding your account

Each school has a tuition officer that can answer any questions. Facts Management Tuition is not able to address. Roman's Financial Aid Officer is Mrs. Cara Santiago ([csantiago@romancatholichs.com](mailto:csantiago@romancatholichs.com))

### **PRO-RATED TUITION AND TUITION REFUNDS**

Once a student is registered the family is liable for the registration fee and the school fee. Even though the school fee is paid in installments, the full amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full.

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates. Students who leave school prior to April 1<sup>st</sup>, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1<sup>st</sup> of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

### **DELINQUENT TUITION**

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.

Roman Catholic High School is operated as a faith community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

***Revised: September 1, 2020***

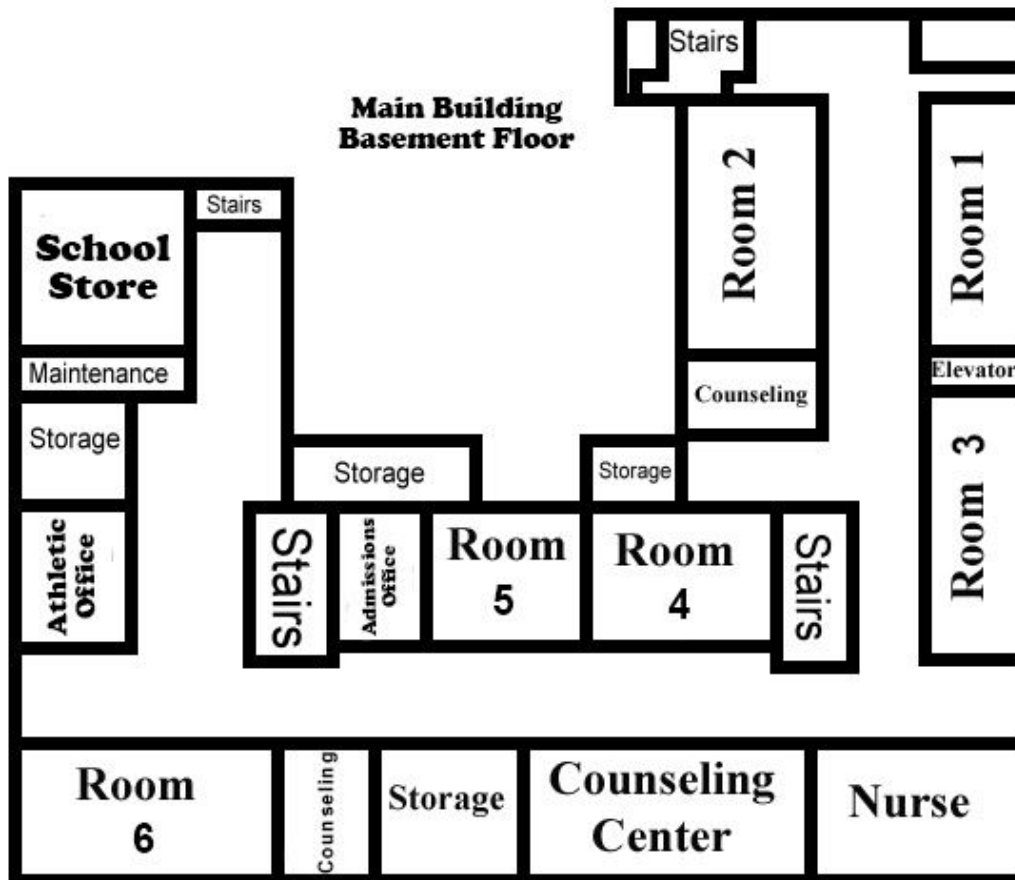


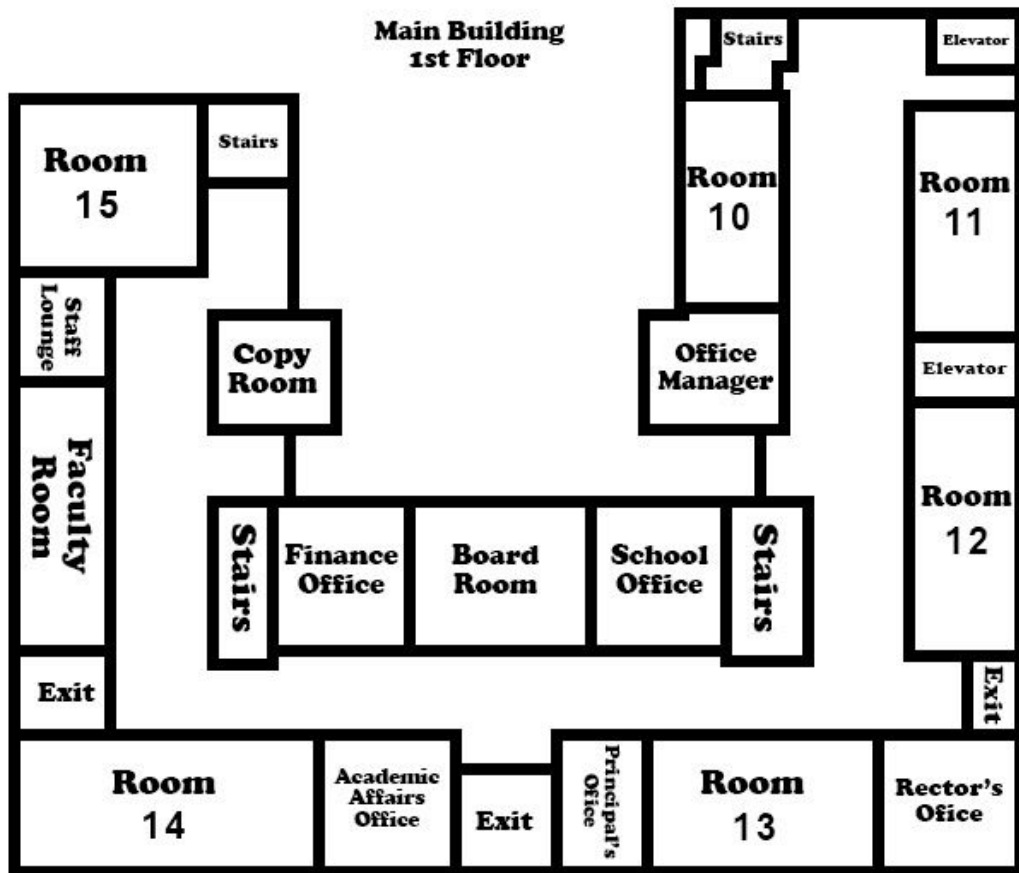
# *BELL SCHEDULES AND MAPS*

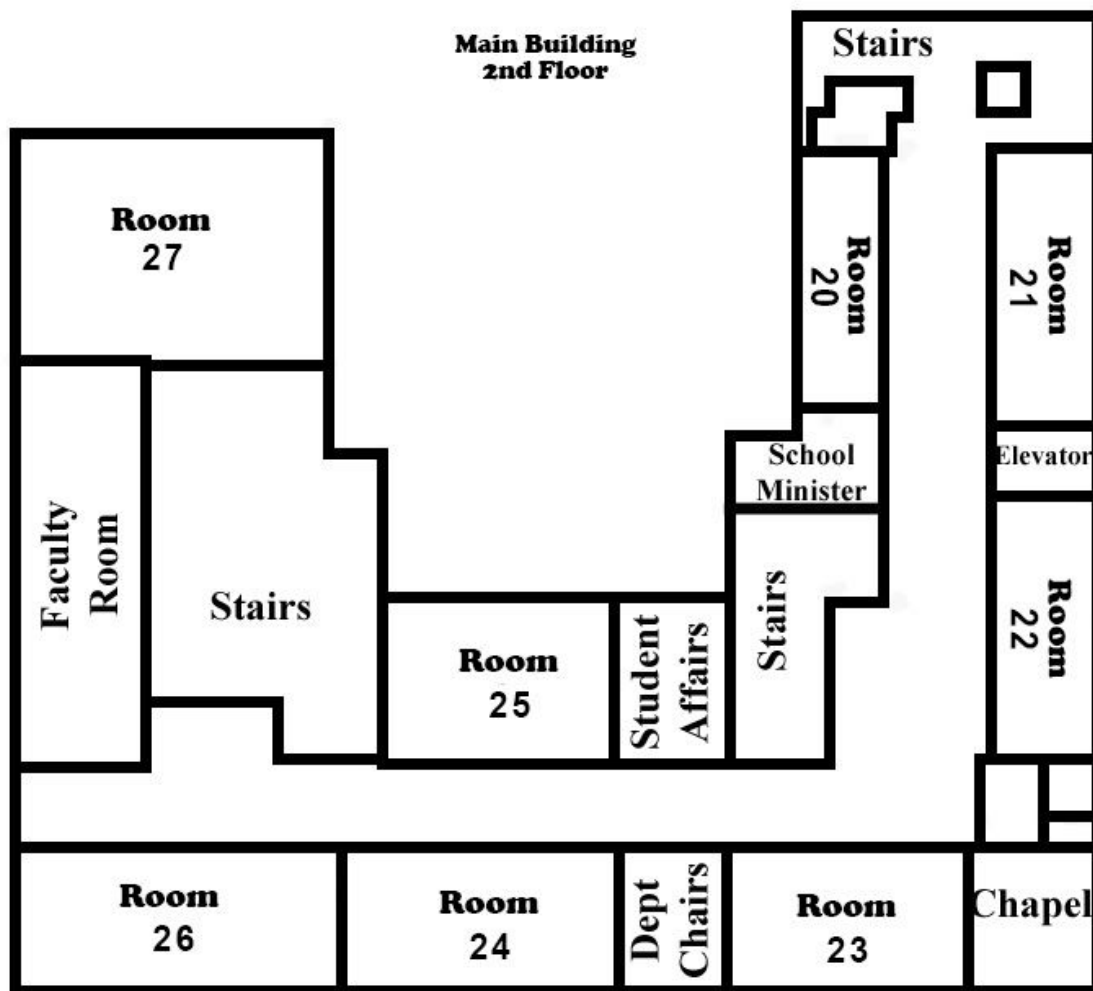
*To accommodate the varying needs of the school, Roman Catholic High has several bell schedules. The normal schedule is bell 1.*

