



# **BERKS CATHOLIC HIGH SCHOOL**

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## **2022-2023 Student / Parent Handbook**

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## **MISSION STATEMENT**

Berks Catholic High School is centered on the four pillars of God, Family, Academics and Fun. As a vibrant Christ-centered community, the Administration, Faculty and Staff are dedicated to providing a challenging academic environment for a diverse population of young men and women. Through Christian principles rooted in the Catholic tradition, we strive to positively impact our students spiritually, intellectually, socially, physically and emotionally, so they can live productive lives of service in this world and attain eternal life.

## **BELIEFS**

1. Our Lord Jesus Christ, the Son of the living God and the Savior of the human race, is at the root of all that we are and all that we do as a Catholic High School. Our school is joyfully rooted in Christ, Who is truly present in the Most Holy Eucharist.
2. As a Catholic High School, we are faithful to our Lord and Savior Jesus Christ and to the mission, identity, and Magisterial teachings of His One, Holy, Catholic, and Apostolic Church.
3. Community Service is rooted in the two greatest commandments of our Lord Jesus Christ to love God and neighbor.
4. Parents and guardians are the primary educators and formators of their children. Our school partners with parents and guardians in the spiritual and academic formation of their children.
5. A diverse Catholic school community is a gift to be celebrated
6. Quality faculty is integral to the success of the school because the administrators and teachers are the facilitators of learning who impart Christian values through daily interaction with the students.
7. A comprehensive curriculum is necessary to prepare young minds to meet the demands of a challenging 21<sup>st</sup> century.
8. Berks Catholic High School believes in a varied extracurricular program designed to engage students to use their God-given talents and encourage spiritual growth through teamwork.

**BCHS Mascot**  
‘Saints’

**School Colors**  
Black and Gold

## **SCHOOL OBJECTIVES**

We, the administrators, faculty, and staff of Berks Catholic High School, committed to the Catholic education of the whole person, have established these objectives:

1. To help the student enjoy an intimate, personal relationship with our Lord Jesus Christ, in and through His Catholic Church.
2. To form well-educated, well-rounded, and faithful disciples of Christ who will go forth and transform the world through holiness.
3. To form a virtuous person of good moral character who manifests the gifts and fruits of the Holy Spirit.
4. To promote selfless, Christian service to the school, Church, and community.
5. To help students acquire the knowledge, skills, and attitudes for success in one's personal and family life.
6. To develop a proper respect for the gift of the body, one's self-image and the intrinsic unity between body and soul.
7. To prepare students to assume their role in familial, ecclesial, social, economic, and civic life in light of the Catholic faith.
8. To offer the students direction and guidance in the discernment of their vocations and their future occupations in life.
9. To foster respect and understanding of other cultures and ethnicities through curricular and extracurricular activities.
10. To form missionary disciples of Christ who will be champions of peace, reconciliation, dialogue, intercultural understanding, and a robust rational and civil discourse.
11. To provide a religious and intellectual environment that will stimulate a desire for virtue and scholarship.
12. To provide students with knowledge and operational skill of modern technology and its virtuous and responsible use.

## **SCHOOL SEAL AND MOTTO**

Mounted on the shield of fortitude, and at the heart of the seal, stands Jesus' Cross which reminds us of the Christ-centered academic excellence offered at Berks Catholic. The Cross is a budding cross suggesting young disciples on their way to sainthood. Flanking the Cross are two Fleur-de-Lis representing the schools that gave birth to Berks Catholic; Central Catholic and Holy Name. Placed at the foot of the Cross are the lamp of knowledge and open book, which are traditionally associated with learning and wisdom, and both symbols appeared on the Holy Name and Central Catholic school seals. The sheaves of wheat that adorn the outer identification band are the accepted symbols for All Saints. Boldly imprinted in the outer band is the school's motto, *Unum in Christo*, which captures the integration of two traditionally rich institutions, now united as one family, formed in the love of Jesus Christ, our Lord and Savior, who brings all together in Himself. The outer ring which encircles the seal is a halo, representative of a saintly spirit.

## **PARENTAL RESPONSIBILITY**

Parents are the primary educators of their children. Therefore, communication and cooperation between the home and the school are essential if BCHS is to be an effective partner in the education of its students.

School monthly newsletters, report cards and CANVAS access are among the varied efforts made by BCHS to keep parents informed of their son's/daughter's progress in school.

Membership in the parent organizations, attendance at their meetings, at "Parent Nights", and at "Open House" are opportunities for parents to communicate with the school and become acquainted with the faculty. In addition to these opportunities, we strongly encourage parents to contact individual teachers, particularly their son's/daughter's teachers. Through their son/daughter, parents may send a note to a faculty member requesting an appointment or indicating where and when the parent can be reached by phone. If parents prefer to call the school (610-374-8361), they should leave a phone number where they can be reached, in the teacher's voice mailbox, since teachers cannot be called from class to answer phone calls. Teachers can also be reached via their school e-mail addresses which are made available to all parents.

## **PARENT CONTACT**

Parents who plan to be away from home are asked to notify the school giving the name of the adult who will be legally responsible for their student during their absences. The notification form must be turned into the Main Office before the parents leave.

## **CHANGE OF ADDRESS / PHONE NUMBERS/E-MAIL ADDRESSES**

As soon as possible after a change of address, telephone number (home and/or work number) and/or e-mail addresses has occurred, a student must bring to the Main Office notification of the new information in writing. If a change in parish is involved, the student must meet with the pastor of his/her new parish to arrange for parish subsidy. Especially in the case of an emergency, it is imperative that new phone numbers for both home and work are on file in the Main Office.

## **BUCKLEY AMENDMENT**

Berks Catholic High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Parents may have access to review their student's records. This request must be made in writing to the Principal and the school will respond to the request in twenty-four hours. The Principal will set up an appointment with the parent within a reasonable period of time. A qualified staff member will be present at the time of inspection to interpret data and to respond to questions.

In the absence of a court order, a non-custodial parent has access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. The school shall permit record access to officials of the Diocese, State and Local officials to the extent that information is specifically required to be reported pursuant to a state.

## **GUARDIANSHIP**

All students attending Berks Catholic must be under the direct supervision of a parent and/or a legal guardian. Students must reside with this parent/legal guardian. A student's age does not excuse parent and/or legal guardian from this responsibility. The school reserves the right to verify legal guardianship. In the event of an emancipated student, administration will meet with the parents and student. Legal paperwork referencing emancipation must be on file at Berks Catholic High School.

## **PARENT INVOLVEMENT**

Pope John Paul II reiterated that parents are the primary educators of their children. The faculty and staff of Berks Catholic High School are assistants in this most important process. It is very important that open communication exists between the school and the parents for an effective synergy. Meetings with a teacher are available at any time during the year at the request of the parent.

Parents may request a conference with a teacher by calling the the teacher's voicemail. The teacher will set up the appointment by returning the call.

### **Procedure for questions concerning academics, athletics, activities, discipline, etc.:**

1. Student/Parent meets with Teacher/Coach/Moderator.
2. Student/Parent meets with Teacher/Department Head/Coach/Athletic Director/Dean of Students/Dean of Studies & Counseling/Head of School
3. Student/Parent meets with the above listed personnel and the appropriate members of the school's administrative team.

## **PARISH SUPPORT**

Because the local parish is the essential unit of the Catholic Church, we believe that it is part of Berks Catholic High School's duty to inspire and encourage its students to be loyal to and active in their parish and to be faithful to their spiritual obligations: regular attendance at Sunday Mass and on Holy Days of Obligation as well as the frequent reception of the Sacraments of Penance and the Holy Eucharist. Also, Berks Catholic High School encourages its students to attend other optional spiritual devotions in their parish and actively participate in parish organizations.

Each year, the entire Allentown Diocese, especially our sending parishes, supports the six diocesan high schools through financial aid and grants. It is important, therefore, that all of our students and families support their parish and be conscientious in their financial contributions and the donation of their time and effort in parish life. We owe a great deal of thanks to the Catholics of the Diocese, especially our pastors, for providing this grant and aid to our high schools.

## **VISITORS**

Berks Catholic High School is a closed campus. All visitors must report to the Main Office for a pass. Parents of students are always welcome. Students from other schools may not visit their friends during the school day which includes lunchtime. Visitors who wish to visit the school with the possibility of enrolling as new student should arrange a visit through the Director of Admissions. All visitors must report to the main office, sign in and wear an ID badge while in the building. Visitors must sign out before leaving the building.

## **SCHOOL ROUTINE**

The school day begins at 7:50 a.m. and ends at 2:30 p.m.

No student may enter the building before 7:00 a.m. Students are to enter the building by the front door and faculty entrance only. Students are not to enter the building at the auditorium.

All students must be out of the school building by 3:00 p.m. unless they are being directly supervised by an administrator, teacher, coach or extracurricular activity moderator.

## **SCHOOL SECURITY**

We have made a significant investment to ensure that our students, staff, faculty, and our visitors are safe while on our campus. We contract with a security firm to watch our parking lots and common areas during many events throughout the year. There is a camera system that continuously scans the entire grounds and records all activity onto a computer hard drive. We have a school security system in place that monitors all the entranceways and the hallways when nobody is in the building.

The threat of terrorism has mandated that we maintain vigilance and that we periodically conduct “Lockdown Drills” to ensure that we can safely respond if there is ever a security concern in our school. The Reading Police Department and the school’s administrators have worked together closely to ensure that we have a strong program in place to ensure the safety of all of those students, faculty, staff, and visitors who are entrusted to our care.

## **STUDENT GUESTS**

Student guests are normally allowed to visit only if considering enrolling at Berks Catholic High School. Students from other schools will normally not be allowed to visit Berks Catholic High School and our classes when their own school is not in session. If consent is given for a visit by the Head of School, prior to the day of the visit, permission must be obtained from the teachers whose classes the visitor expects to attend. In some cases, permission may be denied.

## **FINANCIAL CONSIDERATIONS**

Berks Catholic High School is supported primarily through the tuition and fees that are assessed each student. Students come to Berks Catholic High School from different backgrounds and as such the tuition rates vary. The base rate for one child is \$9,225 for the 2022-2023 School Year. Discounts are given for additional children from the same family. Students who attend the Career and Technology Center are also given a discounted rate.

## **BILLING AND PAYMENTS**

All families must be enrolled in the Simple Tuition Solutions program. STS will invoice all tuition bills. Parents may choose to pay their tuition and fees in one of two ways: in full at one time or in ten monthly installments. If parents choose to pay in one lump sum, this payment must be made no later than July 20. Parents who pay in one lump sum by July 20th will see a reflection of 2% discount on the tuition rate only. Payments postmarked after July 20th are not entitled to a discount.