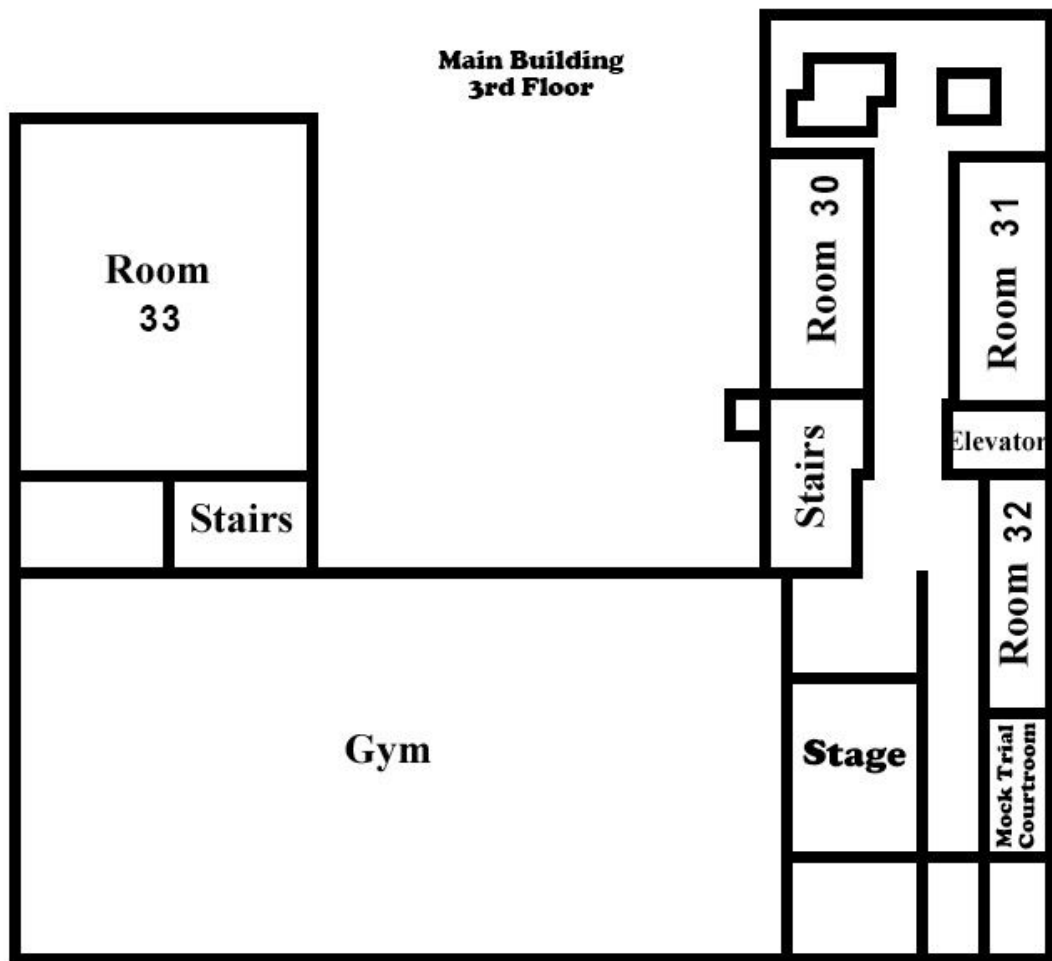
## 2020-2021 Bell Schedules

<p><b>Bell 1</b> Regular</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:10</p> <p>1 8:14 – 8:59 2 9:03 – 9:48 3 9:52 -10:37 4 10:41 -11:26 5 11:30 -12:15 6 12:19 – 1:04 7 1:08 – 1:53 8 1:56 – 2:41</p> <p>Class – 45 min HR. – 10 min</p>	<p><b>Bell 2</b> Meeting</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:12</p> <p>1 8:16 – 8:55 2 8:59 – 9:38 3 9:42 -10:21 4 10:25 -11:04 5 11:08 -11:47 6 11:51 -12:30 7 12:34 – 1:13 8 1:16 – 1:55</p> <p>Class – 39 min HR. – 12 min</p>	<p><b>Bell 3</b> Extended Homeroom</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>1 8:00 – 8:43 2 8:47 – 9:30 HR 9:34 –10:00 3 10:04 - 10:47 4 10:51 - 11:34 5 11:38 –12:21 6 12:25 – 1:08 7 1:12 – 1:55 8 1:58– 2:41</p> <p>Class – 43 min HR. – 26 min</p>	<p><b>Bell 4</b> Afternoon Assembly</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:10</p> <p>1 8:14 – 8:46 2 8:50 – 9:22 3 9:26 – 9:58 4 10:02 -10:34 5 10:38 -11:10 6 11:14 –11:46 7 11:50 –12:22 8 12:25 –12:57</p> <p>Assembly:1:00 – 2:00 Class – 32 min HR. – 10 min</p>
<p><b>Bell 5</b> Morning Assembly</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>1 8:00 – 8:38 2 8:42 – 9:20 HR 9:24 -10:30 3 10:34 -11:12 4 11:16 -11:54 5 11:58 –12:36 6 12:40 – 1:18 7 1:22– 2:00 8 2:03 – 2:41</p> <p>Class – 38 min HR. - 66 min</p>	<p><b>Bell 6</b> 2 Hour Delay</p> <p>First Bell 9:35 Warning Bell 9:55 Period</p> <p>HR 10:00 -10:10</p> <p>1 10:14 - 10:44 2 10:48 –11:18 3 11:22 –11:52 4 11:56– 12:26 5 12:30 – 1:00 6 1:04 – 1:34 7 1:38 – 2:08 8 2:11 – 2:41</p> <p>Class – 30 min HR. – 10 min</p>	<p><b>Bell 7</b> Back to School Night</p> <p>HR 6:00 –6:30 PM</p> <p>1 6:35 - 6:45 PM 2 6:50 –7:00 PM 3 7:05 –7:15 PM 4 7:20 –7:30 PM 5 7:35 –7:45 PM 6 7:50 –8:00 PM 7 8:05 –8:15 PM 8 8:20 –8:30 PM</p> <p>Class – 10 min HR – 30 min</p>	<p><b>Bell 8</b> A/B Days</p> <p>1 8:00 - 8:46 2 8:53 - 9:36 3 9:43 - 10:26 4 10:33 - 11:16 5 11:23 - 12:06 6 12:13 - 12:56 7 1:03 - 1:46 8 1:53 - 2:36</p> <p>Dismissal 2:36 - 2:41</p> <p>Class – 43 min 1st Period - 46 min</p>