Parents who choose to pay their tuition and fees in ten monthly payments must use STS tuition service that automatically withdraws the payment from their personal

checking or credit account. Please note, anyone enrolled in the ten month payment plan will be assessed an annual fee of \$40.00. STS will deduct this amount from your account. The first STS payment is taken out in July on the 5th or 20th of the month and the last payment is taken in April. Please be aware that STS will assess a penalty if there are no funds available on the date of withdrawal.

## **ADDITIONAL FEES**

There are other fees that are assessed throughout the school year, these include, but are not limited to:

*Advanced Placement Testing Fee:* \$97.00 per exam

*Dual Credit Fee:*

\$80.00 per credit – Dual Credit courses through our partnership with Alvernia University.

\$99.00 per credit – Dual Credit courses through our partnership with RACC.

*Technology & School Fee:* \$375.00 – iPad Technology & School fees

*Graduation Fee:* \$150.00 – this fee is for senior students only and covers the cost incurred for the graduation ceremonies.

*Parking Fee:* \$50.00 for all licensed student cars parked in school parking area

*Re-Registration Fee:* \$200.00 (Non-refundable for any reason.) This is for re-registration each year.

*Transcript Fee:* \$5.00 (per request)

**Please Note:** Examinations in January and May will not be given to any student with a delinquent account. No academic records, including mid-year transcripts to colleges, will be forwarded to another school for any student if financial obligations are not satisfied. Accounts must be paid up to date in order for students to receive class rings, take mid-term and final examinations, attend the Christmas Dance or Prom, receive progress reports, and for college transcripts to be processed. Participation in the graduation ceremony is contingent upon the full satisfaction of outstanding debts to the school. Any outstanding balances not paid by August 1, may result in the loss of financial aid for the upcoming school year and/or disenrollment of the student, unless payment arrangements have been made with the Head of School and tuition coordinator. The Head of School will make the decision to dis-enroll a student for unpaid tuition and fees. Annual tuition payment by check is preferred and may be made by mail or in person directly to the Tuition Office. Berks Catholic High School will not accept post-dated checks as a form of payment.

## **FINANCIAL AID**

The primary source of funds used to support the financial aid that is awarded to students is the State Tax Credit program, private donations and the tuition that is paid by other students to operate the school. We are pleased to be able to award financial aid because the mission of Berks Catholic High School demands that we help those who are unable to afford the full cost of tuition and fees. However, there is not an

unlimited source of funds for financial aid and, therefore, every family must pay something for a student to attend Berks Catholic High School.

Parents requesting financial aid must follow the following procedures:

1. An on-line application from STS must be completed according to the directions and submitted to STS each year for your student.
2. An interview with the Head of School may be necessary.
3. In addition to the monthly agreed-upon tuition payments, fees must be paid in full or aid for the next school year will not be awarded.
4. If a student who receives aid transfers from Berks Catholic High School during the year, financial aid will be prorated according to the number of academic days attended.

Financial aid cannot be applied to school fees or dual credit fees. Families receiving financial aid are **expected to participate in some of the many volunteering opportunities available at the school**. Students not striving to excel in academics may jeopardize the amount that they may be awarded the next school year. **Poor academic performance or consistent discipline issues may result in loss of some or all financial aid.**

## **OPPORTUNITIES TO REDUCE TUITION**

### **Magazine Drive**

As an option, students may participate in the school sponsored magazine drive in the fall as a way to reduce tuition payments in the spring. Any student who participates in the fall magazine drive will receive a reduction of 40% of their total sales spread out during the course of their spring tuition payments. (For example: if a student sells \$100 worth of magazines, \$40 will be deducted from tuition payments spread out over the months of February through May at a rate of \$10 per month).

### **Scrip Program**

At Berks Catholic, we have an offering of a Tuition Assistance Program where individual families have the power to reduce the cost of their tuition costs. We are partnered with the RaiseRight Scrip Program as well as several local food chains to offer families the opportunity to purchase Gift Cards for their regular family purchases. When you purchase any of the over 700 Gift Cards, there is a tuition credit applied to each that varies from 1.5% to 25% - you will receive a tuition credit on all Gift Cards purchased.

## **INSUFFICIENT FUNDS**

A fee of \$35 will be assessed to cover bank fees for all checks submitted to the school by the bank that were rejected due to insufficient funds.

## ADMINISTRATION/STAFF

Head of School .....	Mr. William Hess, M.Ed.
Chaplain .....	Rev. Matthew Kuna, M.Div, M.A.
Campus Ministry .....	Mrs. Stephanie Hartline, M.S.
Dean of Studies & Counseling .....	Mrs. Noelle Vilardo, B.A.
Dean of Students .....	Mr. Michael Ricco, M.S.Ed.
Director of College & Career Counseling.....	Mr. Josh Ditsky, M.Ed.
College & Career Counselor/Guidance.....	Mr. Michael Piersol, M.Ed.
Director of Admissions .....	Mrs. Nicole Smith
Director of Institutional Advancement.....	Mr. Robert Birmingham, B.A.
Director of Alumni Relations .....	Mrs. Betsy Woytovich, B.A.
Athletic Director.....	Mr. David Stahler, M.Ed.
Administrative Assistant .....	Mrs. Sonia Perez
Main Office Assistant.....	Mrs. Karla Lewars
Finance .....	Mrs. Valerie Harkless
Tuition Office.....	Mrs. Sandra Young
College & Career Assistant.....	Mrs. Teresa Bonanno
Extravaganza .....	Mrs. Danielle Fowler
Director of Facilities and Grounds .....	Mr. Josh Ressler, B.S.
Facilities and Grounds.....	Mr. Scott Smith

## FACULTY

	Mrs. Kelly Berry, M.Ed.	Science
*	Mrs. Catherine Bobb, M.Ed.	Theology/Music
*	Mrs. Heather Burt, B.S.	Art
	Mrs. Priscilla Carrasco, MBA	Spanish
*	Mrs. Maria Dominguez, B.S.	Mathematics
	Mrs. Frances Eisenhofer, M.Ed.	English
	Mrs. Marie Nicole Etienne, B.A.	French
	Mr. Brent Fenstermacher, B.S.	Physical Education
	Miss Noelle Fromuth, B.A.	Mathematics
	Miss Emanuela Giblin, B.A.	English
	Mrs. Stephanie Hartline, M.S.	English
	Mrs. Jacqueline Hearing, B.A.	Aquinas
	Miss Linda Hlodash, B.S.	Mathematics
*	Mrs. Lora Hoffman, M. Ed., M.A.	Social Studies
	Mrs. Suzanne Kase, M.Ed.	Learning Support
	Mrs. MaryBeth Kemp, M.S.	Science
	Mrs. Karen Kercher, B.S.	Mathematics
	Mrs. Kelly Kohler, M.Ed.	VHS, Study Skills, SAT Prep
*	Mr. David Kuhns, M.A.	Theology
	Mr. Jake Latchum, B.S	Mathematics
	Mrs. Sonja Mahon, B.A.	Spanish
*	Miss Stephanie Marmarou, M.A.	Spanish
	Mrs. Jo Moon, M.S.	Social Studies
	Miss Patricia Murphy, M.Ed.	Learning Support
	Mrs. Teri Neafach, M.A,	English
	Mrs. Amy Poe, M.A	Theology
	Mr. Greg Scanlon, B.S.	Mathematics
	Mr. Bryan Scollick, B.S.	Social Studies/Music
	Mrs. Monique Shahabian, B.S.	Science
	Mr. Patrick Sisk, M.A.	Social Studies
	Miss Julie Snyder, BA	English
	Mr. Derek Sola, M.S.	Physical Education
	Mr. James Sparks, B.S.	Social Studies
*	Mr. David Stahler, M.Ed.	Science
*	Mr. David Staub, M.S.	English
	Mrs. Kimberly Staub, B.A.	Theology
	Mr. Timothy Wood, B.A.	Theology

\*Department Chairman

## **CAMPUS MINISTRY**

The Campus Ministry Office coordinates all spiritual activities of the school and is responsible for helping the school to live out its Catholic faith and identity. The Campus Ministry Office works in promoting vocations to the priesthood, religious life, and marriage as well as coordinating activities with the diocese regarding youth ministry.

While the Chaplain is presently available in the school on Mondays and Fridays, the Chaplain is always available to the students on a daily basis within reason, especially if it involves a serious emergency or life and death situations. As a Catholic high school, the Catholic faith is integrated into every aspect of our school's daily life and our Catholic faith should infuse and explain everything we do as a school, especially with regards to what is taught, our words and actions, and how we treat each other. While differences in religious beliefs are respected, non-Catholic students are expected to participate in all student body spiritual activities.

## **THE HOLY SACRIFICE OF THE MASS**

The Holy Sacrifice of the Mass is celebrated at least twice a month with the entire school community participating. Respectful attention and behavior is expected at all liturgical functions. Anyone not exhibiting respectful behavior may be removed from Mass and may be subject to disciplinary action.

Regarding non-Catholics and Holy Communion: Catholics believe in the Real Presence of our Lord Jesus Christ in the Most Holy Eucharist: Body, Blood, Soul, and Divinity. Therefore, the Church teaches that the reception of the Most Holy Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship. Reception of the Most Holy Eucharist by Christians not fully united with the Catholic Church would imply an oneness in faith which does not yet exist and for which we must all pray.

However, students who are unable to receive Holy Communion at a school Mass either because they're not Catholic or they *are* Catholic and they're not properly disposed and in the state of grace) may come forward to make an act of Spiritual Communion. This would consist simply of the student coming forward in the Communion line and crossing their arms over their chest as the priest, deacon, or extraordinary minister of Holy Communion prays aloud, "May you receive the Lord Jesus spiritually in your heart." And then the student can simply return to their seat. Obviously, if a student is not comfortable coming forward to make an act of Spiritual Communion, they certainly don't have to do so.

Of course, we want every student at Berks Catholic High School to be loved, welcomed, and cherished, especially in the context of our school Masses, when we come together to worship and receive our Lord and Savior Jesus Christ.

## **PRAYER**

Prayer is simple conversation with God. Therefore, prayer is to be an integral part of the school day. Each day begins and ends with common prayer over the public address system. Prayers are recited at the beginning of each class and school assembly. When we pray together as a school family, all students are expected to respectfully participate.

## **RETREAT**

A retreat may be defined as the Lord's invitation for us to step away from our daily environment and tasks and be with Him in prayer, worship, reflection, and meaningful rest.

The retreat component of Campus Ministry is required by mandate of the Diocese like the community service component. Class retreats will be held during the school year sponsored by the Campus Ministry Office. If a student is unable to attend this retreat, he/she will need to participate in a parish or diocesan retreat that meets the approval of the Campus Ministry Office.

Kairos retreats are for Juniors and Seniors. Kairos is a four-day, three-night retreat. Students are responsible to meet with their teachers prior to attending Kairos in order to obtain assignments and due dates. All missed work must be completed in the allotted time for Kairos.