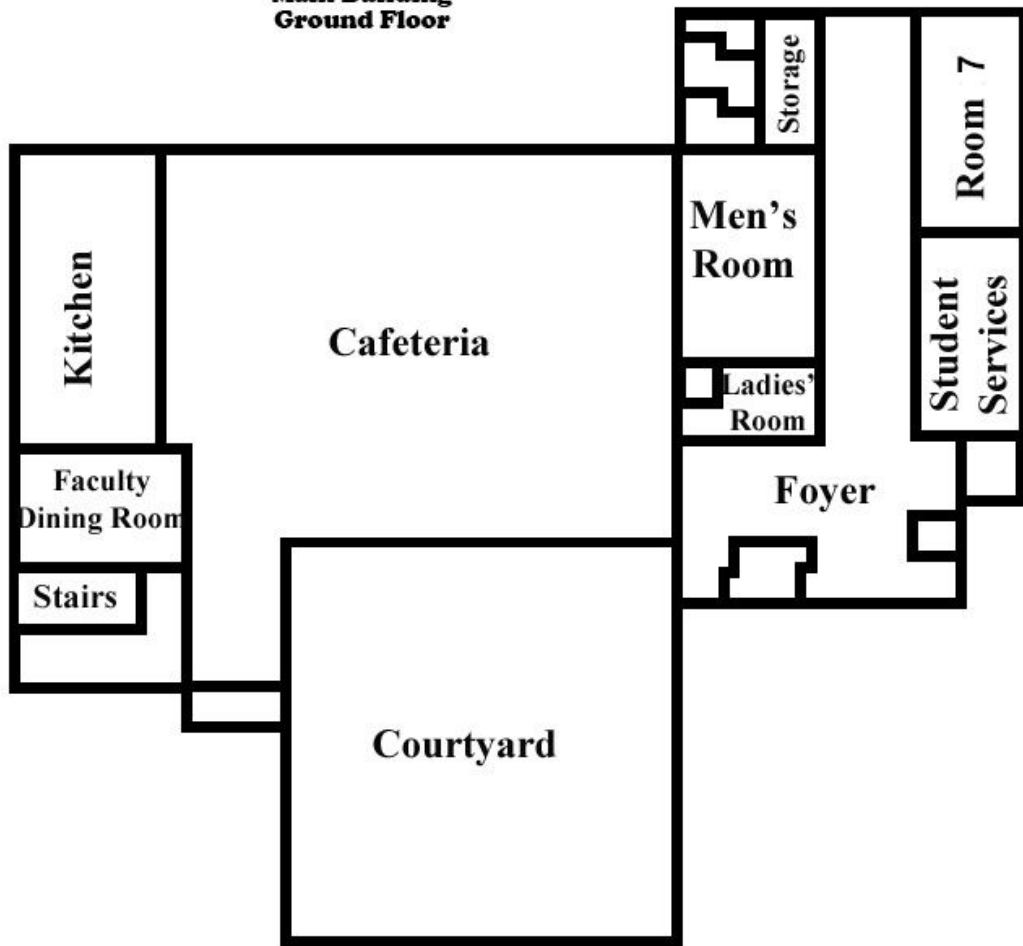




# **Main Building 4th Floor**

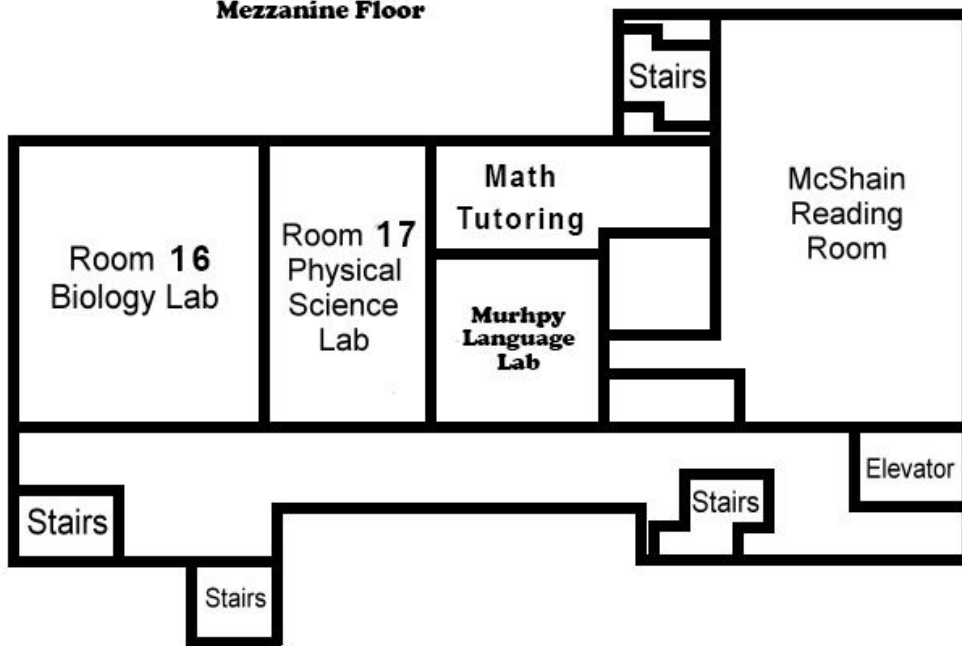


**Main Building  
Ground Floor**

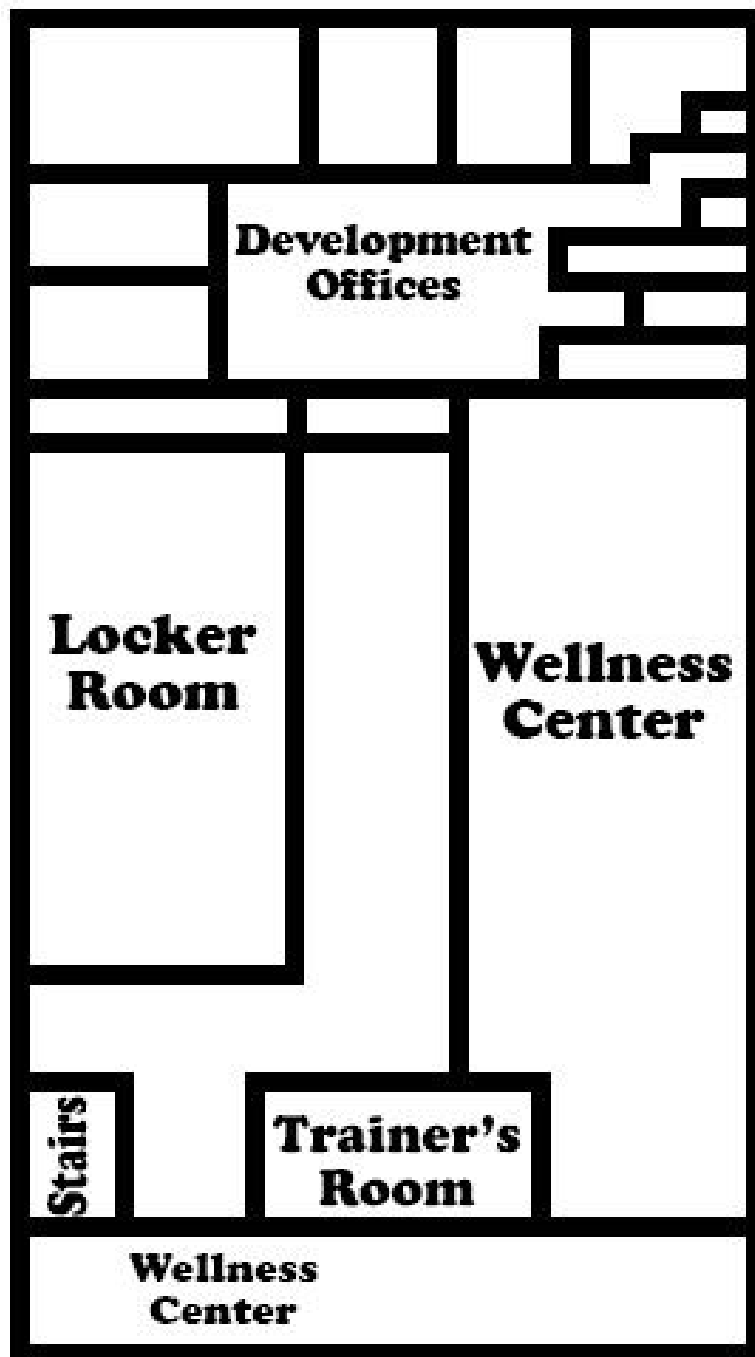




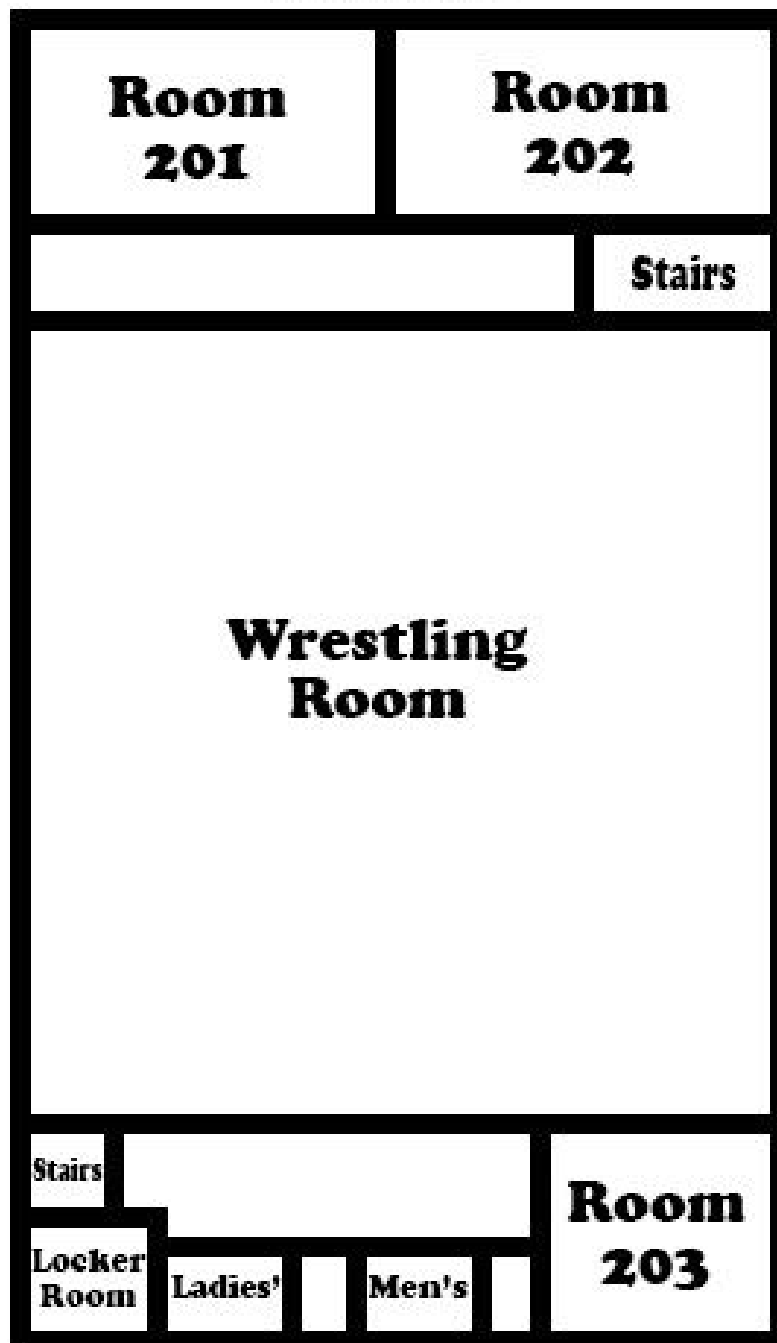
**Main Building  
Mezzanine Floor**



**McSherry Hall  
1st Floor**



**McSherry Hall  
2nd Floor**



**Howard Center for the Arts  
2nd Floor**

Faculty Bathroom	Stairs	Elevator	Room 301	Art Storage Kiln Room	Room 303 Art	Art Office Closet	Room 305 Music	Music Office
								Music Storage
Kitchen								
Stairs	Black Box Theater		Ladies'	Men's	Room 304 Digital Media	Room 306	Practice Room 1	Storage
							Practice Room 2	
							Practice Room 3	

## *Section 10*

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# *School History*

*Roman Catholic High School opened as the first, free Diocesan high school in the United States.*

# *Thomas E. Cahill*

Thomas E. Cahill, the founding father of Roman Catholic High School, could not afford the luxury of a high school education himself, and this played a key role in his own decision to fund America's first, free, non-public high school.

Cahill was born in Philadelphia on May 27, 1828, to Thomas Cahill, an Irish immigrant, and Maria Elliott Cahill; he was a convert to Catholicism and a descendant of one of Delaware's first families.

During Cahill's early childhood, his father operated a tavern at 23rd and South Streets, in the Schuylkill section of the city, but later became a private contractor for the railroads. The eldest of four surviving children, Cahill first attended private school, then transferred to a public school, the Southwest Primary and Grammar School at 23rd and Pine Streets.

An excellent student, Cahill quickly advanced to the school's first division, and at age 11, his teacher, William Wood, encouraged him to take the entrance examination for Philadelphia (Central) High School. Cahill passed the test, but was rejected because of his age. It is almost certainly because of this experience that Thomas Cahill's will stipulates the proposed Roman Catholic High School should be "for the free education of boys over the age of eleven years living in the City of Philadelphia."

After his rejection, Cahill returned to Southwest Primary and Grammar, bided his time and took the test again the following year. Once again, he was rejected because of his youth. The following year, Cahill was placed in charge of one of the lower grades in Southwest Primary. In spite of being younger and of slighter build than some of his charges, Cahill executed his duties so well that he was given a regular teacher's salary at the end of the year. Cahill received most of his religious education at St. John the Evangelist Church. Father Edward Sourin, best remembered as the founder of the Catholic Philopatrian Literary Association, so influenced him that Cahill honored the priest by taking his name as his confirmation name.

When Cahill was 14, he was finally accepted into Philadelphia High School. Ironically, as was so often the case in his generation, family circumstances forced him to leave school to seek employment. His first position was as man-ager of a grocery store and ship chandlery located near what is now 24th and Pine and Streets. After a short period, he left the store for a better paying but arduous job in a nearby iron rolling mill.

He returned to the grocery business, and within a short period of time, Cahill owned his own store, catering to shippers along the then-busy Schuylkill River waterfront. It was not clear sailing, however. Through flood and other disasters, the young entrepreneur stood at the brink

of disaster more than once during the early days of his career. But prosper he did, and when he married, he and his wife, Sophia, moved to the higher-toned neighborhood of lower Pine Street, and eventually to the Rittenhouse Square area at 1910 Walnut Street.

Branching out from his grocery store, Thomas E. Cahill began dealing in coal. The traditional partner of coal was ice in that pre-refrigeration era, and it was natural that Cahill would deal in coal in winter and ice in summer. Ice was the business in which he really made his mark, and before his death, his Knickerbocker Ice Company was bringing ice into Philadelphia from many upriver locations and even New England, and providing employment for thousands of men. Cahill was, according to his brother-in-law and friend, James J. Gillin, "a man of shrewd foresight." His "capacity for systemizing and organizing the various details about the business," Gillin wrote, "his tenacity of purpose, his familiarity with all of the employees of the corporation and with all of the smallest details of its working, came to stand him in good stead as he administered his post."

Gillin went on to say that "he would have no laggards in his employ, and he would not tolerate lateness. He was very frank in talking to one who had come in late for an appointment with him." If all of this paints a picture of Cahill as a Northern Simon Legree, his brother-in-law also points to his founding of a building and loan institution and of a beneficial savings association for his employees. He was also founder and editor of the Ice Trade journal, the only trade magazine devoted to the ice industry.