A student's retreat requirement must be completed by the end of the third quarter. Failure to fulfill the Diocesan retreat requirement will result in the withholding of report cards, diploma, transcripts and his/her privilege to participate in the prom, senior class trip and commencement exercises at the discretion of the administration.

## **THE SACRAMENT OF RECONCILIATION**

The Sacrament of Reconciliation (also known as Penance or Confession) is scheduled for the entire school community during the seasons of Advent and Lent in which many visiting priests come and hear confessions. Frequent reception of the sacrament is encouraged and is available on Mondays and Fridays when the Chaplain is at school. For Mondays and Fridays, there is an anonymous sign-up sheet for Confessions on the Campus Ministry bulletin board on the third floor of the school.

## **COMMUNITY SERVICE PROGRAM**

As Catholics, we are called to love and serve every human person, regardless of who they are and where they come from. This basic principle comes from the basic moral truth that every human life is precious, from conception until natural death. As disciples of our Lord Jesus Christ, we are called to humbly conform our entire life to Christ our Savior, Who said, "Rather, whoever wishes to be great among you shall be your servant; whoever wishes to be first among you

shall be your slave. Just so, the Son of Man did not come to be served but to serve and to give his life as a ransom for many” (Matthew 20:26-28).

Every Catholic high school in the Diocese of Allentown is required to participate in a community service program. The Campus Ministry office oversees the community service program at Berks Catholic. Opportunities for community service are made known throughout the school. Students may not take off of school to complete service hours.

Our community service program is rooted in our Catholic faith and the desire to instill selflessness within our students and an awareness of the needs of others in our local community. Our community service program is intended to encourage the students to selflessly get out of their “comfort zone” in order to love and serve others and grow in self-sacrifice, kindness, compassion, and mercy.

Given that our community service program is rooted in our Catholic faith, it is built on the seven pillars of Catholic Social Teaching, which can be summarized as: the Right to Life and the Dignity of the Human Person, the Call to Family, Community, and Participation (Upholding the Common Good), the Promotion of Human Rights and Responsibilities, the Preferential Option for the Poor and the Vulnerable, the Dignity of Work and the Rights of Workers, Observing the Principles of Subsidiarity and Solidarity, and the Care and Stewardship of God’s Creation.

“Community Service” shall be defined as helping or doing work for a church or group entity for at least an hour without receiving any compensation. For any community service at Berks Catholic High School to fulfill this requirement, it must be *after* school hours.

In the context of their Theology classes, students will be asked to reflect on the significance and meaning of the community service they provide.

#### **Number of community service hours required at Berks Catholic:**

- Grade 9 minimum of 5 hours (*at least 2 hours of community service must be outside the BC community*)
- Grade 10 minimum of 10 hours (*at least 3 hours of community service must be outside the BC community*)
- Grade 11 minimum of 10 hours (*at least 3 hours of community service must be outside the BC community*)
- Grade 12 minimum of 10 hours (*at least 3 hours of community service must be outside the BC community*)

#### **Exclusions**

While helping individuals is virtuous, praiseworthy, and in accordance with Christ’s command to love one another, the following will **not** constitute “community service”:

§ Helping neighbors with shoveling, raking leaves, cleaning, or any other household projects.

§ Helping teachers in their classrooms is considerate and helpful, but will not count as community service because the classroom is the primary responsibility of the teacher.

§ Walking dogs or pet-sitting.

§ Moving a person's belongings into a new house or storage area.

§ Baby-sitting.

§ Individual Tutoring.

§ Favors for family and friends.

\*\*Any Class service projects will not count towards an individual student's community service hours. A student is not obligated to complete all of their service hours within the BC Community. Students are encouraged to serve more than the minimum, however, service hours are not cumulative; that is, hours earned over the yearly requirement cannot be applied toward the requirement for the following year. Students who are committed to serving the needs of others and accumulate more than the yearly service hours requirement become eligible for Berks Catholic's Service Honors Program.

Gold Service Honors cords are awarded to senior students who have completed a minimum of 200 hours of service during their time as a student at Berks Catholic. These gold cords will be worn by the seniors at baccalaureate and graduation, and they serve as a mark of distinction that seeks to honor the graduates who strive to serve others.

Any student who actively participates in ministry (altar server, lector, choir, etc.) during the year at his/her parish will be given 100% credit toward the minimum hours for their respective grade level.

It is understood that parents or students themselves provide any necessary transportation. It is also understood that BCHS is released from any responsibility for any accident or injury that might result directly or indirectly from these projects.

Service hours are recorded through a student's Naviance account on a service program called X2VOL. Here the student must enter the service performed, the number of hours, a complete description of the activity, and at least a two-sentence reflection. Also, the hours must be approved by an adult supervisor who's not a parent. **NO HOURS WILL BE APPROVED ONLINE WITHOUT THESE COMPONENTS.** Failure to fulfill the community service requirement will result in the withholding of report cards, diploma, transcripts and his/her privilege to participate in the prom, senior class trip and Commencement Exercises at the discretion of the administration.

**The service hour requirement for the school year must be completed by March 15th.** All service hours that have been approved on X2VOL prior to this date will count as part of the community service requirement.

### **OTHER CAMPUS MINISTRY INITIATIVES**

Other spiritual activities and events organized by Campus Ministry include:

- Eucharistic Exposition
- Weekday Masses in the Chapel
- Stations of the Cross during Lent
- Lenten Rice Bowl for Catholic Relief Services
- The Rosary and May Crowning
- Advent Vespers
- Vocation Awareness Day

- Many opportunities for Community Service promoted by Saints Who Serve, which is the Community Service Arm of Campus Ministry
- Days of Prayer and other spiritual opportunities

## ATTENDANCE

**Diocesan and State Policy** — The Diocese of Allentown School Policy #5113 states: Students who are absent for more than twenty (20) days a year for whatever reason, (except a special health condition), will not be issued a report card or grades until all work is completed by one of the following:

1. **Summer School** – excessive excused or unexcused absences may result in the student being assigned to summer school. Students who are absent from school for more than twenty (20) days will qualify, unless they are able to provide adequate medical documentation explaining their absence.
2. **Make-up Assignments** – as approved by the Head of School outside of regular class assignments. A fee may be charged if the teacher has to provide special service. In light of extenuating circumstances, the Head of School may waive (1) or (2).

According to state and diocesan requirements, students are expected to be present each day school is in session; therefore, there must be a serious reason (e.g. illness, death in the family) to constitute a legal absence. The school is authorized to consider unexcused absences as truancy and must refer such cases to the truancy officer of the local school district in which the student resides. Berks Catholic High School will consider a student truant who is absent without a legitimate reason. Further disciplinary actions may be taken in response to a truancy case.

**All student illnesses and absences from Berks Catholic High School High School require a phone call from the parent/guardian. This phone call should be received in the Attendance Line no later than 9:00 A.M. the day of the absence at the following number: 610-374-8361 ext. 400.** If an attendance call is not received the absence will be marked unexcused. The parent/guardian will be called at home and/or work for verification of the absence.

The student will be unable to resume extracurricular activities until the parent/guardian notifies the school of this absence. If the parent has no knowledge of the student's absence, the student will be deemed truant.

Appropriate disciplinary action will be taken. The school is authorized to consider an unexcused absence as truancy and may refer such cases to the local district magistrate's office. Students will be responsible for any court costs resulting from the truancy.

**Upon returning to school, the student must present a written excuse from the parent or guardian to the Main Office before returning to class. Any student who is absent three days in succession or who has a prolonged illness, or who is absent intermittently over an extended period of time, is required to submit a written explanation from a physician before returning to class.**

**A student who leaves school any time before 10:45 A.M. and does not return or any student who arrives at school after 10:30 A.M. will be recorded as absent**

**for the day. Any student who is absent from school may not participate in any after-school activities (games, practices, performances, dances, etc.).**

All physician and dental appointments, as well as family vacations, should be scheduled during non-school time. **Parents are asked to send a note to the main office the day prior if a student will be late because of an early morning doctor/dentist appointment.** Students being dismissed for necessary doctor or dentist appointments must bring a note from that respective doctor's office to verify the appointment. This excuse should be handed in to the Main Office. It is essential that we keep accurate attendance records with verifiable reasons for mandated state records. Appointments with a doctor's note are excused but are still recorded as a late on records. They are not counted toward lates for discipline reasons.

**Early Dismissal From School – Students who must leave school before the end of the day are required to bring a written excuse, signed by the parent or guardian, to the Main Office as soon as they arrive at school in the morning.** They will be issued a pass to leave class at the designated time. Students shall sign out in the Main Office (this includes students leaving the building because of illness) before leaving the building and sign in when returning from their appointment. **It is very disruptive when a note is not received and a parent/guardian comes unexpectedly to have their son/daughter excused for an appointment. In some instances the student may be in Mass, assembly or outside for gym class and may not be readily available.**

**Lateness** – Students are considered late to school after the second homeroom bell has rung at 7:50 A.M. **Students must be seated in homeroom by the 7:50 A.M. bell.** Students arriving late must report to the main office for a late pass that will allow them into homeroom. A detention will automatically be issued each time you are late. After 5 lates you will be issued Saturday Detention, after 10 lates you will be issued ISS. The detention must be served on the next detention date. **Any student involved in extra-curricular activities after school is required to serve their detention.** *Students are reminded that excuses such as car problems, oversleeping, traffic problems, missing the bus or ride, etc., are unacceptable.*

**Only a medical or dental excuse, signed by a physician or dentist will be honored, notes or phone calls from parents/guardians will not excuse a student's lateness.** A phone call from the parents/guardian, before 8:00 a.m. and a note is required when a student is late. **ALL lates are recorded on permanent records.**

**Family Trips** – Parents who take their student out of school for family trips must submit a signed letter specifying the dates of absence. This letter is to be presented to the Main Office at least one week in advance of the trip. Students will notify their teachers via the form from the Main Office that must be submitted to the Main Office prior to the trip.

This form will serve as notice to the teachers that a student will be absent. The student is responsible for completing missed work within one week of returning to school unless otherwise specified by the individual teacher. Teachers have the option to not sign the form if they feel that this extended absence is detrimental to the student's academic work at that time. If work is not completed as directed by each individual teacher, the student may be assigned to attend make-up academic detention

where work will be completed. This is not a reflection on their discipline or discipline grade.

**Funerals** - All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family. A student wishing to attend a funeral of someone other than a member of his/her immediate family must submit a written parental request to the Main Office the day before the funeral. The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way or known to the school community.