While he enjoyed an evening of cards or a musical concert, he was a solid family man, more interested in entertaining in his own home or visiting within his family group than in mingling in society. A devout Catholic, he could be found in the family pew at St. Patrick's Church every Sunday for the 10:30 Mass. Also, in keeping with the custom of the day, he received the sacraments on a regular basis -- that is, once a month. But Cahill unquestionably was what today would be termed a "workaholic," single-mindedly dedicated to the amassing of wealth. Rev. Ignatius Horstman (later Bishop of Cleveland) alluded to this in an address given at the dedication ceremony of Roman Catholic High School. "While out driving with him one day," Rev. Horstman said, "in reply to a question of his I said bluntly that I could not understand why he was so eager to increase his wealth, seeing that he had more than enough to satisfy his every desire." "I am glad you said that," was the reply. "Yes, I do want to make money and much of it, but I don't want it for myself. I have all I need, but I have a thought in mind, and it has been there for many years, and to carry that thought out, I want as much money as God will bless me with through labor and the brains He has given me."

Cahill never told Rev. Hostman what that dream was. Sophia knew, because he discussed it in depth with her before placing it in writing in his will. Meanwhile, he labored on in order to make the dream a reality. But hard work, they say, never killed anyone. In Cahill's case, the adage was all too true. It was during an 1878 summer vacation in Cape May that he caught a severe cold. Within a week, on August 9, 1878, at age 50, Thomas E. Cahill died of lung and liver

congestion. Then, and only then, through the reading of the Cahill will, did the world learn of his dream, a dream of free Catholic education and Roman Catholic High School.

### **Roman Catholic High School**

It is hard to believe that in the late 19th century, there wasn't a single Diocesan high school in Philadelphia, and private Catholic schools were financially beyond the reach of ordinary, working-class families.

In 1890, Archdiocesan parochial schools within the city were educating 21,000 children. Except for the fraction who could afford private school, they had no where to go upon completing eighth grade.

They could, of course, attend public high school, and in- deed, at the September 6, 1890 dedication ceremony of Roman Catholic High School, Archbishop Patrick Ryan praised public education, saying, "There ought to be a certain brother- hood of sentiment in all educational institutions. All have one common enemy to fight, and that is ignorance."

But Ryan went on to say public schools "do not go far enough in the grand mission of educating or calling out the powers of the soul...We cannot have good government with- out good morality, and we cannot have morality without restraint, and we cannot have this restraint without religion, not religion without religious education."

The building dedicated that day, declared Judge Thomas R. Elcock, another speaker, was "The best and handsomest of its size and kind in the United States." It was then, as now, located at Broad and Vine Streets.

The original building, designed by Edwin Forrest Durang, was a three-story structure, 125 by 110 feet, topped by a handsome 120-foot copper-domed tower. Both the Broad Street and Vine Street facades were faced with white marble, while the other exterior walls were of brick. Interior trim of the steam-heated building was of oak and cypress, while lighting was provided by a combination of gas and electric.

In addition to 20 classrooms, each designed to accommodate between 24 and 42 pupils, the building contained offices, a library suite, mechanical arts workshops, and on the third floor, a hall with a 700-person seating capacity, a gymnasium, and studios with natural lighting for drawing and modeling. External fire towers provided access to lavatory facilities, but no provision was made for a lunchroom. The tower, not entirely ornamental, was fitted with instruments for astronomy classes.

The building lot was purchased for \$70,000, and construction costs of \$122,000 brought the total cost to \$192,000. The man tapped by Archbishop Ryan and the Cahill board to be the first Rector of the infant school was Rev. Nevin F. Fisher. Fisher was a thirty-seven-year-old professor at St. Charles Seminary and a convert to Catholicism.



As Rector and head of the theology department, Father Fisher was the only cleric on the faculty. The lay faculty he gathered and directed was filled with men of solid teaching credentials and was, perhaps, his greatest accomplishment.

There were 105 boys in that 1890 charter freshman class. The roll was filled with such Celtic names as Dugan, McCarney, Sullivan, O'Callahan, and McGinnis, democratically mingled with an occasional VanThuyne or Englehardt. Many of them were from the blue collar neighborhoods, where a son's simply entering the doors of a high school was reason for pride. Only 26 of the 105 would leave Roman clutching a precious and prestigious diploma. The rest fell by the wayside, either through economic hardship or the rigors of the curriculum. In fact, during its first-quarter century, fewer than 25 percent of the students entering Roman managed to graduate.

Because a high school education was not the norm, only the brightest scholars were expected to advance to high school, and the curriculum was challenging. Catholic High, as it was called in an earlier day, initially had a five-year academic course of study, a shortened three-year commercial course, and a manual training program similar to that of a modern vocational school. The five-year academic program proved to be impractical and was almost immediately shortened to four years.

Christian Doctrine, Latin, English, mathematics, general science, history, and manual typing were given to all grades, while gymnastics, German, and commercial studies were either optional or offered only at certain grade levels.

The average class week was 27 hours, but students were expected to spend three additional hours nightly on their studies, according to an early list of rules, and parents were admonished that "no pretext of any kind would be permitted to excuse their sons from this rule." Regular masses were scheduled, and local pastors were "respectfully requested to notify the Rector concerning any pupil in the high school who does not regularly attend the children's mass or who neglects the Sacraments of the Church."

Even though many students were unable to stay the full term, the burgeoning number of applicants soon made it necessary to institute an entrance examination. The 1899 examination, according to a letter sent by Fr. Fisher, was held June 13-17 -- and that wasn't a choice of days. "Applicants are required to be present at all of the examinations," he wrote. And the final examination was no easy task either.

But there was more to Roman than textbooks and examinations. Early on, Fr. Fisher introduced a literary magazine, called simply The Journal, which printed articles submitted by faculty and students.

It is through the early issues of The Journal that the pioneer athletes of Catholic High achieved a measure of immortality. Because Roman was the first Diocesan Catholic high school, it had a

limited number of schools to compete against in sports. Filling out a schedule was not simple task. The first baseball team was organized in 1893, and the first recorded game was a 14-10 victory over Saint Joseph's College. The year 1894 saw the organization of a bicycle club, and a rowing team organized in 1897 won the city interscholastic championship the following year. Basketball, the sport at which future Cahillites would excel, got off to a very slow start. The lack of adequate practice and a suitable court, according to The Journal, was the cause of Roman's defeat in its inaugural game, played in 1899 against the Rex Athletic Association. The final score was an unspectacular 18-8.

Roman graduated its first class in 1894, and the first thing the graduates did, naturally, was found an alumni association, with Joseph Smith as president. Probably because the Associated Alumni of Roman Catholic High School limited membership to actual graduates of Roman, it was short-lived. Because most Roman scholars were forced to withdraw before graduation, the school didn't produce enough graduates annually to sustain a viable association.

The alumni association died of natural causes in 1897, and was replaced in that same year by the Cahill Club, a group named in honor of the benefactor of their alma mater, which admitted to membership anyone who attended the school for any length of time.

John Murney was the first president of the Cahill Club, and the group soon instituted a lively calendar of dances, banquets, athletic events, recitations, and theatrical productions. The club first met at the school, then in various quarters in the Center City area, before finally establishing itself in a three-story townhouse at 1812 Ludlow Street. The club existed and continues to exist parallel to other alumni groups which rose and fell over the course of the years.

Fr. Fisher's successor was Msgr. Hugh T. Henry. Msgr. Henry was a distinguished scholar, but he will always be remembered at Roman as the author of "The Purple and Gold," the school song known and loved by generations of Cahillites. According to Roman lore, the school anthem was composed by the Rector in a single afternoon, written at the request of a delegation of students. It was first publicly sung at a 1908 banquet tendered to the legendary Roman basketball coach, Bill Markward, in honor of another successful season.

In 1915, Catholic High was 25 years old, and with the celebration in mind, a new Alumni Association, distinct from the Cahill Club, was established. The new group had a second purpose -- to obtain for Roman a suitable athletic field, something that was not available on or near the tiny Broad and Vine campus. Influential alumni obtained from the City of Philadelphia the use of a city-owned tract located at 29th and Clearfield Streets, and through money and hard work, this was soon converted into Cahill Field, the area for many a future Roman athletic contest. Cahill Field served as a convenient location for the annual carnival which supplied much of the necessary funds for the upkeep of the field and the athletic program. The Alumni Association held this lease for the next 83 years. On November 1, 1997, under head football

coach, Daniel Algeo, Roman played its final varsity contest against the Burrs of West Catholic High School. The final score was 41-0 victory for the Cahillites.

The acquisition of a playing field at such a distance underscored the greatest single drawback of Roman Catholic's location. The Center City site of the school, which was a real blessing from a cultural and transportation standpoint, made the cost of land acquisition prohibitive, and expansion of the student population virtually impossible.

By 1925, all freshmen and some sophomores were attending class at no less than 13 annexes dispersed variously throughout sections of the city. These annexes were located in parish schools at St. Columbus, Nativity, St. Bonaventure, All Saints, St. Teresa, St. Thomas Aquinas, St. Peter, St. Gabriel, St. Monica, St. Francis Xavier, Immaculate Heart of Mary, Visitation, and Most Precious Blood. In all, 740 students were attending classes at Broad and Vine Streets, while another 625 attended at the annexes. Also used was the annex at Broad and Stiles Streets. It was the former site of LaSalle College and before that was the home of the Bouvier family (Jacqueline Bouvier Kennedy).

To relieve the situation, the Cahill Trustees acquired a property located at 10th and Luzerne Streets in Northeast Philadelphia. But the new Roman Catholic High School was never built. Instead, the property was transferred to the Arch-diocese in 1938, and became Little Flower Catholic High School for Girls.

The Great Depression years were hard on the students and faculty at Roman. Many of the students had to drop out of school. For those who stayed, there were hard times in their scholastic days and little prospect for employment upon graduation.

A few days after the 1935 graduation, the 29 lay faculty members were called to a meeting, ostensibly to discuss assignments for the next term. It was a meeting Fr. Leo Burns, then Rector of Roman, dreaded calling.

"Gentlemen," he said, "I will read the names of those of you who will have jobs next year." He read only ten names. Many of the others openly wept. Most were family men; they had devoted a lifetime to Roman Catholic High School, and now, in the heart of the Depression, they were without employment. When the bell rang for the opening of the fall term, the students found themselves facing a cadre of young priests, mostly freshly ordained.

The wholesale layoff, ordered by Dennis Cardinal Dougherty, was a cost-cutting measure born of desperation. The truth was the Depression had placed Philadelphia's huge Archdiocesan high school system deeply in debt, and Roman, with the only lay faculty in the system, was relatively expensive to operate. The mass layoff alleviated some of the financial pressure. By the time Fr. John Cartin, a member of the class of 1916, became Rector in 1938, Roman was far less independent than it had been in his student days. Fr. Cartin said, "The Archdiocesan superintendent's office had taken over more. Textbooks, syllabi, and

examinations were made by his office.” During the Second World War years, seniors were given placement test for the armed forces, and a few did leave school to join, though most of the balance were inducted shortly after graduation. Fr. Cartin later estimated that 1,500 Roman men served in defense of their nation during World War II.

The Roman of the 1950s had a faculty of 41, 38 priests and only three laymen. There 996 students at Broad and Vine, while 127 freshmen were still taught at annexes located at St. Josaphat in Manyunk, St. Peter the Apostle, and St. Michael the Archangel.

In order to better accommodate its students, Roman worked to establish a new addition to the school. In 1954, the school opened with a cafeteria for its students as well as two science labs. In the early morning of July 30, 1959, the revered building at Broad and Vine caught fire, and its distinctive dome was lost forever. Faulty wiring above the ceiling of a second-floor classroom caused the blaze. The destruction by the fire of many of the facilities of Roman Catholic and the closing of the building for repairs left the students and the faculty without a school building. The problem of caring for the freshmen classes was solved by the kind invitation of Msgr. Joseph Cox to use the building and facilities of St. John’s Night School located on 13th Street between Market and Chestnut Streets. All other students were sent to the former Baldwin Public School near St. Monica’s Church at 17th and Ritner Streets. It had been recently purchased by St. Monica’s for its growing parish. The pastor Msgr. Aloysious P. Farrell, a 1916 graduate of Roman, graciously offered the school to Catholic High for the upperclassmen. The students and faculty remained there until the following May, returning in time for the class of 1960 to graduate from the old school.

During the 1960s, there were a number of renovations, including the updating of the library and the installation of an elevator.

Beginning in the mid-1970s, the enrollment of the school began to decline. This problem continued through the early 1980s. Part of the issue was that not everyone appreciated the downtown location. It was in 1981 that the Alumni Association passed a resolution to use its resources to pro- vide for the deficit of the school to ensure that the operation of the school continued at a zero budget base.