**Illness During School Day** - If a student becomes ill or sustains an injury during the school day, he/she should obtain a pass for the school nurse's office (if nurse is not available to the Main Office) from the teacher or moderator. **Students are not allowed to call their parents/guardians to pick them up during the school day because of illness.** Students are to report to the school nurse, who will evaluate the student's needs. If the illness persists, the parents/ guardians will be requested to personally take the ill student home. **If the student is dismissed without approval from the nurse/main office, it will be marked unexcused.** Parents of students who drive themselves home must contact the school when the student arrives home.

If this illness prevents a student from attending four or more classes, he/she may not attend nor participate in any extra-curricular activity or school-sponsored function for the remainder of that day or evening, except with the expressed permission of the Principal.

**College Visitation** - Seniors are permitted three (3) outside college visitations throughout the course of their senior year. Juniors are permitted one (1) outside college visitation during the second semester of their Junior year. Additional visits will be considered as days absent. Students making arrangements for outside college visitations are to present a note from their parents/guardians to the Main Office for approval. **This approval is to be obtained at least three (3) days prior to the college visit at which time necessary forms/instructions will be given to the student. Students are to return a form received from the college visit to verify that the visit was made as scheduled.**

## **COLLEGE REPRESENTATIVES**

College and career representatives visit the school at scheduled times. In order to visit with a representative, students must secure a pass from the Office of College Placement, Mr. Josh Ditsky or Mrs. Teresa Bonanno prior to the close of school the day before the representative is scheduled to visit. No passes will be issued the day of the visit.

**ACADEMICS**  
**REQUIREMENTS FOR GRADUATION**

Graduation from Berks Catholic High School requires satisfactory completion of the following basic required courses mandated by the Commonwealth of Pennsylvania and the Diocese of Allentown:

Theology .....	4 credits
Mathematics .....	4 credits
English.....	4 credits
Social Science.....	3 credits
Science.....	3 credits
Language/Humanities.....	2 credits
Electives .....	5 credits
Phys Ed. /Health .....	1 credit

**Total:** 26 credits required for graduation

Besides meeting the academic criteria, in order to be eligible to participate in Baccalaureate and Commencement ceremonies and to receive a diploma, a student:

1. Must have a passing grade in discipline.
2. Must have fulfilled the required service hours and retreat.
3. Meet acceptable dress code standards as determined by the Dean of Students
4. Attend all Baccalaureate and Commencement rehearsals.

In addition, all financial obligations, unless a payment agreement has been formulated, must be up to date in order for a student to take mid-year or final academic examinations or for the school to issue report cards or release any official school records (e.g. transcripts to colleges).

Each student is required to take six major subjects. Freshmen and sophomores follow a required academic roster. Juniors and seniors choose electives after fulfilling the required courses. All students take required minor subjects each year.

**ACADEMIC PROMOTION AND WITHDRAWAL**

Ninth grade students with five failures at the end of the first semester may be dismissed; tenth, eleventh and twelfth grade students with four failures at the end of the first semester may be dismissed.

Students must receive a final grade of 70% in all subjects to be promoted. A student with a failure of one or two subjects must successfully complete make-up work done by going to summer school. Students must submit to the Dean of Studies & Counseling a satisfactory completion certificate from a summer school program prior to the first day of classes. Students who fail to comply with this requirement will not be allowed to begin classes.

A student may be dismissed for a combination of academic failure, attendance, and/or disciplinary problems. The final decision is made by the Head of School.

## **CLASSROOM POLICY**

Each teacher has a classroom policy paper that governs his/her specific academic discipline. Parents and students are informed of the teacher's academic expectations, grading policies and classroom procedures via this policy paper. The policy paper is sent home to be reviewed, signed, and returned so that everyone is informed of the stated expectations of the particular class. All policies recorded on this paper are required to be followed by the student and the teacher.

## **PLAGIARISM**

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own.

Plagiarism can occur through carelessness and negligence when a student is preparing an essay or it can occur as a result of intentional deceit. Paraphrasing, which is stating someone else's ideas, can be a useful way to support your own ideas, but it can lead to unintentionally plagiarizing. Credit must be given to the original author. Because academic integrity is an important part of all institutions, harsh consequences will be enforced for violation of this policy. A student who violates Berks Catholic's school wide plagiarism policy will receive a mark of zero for the assignment or exam that has been plagiarized and may receive further disciplinary action. Teachers will review plagiarism before assignments, and it is the student's responsibility to do their best to understand what constitutes academic dishonesty in all courses. If students do not understand, it is their responsibility to ASK THE INSTRUCTOR FOR CLARIFICATION.

## **CHEATING**

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Berks Catholic High School. Education is based on

learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices.

When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes: copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work, exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not using any form of memory aid during tests or quizzes without the expressed permission of the teacher using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation giving or receiving answers during tests or quizzes.

It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy. Students must not take credit for group work when the student has not contributed an equal or appropriate share toward the final result. Students must not access questions/answers for a test or quiz for the purpose of determining the questions/answers (either from another student or online) in advance of its administration. Using summaries/commentaries (Cliffs Notes, Spark Notes, etc.) in lieu of reading the assigned materials is also considered cheating.

### **Alternatives to cheating and plagiarism:**

No student needs to cheat or plagiarize. Berks Catholic High School provides numerous support services for students to help them achieve success honorably. Students who advocate for themselves and seek appropriate help when they need it will not need to cheat or plagiarize.

The following behaviors promote true student achievement:

1. Be prepared. Try to keep to a realistic schedule balancing academic obligations and one's social and personal life.
2. Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas.

5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

The role of parental support in their children's achievement and ethical development: Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

1. Teachers are available for extra help after school, and resource centers are open all day for individual assistance. In addition, peer tutors are available when extra help is needed. Encourage their use.
2. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
3. Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it.
5. If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

## **CAREER AND TECHNOLOGY CENTER**

All 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students can participate in a program of instruction at the career and technology centers. Students in the program spend one-half day at Berks Catholic High School and one-half day at the center. Upon successful completion of graduation requirements, Berks Catholic High School will award a diploma. Since students are expected to adhere to the requirements and standards of both schools, students are expected to attend the Career and Technology Center on days when Berks Catholic High School may not be in session.

If a student requests to stay for a school activity, you must submit a note from your parent/guardian to both BCHS and Tech Center **a day prior to the school activity**. **Students staying will be assigned to a quiet study until the school activity begins.**

The proper school authorities will notify the principal of the career and technology center. **On shortened class schedule days, the career students are to report to the school library prepared for a study hall until their regular dismissal time.**

Students shall remain in their school uniform during that time. Students interested in registering for one of the career and technology center programs may obtain information from the Dean of Studies & Counseling before the end of the first semester.

### **Attendance**

#### **Reading/Muhlenberg Career & Technology Center**

Attendance will follow the Reading/Muhlenberg calendar. If Reading/Muhlenberg Career & Technology Center is closed, you must attend BCHS for your classes and then will be dismissed from school at the end of your scheduled classes. If BCHS is closed-it is your responsibility for transportation to Reading/Muhlenberg Career & Technology Center. (You may catch the bus at RHS).

#### **Berks Career & Technology Center (East & West)**

Attendance will follow Berks Catholic High School's Calendar. If BCHS is closed, you do not have to report to the Berks Career & Technology Center.

If your student is absent from the Career & Technology Centers, it is the parent/guardian's responsibility to report their absence at the Tech Center and Berks Catholic.

Reading/Muhlenberg Career & Technology Center Attendance Office  
610-921-7301

Berks Career & Technology Center (East & West) Attendance Office  
East: 610-987-6201  
West: 610-374-4073

## **GRADE POINT AVERAGE**

Grade point average is cumulative; i.e., it includes all previous years' work. It is based on a quality point system. Each major subject is weighted as to degree of difficulty and the level of presentation (Advanced placement, honors, college preparatory). The grade a student receives in a specific major subject is assigned an equivalent quality point based on the point value and level of presentation of that particular subject. The quality points of each major subject are then averaged. Using the previous cumulative point average and the current quality point average, a new cumulative point average is determined. Class rank is not reported.

### **Description of Levels:**

**Level 1 – College Prep Modified**

**Level 2 – College Prep**

**Level 3 – Honors**

**Level 4 – Advanced Placement**

**\*\*\*\*Pertaining to the Classes of 2021, 2022 and 2023\*\*\*\***

<u>Grade</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
100	3.60	4.00	4.40	4.80
99	3.52	3.92	4.32	4.72
98	3.44	3.84	4.24	4.64
97	3.36	3.76	4.16	4.56
96	3.28	3.68	4.08	4.48
95	3.20	3.60	4.00	4.40
94	3.12	3.52	3.92	4.32
93	3.04	3.44	3.84	4.24
92	2.96	3.36	3.76	4.16
91	2.88	3.28	3.68	4.08
90	2.80	3.20	3.60	4.00
89	2.72	3.12	3.52	3.92
88	2.64	3.04	3.44	3.84
87	2.56	2.96	3.36	3.76
86	2.48	2.88	3.28	3.68
85	2.40	2.80	3.20	3.60
84	2.32	2.72	3.12	3.52
83	2.24	2.64	3.04	3.44
82	2.16	2.56	2.96	3.36
81	2.08	2.48	2.88	3.28
80	2.00	2.40	2.80	3.20
79	1.92	2.32	2.72	3.12
78	1.84	2.24	2.64	3.04
77	1.76	2.16	2.56	2.96
76	1.68	2.08	2.48	2.88
75	1.60	2.00	2.40	2.80
74	1.52	1.92	2.32	2.72
73	1.44	1.84	2.24	2.64
72	1.36	1.76	2.16	2.56
71	1.28	1.68	2.08	2.48
70	1.20	1.60	2.00	2.40
F	*	*	*	*

### **Unified Diocesan Grade Scale**

In order to align our Diocesan High Schools, we are moving forward with a unified grading scale beginning with the 2020-2021 school year. This decision was made in conversation with the Office of Education, the high school principals, assistant principals, guidance departments, studies directors and local, state, and nationally recognized college and university admissions departments. This change will serve to only benefit our students and help ensure their success throughout the college application process. Each high school will phase in this new initiative beginning with the incoming freshmen - Class of 2024 and future classes. The new unified grading scale will not impact students currently enrolled in Diocesan high schools.

**Diocesan Unified Grading Scale and Quality Point Conversion Chart**  
**\*\*\*Pertaining to Class of 2024 and future classes\*\*\***

Letter Grade	%	CPM	College Prep	Honors	AP
A+	100	3.6	4	4.4	4.8
A+	99	3.6	4	4.4	4.8
A+	98	3.5	3.9	4.3	4.7
A+	97	3.5	3.9	4.3	4.7
A	96	3.5	3.9	4.3	4.7
A	95	3.4	3.8	4.2	4.6
A	94	3.4	3.8	4.2	4.6
A	93	3.4	3.8	4.2	4.6
A-	92	3.3	3.7	4.1	4.5
A-	91	3.3	3.7	4.1	4.5
A-	90	3.3	3.7	4.1	4.5
B+	89	3	3.4	3.8	4.2
B+	88	3	3.4	3.8	4.2
B+	87	3	3.4	3.8	4.2
B	86	2.8	3.2	3.6	4
B	85	2.8	3.2	3.6	4
B	84	2.6	3	3.4	3.8
B	83	2.6	3	3.4	3.8
B-	82	2.4	2.8	3.2	3.6
B-	81	2.4	2.8	3.2	3.6
B-	80	2.4	2.8	3.2	3.6
C+	79	2.1	2.5	2.9	3.3
C+	78	2.1	2.5	2.9	3.3
C+	77	2.1	2.5	2.9	3.3
C	76	1.8	2.2	2.6	3
C	75	1.8	2.2	2.6	3
C	74	1.8	2.2	2.6	3
C-	73	1.5	1.9	2.3	2.7
C-	72	1.5	1.9	2.3	2.7
D	71	1.2	1.6	2	2.4
D	70	1.2	1.6	2	2.4

**GRADE EQUIVALENCY**

A – 93 to 100

D – 70 to 75

B – 85 to 92

F – 69 and below

C – 76 to 84

**COLLEGE COURSES**

Students taking a college level course off campus may submit their college transcript to the Studies Office. When applying to college, that transcript will be sent along with the Berks Catholic Transcript.

Students taking a non-college course off campus (as a 7<sup>th</sup> class) may have that transcript/grade report sent to the Studies Office. The course and grade will be added to the transcript but will not be added as a credit earned nor will the grade be calculated into the Grade Point Average.

## **COURSE CHANGES AND DROP POLICY**

No students may change any class after the 1<sup>st</sup> week of school.

## **CURRICULUM**

The current curriculum is described in the Course Description Booklet. All students are required to take six (6) major courses each semester. The criterion for a Major Course is a planned course of instruction estimated for completion in no fewer than 120 clock hours for year courses or no fewer than 60 clock hours for semester course.

Early in the second semester, course selection information for the following year is distributed to upperclassmen. Selection decisions should be made thoughtfully, responsibly, and realistically. Students are encouraged to discuss their selection with parents, teachers, guidance personnel, and department chairpersons/coordinators. On the basis of individual interest, ability, and past performance, the student is guided to select those courses that best meet his/her needs.

Course selection sheets handed in after the set due date are subject to a one dollar a day fee for each day late. The Dean of Studies & Counseling makes all course changes. Students may not drop courses once the school year has begun. Changes in course selection will be permitted only for adequate reasons and upon payment of specified fee. Such changes for the next school year should be made before the close of the current year although scheduling for the next year will be in progress.

Once the form is handed in, the selections will be considered final so that we may start to finalize the number of classes and the teachers who will be required to teach. Any change requests after April 1 will be considered late changes. These change requests will require a conference with the Dean of Studies & Counseling and the parents/guardians, along with a fee of \$75. There is no guarantee that a student will be able to adjust his/her schedule at this time.

## **DUAL CREDIT & DUAL ENROLLMENT COURSES**

Dual Credit Courses are taken for both high school and college credits. Most of the courses are offered for 3-4 college credits, and in some cases 6-8. A student does not have to take the course as a dual credit but may take it for high school credit only.

If it is taken for college credit, there will be an additional cost as set by Alvernia University and RACC. Seniors who meet the criteria can participate in dual enrollment through Mt. St. Mary's University and earn up to 6 credits at \$305 per class.

## EXAMS

*Exams are an integral part of academics in high school. At Berks Catholic, exams count for 20% of a student's final grade in each major course. Because of that, it is very important that students are in school for exam week to sit for the exams at their scheduled times. Additionally, it is equally important for students to be in school the week before exams to adequately prepare by reviewing with their teachers.*

*Vacations and trips are not valid reasons to miss an exam.*

Mid-year and Finals exams are taken by all students. Mid-Year exams are given in mid-January and end of year exams are in late May. Students are to report to school for exams as scheduled. Two exams each day are given and if a student does not have a second exam, they may be dismissed if they have transportation. If a student does not have an exam during period one, they may report close to the time of their second exam and remain in the cafeteria until the second exam begins. Students reporting to school at 7:50 and do not have an exam period one will report to the cafeteria for a study until the second exam begins. If a student has no exam on a scheduled day, they do not have to report to school.

If students do miss an exam due to illness, they should try to make up that exam during an exam slot when they would normally have lunch or a study hall/gym class. If this is not possible, arrangements must be made *with the teacher*.

In order to maintain academic integrity, NO EXAM will be given before the scheduled date/time.

Students who have to make up an exam(s) should be aware that the teacher may give the student an alternate exam for that class.

Exams in January and May may be held if there is an open balance due to Berks Catholic. No academic records including mid-year transcripts to colleges will be forwarded for any student if financial obligations are not satisfied. Participation in various activities is contingent upon financial satisfaction as well.

In order to better plan, please note the exam schedule for both January and May exams:

**Semester 1: January 13-19, 2023**

**Semester 2: May 22 – May 25, 2023 – Senior Exams**

**May 30 – June 2, 2023 – Underclassmen Exams**

## FAILURE FOR THE MARKING PERIOD

If a student fails a subject for a quarter, an “F” will appear on his/her progress report. Student and parent cooperation with the teacher is necessary in order for the student to achieve better than a passing grade for the year.

For freshmen only, per diocesan policy, the grading policy for numerical grades is that the lowest grade recorded for freshmen for quarters one and two is 65% and the first semester examination, quarters three and four is 60%. The lowest exam grade recorded will be 60%.

Students in grades 10, 11, and 12, for all quarters and examinations the lowest grade possible is 60%. This policy is for students who are working to the best of their ability and who have conscientiously completed homework and other assigned projects. Students not working or fulfilling their class obligations may be given actual grades received during the year. At the Head of School’s discretion, the actual grade may be used for calculation of the final grades.

### **FAILURE OF ONE OR TWO SUBJECTS**

Students must successfully complete make-up work of all subjects failed. This must be done before the start of the new school year and can be done in one of the following ways:

1. Attendance at summer school.
2. Summer make-up work as approved by the Dean of Studies & Counseling/Head of School.

### **FAILURE OF THREE OR MORE SUBJECTS**

Any student who has failed three (3) or more subjects for the year is subject to disenrollment from Berks Catholic.

If a course is not offered in summer school, the following regulations are in effect:

1. Anyone failing Theology for the year will be required to complete a summer packet. The summer packet must be completed by the end of July.
2. No student will be allowed to carry seven majors; therefore, classes may not be repeated the following year. All failures must be made up during the summer in order for a student to have the required credits to graduate.
3. Students will have to make up a failed course through a summer school program approved by Berks Catholic High School. Students will not be allowed to commence classes the next school year if they have not successfully completed courses in summer school.

### **HONOR ROLL**

- ❖ *Distinguished Honors* – minimum of 94% general average with no grade lower than 92% and passing all minor subjects and discipline.
- ❖ *First Honors* – minimum of 90% general average with no grade lower than 86% and passing all minor subjects and discipline.
- ❖ *Second Honors* – minimum of 85% general average with no grade lower than 82% and passing all minor subjects and discipline.

## **REPORT CARDS**

The report card is the basic means of indicating a student's progress in school to both the student and his/her parents. Report cards are processed by computer and are on-line in November, January, April and June or according to the school calendar. The parent's copy of the report card is distributed to the student; another copy is sent to the student's pastor. Final report cards are mailed home.

The first semester mark is a composite of 40% of the first quarter grade plus 40% of the second quarter grade plus 20% of the semester examination grade. The second semester mark is determined in the same manner as the first semester mark. The final grade for a specific subject is the average of the first and second semester marks for a specific subject. The average of the final grade is the average of all final marks of the major subjects.

Students will receive report cards in their homeroom one week following the end of each quarter. End of year report cards will be mailed home. Parents should be aware of the teacher's policy paper so they know what is expected of their son or daughter.

## **PROGRAM OF STUDIES**

**Course Selection Procedure** – Each student will receive a course selection booklet that lists the subject offerings for a given school year. Each student must select his/her subjects for the coming year based on his/her ability, goals and teachers' recommendations.

1. To select a particular subject, the student must meet the basic requirements of the course in achievement and ability. A teacher recommendation of the subject must be obtained.
2. Most of the courses are tracked according to achievement, ability and teacher recommendation. Conflicts that arise due to scheduling difficulty will be remedied by the Studies Office, keeping the school's resources and the student's abilities as compatible as possible.
3. The Studies Office, after conferring with the Department Chairperson, is the final arbiter in decisions relevant to student placement in courses. When a conflict occurs in scheduling, the Studies Office will consult with the student to finalize the schedule.
4. Lunch periods are not open to free choice on the part of the student. Lunch periods are based on the scheduled courses of each student and the seating capacity of the cafeteria.

## **VALEDICTORIAN AND SALUTATORIAN**

The selection of the senior class Valedictorian and Salutatorian will be made after the third marking period of the school year. This gives the students sufficient time to prepare their Commencement remarks.

To be eligible, a student must have been at Berks Catholic High School for at least the previous eleven marking periods. The selected students are usually, but not exclusively, the top two students as determined by their GPA. In certain limited circumstances, GPA's may be so close that class rankings may not be the same at the end of the year as at the end of the third marking period. Therefore, the Principal, in consultation with the administrative staff, may choose to honor additional students.

## **DANCE REGULATIONS**

Berks Catholic High School is owned and operated by the Diocese of Allentown. While we all believe that dances are an important part of high school life, as a Catholic school we expect our students and their guests to behave appropriately. The best guidelines we can offer is to have the students ask themselves whether the style of dancing that they are engaging in would offend and embarrass their pastor or their parents. If the answer is yes then the dancing is inappropriate.

The following regulations must be followed:

1. Prior to the dance, student regulations for the dance including such details as the dress code, time, guest policy, cost, etc. will be promulgated.
2. If guests are permitted, they must be sponsored by a Berks Catholic High School student who will then be responsible for that guest. No guests over 21 years of age will be allowed. The Berks Catholic High School student bringing a guest will be required to have a form that is available in the school office, filled out for the guest to attend the dance.
3. A minimum of eight adult chaperones, or more if necessary, must be secured by the moderator. Chaperones oversee various areas of the building: doorways, lavatories, etc.
4. School personnel reserve the right to search purses, backpacks and the like when students enter Berks Catholic High School dances. Students attending school dances must submit to an alcohol breathalyzer test prior to entering the dance facility.
5. Since dances are school-sponsored events, all Berks Catholic High School codes of conduct are in effect for both students and guests. Any violations will be dealt with by the moderator of the dance as well as by the administration.
6. Proper attire as promulgated below must be worn by both students and guests in order to be admitted to the dance.
  - a. Girls may wear dresses, blouses, skirts, pants, sweaters, sweatshirts (with Berks Catholic High School designs only are permitted), jeans, shoes,

sneakers. No bare midriffs will be allowed. Any female student who dresses immodestly as determined by the moderator will be asked to leave.