Although Roman continued to enjoy the fierce loyalty of those students who did choose to make the trek to Broad and Vine, there simply were fewer boys filling the classrooms and hallways -- and costs increased. Many feeder parishes were taken from Roman and assigned to other Diocesan high schools in Conshohocken and North Philadelphia.

In January 1986, the situation at Roman finally climaxed. Word leaked out that the Archdiocese would close the school at the end of the school term. The primary reasons given were a \$440,00 annual deficit and a projected further decline in enrollment, from 555 to 525 the next year. John Cardinal Krol, then Archbishop of Philadelphia, offered a challenge which showed no lack of imagination. At a February 10, 1986 meeting of the Cahill Trustees, Cardinal Krol

presented a proposal. Roman would be permitted to remain open if the alumni could guarantee 250 incoming freshmen and continue to cover the operating deficit. While Archdiocesan-wide enrollment would be permitted, Roman would lose all of its feeder schools. The dedicated alumni rose to the challenge. Through hard work, salesmanship, and fundraising, enrollment climbed over the next three years -- 676, 700, and 750.

The challenge of 1986, appears to have reinvigorated the Roman Catholic spirit and tradition because great things started happening to this great institution. In 1990, Roman Catholic High School celebrated its 100th anniversary, highlighted by a spectacular mass and gala. Also in 1990, Msgr. Francis W. Beach, a graduate of the class of 1967, became the school's 10th Rector. Msgr. Beach had the qualities that were paramount to lead Roman into the 21st century: a love of the school, faith in his faculty, and a vision for the future.

Msgr. Beach knew that in order to keep Roman viable he must concentrate his efforts on alumni relations, fundraising, and marketing. Therefore, Msgr. Beach became one of the first to petition the Archdiocese to convert the governance of the school to a President/Principal model. In 1993, as a result, Msgr. Beach was made the school's first President, retaining the title of Rector.

1993 also saw the formation of Roman Catholic High School's Board of Advisors. This group of caring individuals was designed to assist and guide the school in its efforts to be a leader in Catholic education well into the 21st century. The entire Board of Advisors meets four times a year. Through the leadership of the Board of Advisors and the Alumni Association, Roman was poised to begin its first major capital campaign called the Renaissance at Roman. The highlight of the Renaissance at Roman campaign came in 1996 when the school finally received permission from the Archdiocese to build a \$3.5 million expansion to the school, which was funded by the many alumni, friends, and foundations who recognized the historical importance of sustaining a Catholic high school presence in Center City. This wing, which is known as Renaissance Hall houses an expansion of the cafeteria, a new discipline office, one classroom, and an information center which houses the library, computer lab, and television studio. Also during this project, the labs in the 1954 wing were completely gutted and remodeled with new technology, furniture, and equipment.

Under the direction of Fr. Paul Brandt, Roman continued its growth. With the lease about to expire on Cahill Field, a new athletic facility was needed. In 1998, through the help of some very dedicated individuals, Roman was able to secure a 25-year lease with Fairmount Park and establish River Field next to the Philadelphia Art Museum. As part of the lease, Roman built a new field house on the property.

In the fall of 2002, Mr. Robert O'Neill was appointed by the Archdiocese as the first lay principal in the history of the school.

In 2005, Brandt initiated the second capital campaign in the school's history. The Legacy Campaign raised funds for the purchase and renovation of the Philadelphia City Morgue. This property located around the corner from Roman on 13th Street was redesigned to house three classrooms, the development offices, a weight room, the trainer's room, the athletic director's office, and a wrestling room.

When it opened in the fall of 2006, the facility was named the McSherry Annex. The name honored James McSherry of the class of 1940, who donated more money to Roman than any other alumnus in the history of the school. The word annex was chosen to pay tribute to Roman's history when it had annexes all over the city.

In 2006, Fr. Joseph Bongard, class of 1977, became the school's 12th Rector. Fr. Bongard completed the Legacy Campaign begun by his predecessor and then turned his attention to the needs of the historic original building. Fr. Bongard renovated All Saints Chapel, supplying it and several other portions of the school with beautiful stained-glass windows. Improving the largest room in the school was another goal of Fr. Bongard as he had the gym restored and air-conditioned.

In 2010, Fr. Bongard was named Vice-Rector of St. Charles Borromeo Seminary, and he was replaced by Fr. John Flanagan.

Beginning in the fall of 2012, every incoming freshman began using an Apple iPad. Through the vision of a team of administrators and faculty, Roman truly became a 21st century school where technology permeates every aspect of the students' lives. In July, 2014, Fr. Joseph Bongard was reassigned to Roman Catholic as its 14th Rector, the first person to ever serve as Rector on two separate occasions.

In 2015, Roman Catholic High School celebrated its 125th anniversary. The highlight of this celebration was the recognizing of its 125 Persons of Distinction. At a gala event, the school recognized those individuals who through their actions have brought honor to the school. The first Archdiocesan high school in the United States can certainly still claim its title as the Flagship of Archdiocesan High Schools.

In August of 2015, Mrs. Patricia Sticco was named principal of the school. In so doing, Mrs. Sticco became the first woman to serve as principal of Roman.

In November of 2015, at the annual Alumni Communion Breakfast, Fr. Bongard officially announced the beginning of the "Vision of Promise" Capital Campaign, a four-phased expansion and reinvestment of Roman Catholic High School. The four phases include a brand new art center, a science, technology, engineering, and math (STEM) center, a new athletic field house and gymnasium, and lastly a repurposing of the original 1890 building including the former gym space being divided to become an auditorium and chapel. On May 30, 2017, the official ground-breaking ceremony for "The Howard Center for the Arts", the first phase of the

campaign, was held. The state-of-the-art facility is named after Elayne & Barry Howard, long time benefactors of Roman.

In June of 2018, Mr. Vincent Tarducci, class of 2002, was officially appointed Principal of Roman after Mrs. Sticco's retirement. Mr. Tarducci previously served as a both a member of the faculty and the College Admissions and Counseling Center at Roman for the previous twelve years.

"The Howard Center for the Arts" was completed in August 2018 and ready for use for the new school year. The formal dedication of the building was held on Tuesday, September 18, 2018.

**School Song:**

**THE PURPLE AND GOLD**

When Day mounts the East, what flag does he hold?  
He flings out his banner of Purple and Gold!  
And when at the eve, he sinks to his rest,  
With Purple and Gold still aflame is the West!  
Then stand by the flag, the young and the old!  
Its colors are yours -- the Purple and the Gold!  
A smile on the lip, a tear in the eye --  
Salute ye the colors of Catholic High!  
Hurrah! Hurrah! Hurrah!  
Hurrah! Hurrah! Hurrah!