- b. Boys may wear dress shirts, sport shirts, sweaters, sweatshirts (with Berks Catholic High School designs only are permitted), pants, jeans, shoes, sneakers.
7. Tank tops, T-shirts, sweatpants, shorts, as well as ripped, torn or cut clothing, are not allowed to be worn by students or their guests.
8. Parents/rides are requested to be here no later than 15 minutes after the end of a dance to pick up a son or daughter. Students who are in the school or at the site of the dance after that time will be prohibited from attending future dances. Once a student has left the dance, he/she will not be permitted to re-enter.
9. The Prom may only be attended by **students who have completed all of their service hours, completed all retreat requirements, and are current on all financial responsibilities** to Berks Catholic High School.

## **DRESS CODE**

Students are required to be in school dress upon entering and leaving the building. The only exception to this occurs at the end of the day when a student is required to change for athletics or a related activity. Career and Technology students may change 10 minutes before signing out for the center in the Main Office. Homeroom teachers are required to report any student out of dress code during the morning homeroom period. The administration reserves the right to be the final arbiter on any dress code or uniform issues.

## **BOYS**

### **DRESS CODE**

- **Shirts –**

**Fall & Spring:** From the beginning of school until the first Monday in November and from the first Monday in April until the end of the school year, students have the option of wearing the short sleeve or long sleeve golf-type shirt with the Berks Catholic High School emblem. These shirts will take the place of the regular uniform shirt and tie, only gray or plain white T-shirts may be worn under the golf shirt. Boys who opt not to wear the golf shirt may wear the standard uniform; however, they are not required to wear a sweater. Students are not required to tuck in the shirt that has the elastic band at the bottom. Boys can wear the banded shirt outside of their pants. White or black banded polo's must be purchased from The Saints Locker or Flynn O'Hara Uniforms.

**Winter:** White button down dress shirt, long or short sleeved can be purchased at any store. Every button must be fastened at all times, including cuffs. Shirts shall remain tucked in at all times. Sleeves shall not be rolled up. Only gray or plain white T-shirts may be worn under the dress shirt or polo.

- **Ties** – Boys must wear the approved school tie which is available in the school store.
- **Socks** -Socks shall be worn.
- **Slacks** – Boys can wear either gray dress slacks which must be purchased from Flynn O’Hara (these are not hemmed) or purchase khaki dress slacks at a store of their own choice. They must be hemmed and not be frayed, ripped or stained.
- **Belts** – Fabric belts or leather dress belts are allowed. Acceptable colors are brown, khaki, cordovan, or black. Bizarre or large size (as determined by school administrators) belt buckles are not allowed. A belt must be worn with slacks.
- **Sweater** – School sweater to include a vest option, v-neck pullover, or v-neck cardigan with the official school seal. Sweaters shall have no holes. Only school sponsored pins, buttons, ribbons etc. are allowed on the sweater or uniform.
- **Quarter Zip** – The collar of the ¼ Zip must be unzipped at all times.
  - **Fall/Spring:** Golf Shirt must be worn under the ¼ Zip.
  - **Winter:** Shirt and tie must be worn under the ¼ Zip
- **Footwear** – Boys have a choice of three styles of approved shoes. Athletic shoes may only be worn in gym class or during “Dress-down days.” Socks must be worn.
- **Grooming** – Boys are to be clean-shaven. Sideburns that are longer than the bottom of the ear lobe, as well as mustaches and beards are forbidden. Hair must be above the collar and may not extend below the eyebrow or over the tops of the ears. No ponytails, top-knots, man-buns, bizarre hair-dos (as deemed by the administration), bleached hair and make-up (example: spiked, unnaturally colored dyed; i.e., hair must be natural looking) are not acceptable. Boys who are required to shave after arriving at school will receive demerits and shall be fined \$1.00 to pay for shaving supplies.
- **Jewelry** – Watches and one ring are the only jewelry items allowed. Boys may not wear earrings. Visible body piercings (nose, lip, tongue studs, eyebrow, etc.) are NOT permitted. Exceptions will NOT be made for new piercings. Visible body piercings may NOT be covered with a band-aid.
- **Prohibited Items** – Headbands, suspenders, scarves or bandannas, non-uniform shirts (chambray, denim), tank tops, any necklaces that are visible when wearing the school uniform to include religious medals, rolled up or spiked trouser cuffs, ankle-length coats (“Gothic Look”), spiked bracelets, visible key chains either on a belt clip or worn on lanyards, hats inside the school, earrings, nose rings, nail polish, and **visible tattoos**, are all prohibited.

## GIRLS

- **Blouses –**

**Fall & Spring:** From the beginning of school until the first Monday in November and from the first Monday in April until the end of the school year, students have the option of wearing the short sleeve or long sleeve golf-type shirt with the Berks Catholic High School emblem. These shirts will take the place of the regular uniform blouse, only gray or plain white T-shirts may be worn under the golf shirt. Girls who opt not to wear the golf shirt may wear the standard uniform; however, they are not required to wear a sweater. Students are not required to tuck in the shirt that has the elastic band at the bottom. Girls can wear the banded shirt outside of their pants. White or black banded polo's must be purchased from The Saints Locker or Flynn O'Hara Uniforms.

**Winter:** White button down dress blouse, long or short sleeved can be purchased at any store **or short sleeve or long sleeve golf-type shirt with the Berks Catholic High School emblem.** Every button must be fastened at all times, including cuffs. Shirts shall remain tucked in at all times (Banded shirts do not have to be tucked in.) Sleeves shall not be rolled up. Fall and Spring white or black banded polo's must be purchased from The Saints Locker or Flynn O'Hara Uniforms. Only gray or plain white T-shirts may be worn under the dress shirt or polo. Button down or golf shirt must be worn with a school sweater.

- **Uniform Skirt –** All girls must wear the official khaki skirt, plaid pleated kilt, or pleated gray skirt from Flynn O'Hara Uniforms.
  - Skirts should be no more than 3 inches from the top of the knee. Skirts must be corrected by September 30<sup>th</sup>. If skirt cannot be corrected it must be replaced by a dated given by the administrator. Consequences will be done by a case by case basis. If not corrected after numerous warnings, student may have to wear pants. Parents will be notified via email.
  - **Skirts are not permitted to be rolled.**
- **Slacks:** **Girls may wear khaki dress slacks from Flynn O'Hara Uniforms, please note: only slacks from Flynn O'Hara Uniforms, may be worn.** They shall have properly tailored cuffs and shall not be frayed, ripped or stained. A belt must be worn with slacks.
- **Belts:** Fabric belts or leather dress belts are allowed. Acceptable colors are brown, khaki, cordovan, or black. Bizarre or large size (as determined by school administrators) belt buckles are not allowed.
- **Footwear –** Girls have a choice of two styles of approved shoes. Athletic shoes may only be worn in gym class or during "Dress-down days." Socks must be worn.
- **Socks:**

**Fall/Spring:** No shorter than ¼ length socks may be worn, only black socks are acceptable.

- **Winter:** Black opaque tights.
- **Sweater** – School sweater to include a vest option, v-neck pullover, or v-neck cardigan with the official school seal. Sweaters shall have no holes. Only school sponsored pins, buttons, ribbons etc. are allowed on the sweater or uniform.
- **Quarter Zip** – The collar of the ¼ Zip must be unzipped at all times.
  - **Fall/Spring:** Golf Shirt must be worn under the ¼ Zip.
  - **Winter:** Golf shirt or white oxford shirt must be worn under the ¼ Zip
- **Jewelry** – Watches, three rings, one necklace, three wrist bracelets and two pair of earrings maximum worn only in the ears (diameter not to exceed two inches or no longer than two inches) are the only jewelry items allowed. Visible body piercings (nose, lip, tongue studs, eyebrow, etc.) are NOT permitted. Exceptions will NOT be made for new piercings. Visible body piercings may NOT be covered with a band-aid. Any eccentric, excessive or unbecoming jewelry (As determined by the school administrators) is unacceptable.
- **Prohibited Items** – Bizarre hair-dos (example: spiked, unnaturally colored dyed hair), hats, ankle-length coats (“Gothic Look”) may not be worn. Any type of excessive or unbecoming cosmetics (including bizarre nail polish or lipstick/gloss), and visible tattoos are prohibited. Sweat pants or pajama style pants may not be worn in the school with the school uniform.

## **DRESS DOWN DAYS**

Certain days are designated as “dress down” days. Some days follow specific themes for dress. In order for students to participate, they must follow the directive as published for that particular theme day. In the event a student does not dress per the theme of the day, he/she must wear the regular school uniform.

Dress down regulations: no skirts shorter than uniform skirt regulation, no tight fitting clothing, no low cut tops, no tank tops, and no half skirts. Jeans must fit properly without holes or tears. Rules for jewelry and shaving are in effect.

Students whom the school’s administrators deem are dressed inappropriately will receive a detention and may be required to leave school and return in the proper school uniform.

### **NOTES:**

1. Individual exceptions to the dress code for personal and medical reasons will be considered, and if appropriate, granted by the Dean of Student upon written request from a parent or guardian.
2. Students not in proper compliance with the dress code will be suspended from class and will be required to report to the Main Office until properly attired.

3. All students must be in total compliance with the Dress Code 7:50 a.m. through 2:30 p.m. Any student participating in an on-campus after-school activity shall remain in their school uniform until they have changed into their practice/game clothing.
4. All students must have their shirts tucked in entirely around the waist unless they are wearing the “banded” golf shirt with the elastic bottom.

### **ELEVATOR**

The elevator may only be used by students who are in wheelchairs, on crutches or have a written order from their doctor. **All written doctor orders are to be dated.** The elevator cannot be used by students who have minor injuries such as sprained ankles. Any student using the elevator must report to the Main Office at the beginning of the day to sign out a key. The key must be returned at the end of each school day. If a key is lost or stolen, the student will be charged \$10.00 to replace the key. **No student should be accompanied by another student in the elevator.** Exceptions, as appropriate, shall be submitted to the Dean of Students for his approval.

### **FIRES/FIRE DRILLS**

The signal is the repeated ringing of the fire alarm bell. Quickly, quietly and in an orderly manner, students will leave the building by the routes indicated in each room. All doors and windows are to be closed before leaving. Silence will be observed so that instructions over the intercom can be heard. In the event that an exit route is blocked, teachers should direct the students along an alternate route.

### **FOOD AND BEVERAGES - CAFETERIA**

Although the cafeteria period provides an opportunity for relaxation and pleasant companionship, all students must be mindful of the fact that many people use the same facilities and, therefore, they are expected to keep their places clean. Students must place disposable waste, cans and bottles in their proper containers. Students must follow the instructions of the cafeteria proctors in order to facilitate the serving of food and to maintain order.

Food purchased/ordered from an outside vendor for the purpose of sharing it with other students is not permitted. Food orders delivered to the school will be turned away. Students may not leave the cafeteria without permission. Any student who is missing without permission from a cafeteria proctor during their scheduled lunch period will be written up for cutting class.

No food (including candy) or beverages are permitted outside of the cafeteria (i.e., not in hallways or classrooms). **Drinks, other than water, may not be brought into the building.** Water must be in a clear plastic bottle. Due to breakage hazards, beverages

in glass containers are not permitted at anytime, anywhere on school property. **Students are not permitted to carry beverage containers (e.g., bottled water, juices, soft drink cans, etc.) with them to the classroom or other instructional areas unless a valid medical reason exists.**

## **HALL PASSES**

All students are required to have a teacher-provided hall pass in their possession whenever they are in the hallways when classes are in session. To be excused from attending class, cafeteria, or study period, a student must have official permission from the Dean of Studies & Counseling or Dean of Students and the teacher involved. Passes will be provided by the appropriate persons and students must have that pass with them at all times.

## **HEALTH SERVICES**

The Pennsylvania Department of Health requires that all students have a record of immunizations on file in the school health room. Requirements have been changing yearly for the health of students. It is advised to keep records up to date since colleges also require this information. Immunizations are reviewed yearly and may need to be updated with your Primary Care Provider (PCP) with copy forwarded to the school health room.

Students' health screenings for height, weight, vision, and hearing are conducted yearly by the school nurse as required by the Pennsylvania Dept. of Ed. (PDE). Physical examinations are required for all students in 10th grade. It is recommended that a student's PCP perform the physical. This is an appropriate time to review immunizations and adolescent health issues. It is recommended that the physical be on file by December of the student's 10th grade. Although school sports physicals may meet this requirement there is no time for immunization review or health counseling. Proper forms are available at school. Contact the school nurse with any questions regarding this requirement.

A new recommendation of the PDE is for body mass index (BMI) to be calculated as part of the growth screening. This is determined by a student's age, height and weight. If a student is determined to be underweight or overweight, he/she may be at risk for serious health problems. Parent will be notified by a letter, which can be reviewed with the school nurse. BMI can be affected by muscle mass, family history, and other factors.

Students may not carry medication, prescription or non-prescription at school unless specified by a doctor's orders. This refers mostly to emergency medications as for anaphylaxis or diabetes care. Other medications must be kept in the health room or main office. Prescription medications can be given at school only with a doctor and parent signature on file. The pharmacy bottle is not a substitute for the required documentation.

The school nurse should be immediately notified of any special health concerns and allergies affecting a student. Over the counter medications are available for students who become ill during the school day as per standing orders. Parent permission must be on file for these meds to be dispensed. Whenever possible, medications should be given before or after school hours. The school nurse is available to discuss any concerns regarding your student or any school health regulations.

## **HOMECOMING CRITERIA**

The following criteria will be used to determine the members of the homecoming court:

1. Nomination by the members of the senior class of those students who best exemplify the motto of Berks Catholic High School excellence.
2. Only female members of the senior class are eligible for Homecoming Queen and only male members of the senior class are eligible for Homecoming King.
3. Students must be involved in at least two extra-curricular school sponsored activities.
4. Nominees must meet the following discipline standards:
  - a. A satisfactory discipline grade for the previous year, and in current satisfactory standing which includes no discipline contract or discipline probation.
  - b. No disciplinary infractions or activity inside or outside school that publicly reflects a negative impression on Berks Catholic High School. (This includes the present and previous marking period.) That is, the fourth quarter of the junior year and the first quarter of the senior year.
5. Nominees must meet the following academic standards:
  - a. Students must have a current academic average in each course of 75% or above.
  - b. No failing average in any course in the current marking period.
  - c. No failure in the previous marking period (that is – 4th quarter of junior year or final grade from junior year.)

## **INCLEMENT WEATHER**

School may be closed because of inclement weather. When public school districts close because of inclement weather, they have been instructed by the Diocese of Allentown to announce, “No transportation will be provided for any public or non-public school residents of the District.” Therefore, no bus transportation will be available for Berks Catholic High School students when the public schools are closed. Because this announcement may affect only one district, Berks Catholic High School could remain open. The closing of Berks Catholic High School will be specifically announced on radio/television stations: WEEU (830 AM), WRFY (102.5), and television on station WFMZ – Channel 69. The school will post the information on

our school website: [www.berkscatholic.org](http://www.berkscatholic.org), and a one call message will be transmitted.

**If your school district is closed (even if you don't ride the bus) you need not report to Berks Catholic High School.** This is recorded as an excused absence. If your district dismisses early, you will be dismissed at the time your district closes. If a parent/guardian decides that due to dangerous conditions their child must stay home from school, they only need to call the school to inform us of the absence.

In the event that school must close early, students from specific districts will be released when buses come for them. Students who drive will be released at the same time as those students who ride the corresponding school bus. Parents who transport students may come for the students at the time announced on the radio/TV.

## **LIBRARY PROCEDURES**

During school hours students are required to have passes to enter and use the library. **Passes must be picked up in the morning before homeroom.** Students may not leave lunch to go to the library unless they have a library pass. Students may not leave study hall without a pass. Passes are available for activity periods. Passes are to be presented to the moderator whose class the student is coming from and given directly to the moderator upon entering the library. No food or drink is permitted in the library at any time.

## **LOCKERS**

Lockers must be kept locked and neat at all times. No food items are to be kept in lockers overnight. Lockers are not to be written on or decorated with stickers. No tape may be applied to the outside of lockers. Only magnets may be used to affix notes to the outside of lockers. The school accepts no liability for missing, lost or stolen items. Lockers are school property and may be searched at any time by proper school authority.

## **LOST AND FOUND**

Lost clothing articles are placed in a receptacle in the cafeteria. If not claimed, they will be disposed of.

## **NATIONAL HONOR SOCIETY**

**Selection** — Selection is open to students in the eleventh and twelfth grades. Students may not apply for membership; membership is granted only to those students selected by the faculty council.

The selection procedure is as follows:

1. Students' academic records are reviewed to determine scholastic eligibility. Academic qualifications: GPA of 3.4, as approved by the Head of School. Students become eligible at the end of their sophomore or Junior years.

Maintenance of a GPA of 3.4 is mandatory to remain a member in good standing, if other criteria are met.

2. Students who are eligible academically are notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form, which must be returned by the specified date.
3. Faculty members who have taught or worked with the student are invited to judge the candidates on the attributes of leadership, service and character. The faculty is provided with a description of these attributes as delineated by the national association. Faculty must vote using the criteria of highly recommend, recommend, recommend with reservation or not recommend. Additional comments are encouraged to better describe the rationale for each teacher's judgment.
4. All information is then carefully processed, weighted according to the teachers' judgment and weighted according to the number of teacher votes cast.
5. Each student is additionally required to have participated in a minimum of five activities during their time at Berks Catholic High School. Three of the activities must be school-related.
6. The final scores are then presented to the Department Chairpersons of the school. Candidates are discussed individually and a recommendation is given to the Head of School, who makes the final decision.
7. Please note the above procedures are consistent with the guidelines as established by the national association. The selection process is monitored very carefully with due consideration for appropriate confidentiality and the feelings of the candidates. The moderators of this serious selection process will handle these matters with the delicate manner that such requires.
8. A National Honor Society member who transfers from this school will be given a letter, signed by the Head of School, indicating the status of his/her membership.
9. A National Honor Society member who transfers to this school will be automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain his/her membership.

**Dismissal** — Members are liable to dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. The faculty council has the responsibility for dismissing a member who fails to maintain National Honor Society standards. Members are informed that they are allowed limited warnings during their membership but that in the case of flagrant violation of school rules or civil laws, a warning is not necessarily required. A student who is dismissed or who resigns may never again become a National Honor Society member.

It is the responsibility of the chapter advisor(s) to periodically review the standing of members for compliance with Society standards. The advisor(s) should inform the errant member of the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that

student is liable for whatever disciplinary measure(s) are considered appropriate by the faculty council—usually dismissal.

The member should be notified in writing of the violation and the possibility of dismissal. If the faculty council decides that dismissal may be warranted, the member is allowed to present his/her case before the faculty council.

If a member is dismissed, written notice of the decision should be sent to both the member and his/her parents. The member must then surrender the National Honor Society pin to the chapter advisor(s). If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

## **PARKING**

Students who drive to school and park on the school property must purchase a parking sticker. Any student purchasing a parking sticker must have a valid driver's license. The cost of the sticker is \$50.00. Cars not parked in the assigned space or parked on school property during school hours and are not registered may be towed away at the owner's expense. **PLEASE NOTE:** Students will not be allowed to park at St. Constantine and Helen Greek Church or at The Wyomissing Nursing and Rehab Center. *Cars in those lots are subject to towing.*

## **PERSONAL PROPERTY**

Students are responsible for their own personal property. Students should avoid bringing valuables or large amounts of money to school. Thefts should be reported immediately to the Dean of Studies. Combinations to lockers should not be shared with anyone and must be locked at all times. Locks can be placed on lockers in the locker room, but must be removed by the end of the school day. **Berks Catholic High School is not responsible for any theft or damage to personal property.**

## **SEXUAL INTEGRITY**

The Catholic faith upholds the truth, goodness, and beauty of sexuality and its proper expression to be within the context of Holy Matrimony. Students of Berks Catholic High School, by their act of enrollment at Berks Catholic High School, are bound to live in accord with the fundamental teachings of the Catholic Church as it pertains to sexual morality.

It is understood that a student's off-campus conduct is a significant part of his/her record as a Berks Catholic High School student. Therefore, the student's conduct must be consistent with the standards and ideals of this school.

**Parenting a child** – Berks Catholic High School wishes to provide for the spiritual, physical, psychological and social well-being of all students. As a Catholic High School, Berks Catholic is unapologetically and strongly pro-life and we lovingly cherish the lives of both the mother and her preborn baby. In keeping with our Catholic faith and identity, any student who experiences an unplanned pregnancy should be treated with love, compassion, and mercy and the student should know that

they are not alone and that there is help, hope, and life-affirming options. Berks Catholic actively promotes and shares the life-saving and compassionate work of local pregnancy care centers that uphold the equal dignity of both the mother and her preborn child.

In the case of a known unplanned pregnancy, the Head of School will arrange a meeting with the students and parents. During her pregnancy, a student may continue her education at Berks Catholic High School, however, arrangements should be made to provide homebound instruction when, for reasons of health and safety, she can no longer continue her studies at school. If the student participates in physical education, a doctor's note on restrictions is required. A doctor's note is required for leave of absence. The Administration requests the parent submit a permission letter to inform teachers of pregnancy for emergency and restriction purposes. After the birth of the child, the young woman may return to continue her education at a level commensurate with her educational progress.

**Matrimony** – The Sacrament of Matrimony, along with many other serious requirements, mandates a total commitment that a full-time high school student is unable to fulfill. As such, a Berks Catholic High School student may not be married. Public announcement of engagement is also prohibited, and the student will not be allowed to participate in Graduation exercises.

**Abortion** – “From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” (*Catechism of the Catholic Church* No. 2270).

“Since the first century the Church has affirmed the moral evil of every procured abortion. This teaching has not changed and remains unchangeable. Direct abortion, that is to say, abortion willed either as an end or a means, is gravely contrary to the moral law” (*Catechism of the Catholic Church* No. 2271).

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the Head of School will promptly arrange to meet with the student and his/her parents(s). The student will be lovingly encouraged to seek post-abortion counseling and healing with an appropriate support service. Elective abortion not only kills the innocent preborn baby, but it can also scar and seriously harm the mother, father, and extended family. The Church actively reaches out to post-abortive women and men and seeks to bring them the healing love and mercy of Christ our Savior.

The Administration will attempt to address each incident in a spirit of Christian compassion and mercy, but when grave public scandal or the individual's continued refusal to participate in counseling warrants, appropriate action will be considered. The Head of School and other individuals who learn of any such matter will handle such information in a confidential and prudent manner to the extent possible and communicate it only to those individuals at the school, at counseling services, and the Secretariat for Catholic Education who have a reason to know.

### **Gender Ideology**

As a Catholic High School we affirm the equal and intrinsic dignity of every human person who is lovingly created in the image and likeness of God. All of our students must be treated with love and respect. Therefore, we lovingly affirm the God-given biological identity of our students as male or female. Any student struggling with

gender dysphoria should be treated with love, compassion, and sensitivity. We will not affirm false identities that are not in accord with a student's God-given biological identity. We will not embrace transgenderism or any ideology that seeks to distort the God-given biological identity of a student as a beloved son or daughter of the Father.

## **STUDENT SERVICES**

**Chaplain** – is responsible for the spiritual and religious life of the school and is available to the students for spiritual counseling. The Campus Minister has contact with social service professionals in the community that is able to engage when deemed necessary by the parties involved.

**College & Career Guidance Office** – is designed to help students in choosing a career/college for which they are best suited. Through this office, career, vocational, college, and financial information are available. The College & Career Guidance Office assists students in applying to colleges and works with parents and students concerning financial packages. Presentations with college representatives take place throughout the year offering valuable information.

**Student Assistance Team Program** – The Student Assistance Team is a non-disciplinary assistance team that includes teachers, administrators, and counselors. This team is trained and certified by the Commonwealth of Pennsylvania. The team's primary role is to identify, intervene and refer a student when chemical substance use, abuse, possession and/or distribution are suspected and when a student is in need. The primary goal of the Student Assistance Program (SAP) is to aid students in overcoming barriers to their academic success. SAP strives to help students succeed in their classes, remain in school, and achieve their post-academic success.

A **SAP** referral can address students who exhibit behavioral/mental health issues, face illness or disability, have chronic attendance problems, have difficulty with academics, have family or peer issues, use/abuse substances, suffer from trauma associated with exposure to violence. Berks Catholic High School Student Assistance Program is a confidential and voluntary program. SAP is an intervention - not a treatment program.

The policy and guidelines are an effort by Berks Catholic High School to openly and effectively respond to the potential and current uses and abuses of any mood-altering substances by students.

**Referral** – It should be noted that all teachers and staff (everyone employed by Berks Catholic High School) should consult with the Student Assistance Team Program members concerning all students seeking assistance or help with chemical use/abuse and/or dependency, for the purpose of evaluation or assessment. Counselors would only consult with the Student Assistance Team Program members with the consent of the student and parents.

The procedure for the student referred to the Student Assistance Team Program will be as follows:

1. The Student Assistance Team meets weekly to evaluate any referrals. Parents will be notified if the referral is appropriate.
2. When a case is accepted by the members of the Student Assistance Team Program, a fact-gathering time will ensue. The areas for research will include a report from the teachers of the student, a Nurse's Office report, a report from the Discipline Office, an attendance report and any other data deemed to be pertinent and useful for the team; e.g., interviews with coaches, club moderators, etc.
3. The Student Assistance Team Program members will then evaluate the data and choose the most appropriate course of action for the particular situation. An intervention may take place, if indicated.
4. If an assessment is recommended, the student and his/her parent or guardian must agree, in writing, to release the assessment information to the school and to follow the recommendations of the assessor or assessing agency, if a school policy was violated.

**Self-Referral** – A student requesting help from the Student Assistance Team Program and seeking assistance with chemical use/abuse and/or mental health issues may not be subject to Disciplinary Code measures, if there has been no school-related infraction.

1. The student will be encouraged to inform his/her parents about the situation and encourage them to be in contact with a member of the Student Assistance Team Program. When the self-referral comes before the team, the parents will be notified.
2. The student will go through the Student Assistance Team Program's usual procedure for a referral.

## **STUDENT INSURANCE**

Any student who attends a diocesan secondary school is eligible for insurance coverage. The school pays the cost of this diocesan policy.

**School Time Accident Coverage for all students:** insurance coverage for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises; includes participation in interscholastic sports when specifically provided by the master application; during the school year; includes summer recreation activities; travel to and from school; includes religious services and necessary travel.

**Basis of Benefits:** This plan will pay usual and reasonable benefits for covered medical expenses that are not recoverable from another plan providing medical expense benefits. The injury must occur within the maximum includable period stated on the application. The first treatment must be received within 90 days after the date of injury.

**Claim procedures:** In case of accident, notify the school immediately. The school will complete an official form that must be mailed **by the parents** (with bills attached) to the address indicated on the claim form. Claims for benefits must be filed within 90 days from the date of the incident, or as soon as reasonably possible.

**Optional Coverage:** This is available to extend insurance to 24-hour coverage. This option covers all injuries at home or away, anytime, and anywhere.

## **STUDY PERIODS**

Study periods are conducted in silence. Students assigned to study periods are expected to be in their assigned places when the bell rings to begin the period. In Study Halls students may work on academics only. When study period is held in the cafeteria, students should sit on one side of each table and when possible, a seat apart.

A student requesting to use his/her study period for other school business must report to the Study Hall first before going to the alternate area or activity. No student may leave a Study Hall without written permission of the faculty member who will then be responsible for that student. A student on Discipline Probation may not leave Study Hall.

## **TEXTBOOKS**

Textbooks are loaned to the students for their use. It is the student's responsibility to take proper care of books. If there is unwarranted damage, defacement, or loss of a textbook issued to a student, that student will be assessed the cost of replacing the textbook. Reminder: All textbooks are to be covered at all times.

## **STUDENT DISCIPLINE**

Every school or society needs rules or regulations if it is to achieve its purpose and protect the rights and privileges of its members. The over-riding virtue binding the Berks Catholic High School community should be genuine love, concern and respect for one another. A student who demonstrates a lack of concern for others will hinder the growth of the community and, consequently, will have to be corrected in the name of the community.

Conduct unbecoming a student at Berks Catholic High School, be it against the set rules and regulations of the school or against the moral teachings of the Catholic Church, will warrant disciplinary action in the student's continued enrollment at Berks Catholic High School and/or in relation to his/her continued participation in the activities of Berks Catholic High School. The privilege to represent Berks Catholic High School in any form of school activity or function can and will be denied if misconduct warrants it.

Such corrections may take the form of a helpful word of advice, a classroom detention, and an administrative detention for minor infractions or a suspension for more serious violations.

State law requires that we forward all discipline records to a school to which a student may transfer.

Some offenses are of such grave nature that they may result in the required withdrawal of the student or placement on probationary status.

Please note that colleges increasingly are requesting discipline reports from high schools as part of the admission process.

If any student is sent to the Main Office by a teacher for a discipline issue, the student may serve a minimum of three detentions.

If any student receives a demerit from a substitute teacher, the number of demerits will automatically double.

**General Detentions** – will be held Tuesday and Thursdays from 2:40 to 3:30 p.m. Students are to report to detention in complete school uniform and on time. Detentions will be determined by the number of demerit points accumulated at any given time or determined as an automatic detention under certain circumstances. Coaches and activity moderators will be notified by the Dean of Students. **Missing practice or work is not a legitimate excuse for missing a detention.** The students will have 24 hours to make arrangements for missing work/practice. Failure to meet on the scheduled day of detention will result in another detention being issued. However, if a student has a legitimate excuse for missing detention such as a doctor or dentist appointment, a note from a parent or guardian will be required. Also, the student will report for detention the following day after the appointment.

**Saturday Detention** – A student who commits the following violations will serve a Saturday detention from 8:00 a.m. until 11:00 a.m. The date of the detention will be set by the Dean of Students, and he will notify the student 48 hours in advance of when the detention is to be served. Administration has the right to assign a Saturday detention at any time.

- Alcohol/Drug Offense
- Disrespect/Insubordination
- Excessive Demerits (30 + points)
- Excessive Lateness (see handbook under lateness)
- Failure to report to General Detention
- Fighting
- Forgery
- Harassment/Student Intimidation
- Leaving school without permission
- Smoking/Vaping/Tobacco Violation
- Stealing
- Truancy
- Vandalism
- Violence

An administrative fee of \$25.00 will be assessed for Saturday detention. This fee **must** be paid no later than 48 hours before the day of the detention. Failure to report to Saturday Detention will result in an Out-of-School Suspension, a review by the Discipline Committee, and a \$50.00 fine.

**Suspension** – The purpose of a suspension is to involve parents or guardians in the immediate resolution of the problem. It means that a student will not return to class until he/she meets with the Dean of Students to resolve the problem. Parents/Guardians do have the right to meet with the Head of School after meeting with the Dean of Students.

While a student is suspended from class, he/she must contact each teacher to receive assignments for each class that is missed. Students may not participate in any extracurricular activities until the suspension has been completed. Any student who is issued a suspension (In-School or Out-of-School) will automatically be issued five (5) consecutive days of detention, at the discretion of the Dean of Students

1. **In-School Suspension** – A student who receives an in-school suspension must report to school but will not be permitted to attend classes during the time of the suspension. He/she will be responsible for obtaining assignments for the day(s) of the suspension and will be assigned to a separate room under the direction of the Dean of Students. The length of the suspension will be determined by the Dean of Students. Students will be expected to pack a lunch because they will not be permitted to use the cafeteria.
2. **Out-of-School Suspension** – If a student commits an offense which is gravely harmful to others in the school community, damages the reputation of the school or involves police action, he/she is liable to an out-of-school suspension. His/her case will be reviewed by the Discipline Committee. This could result in disciplinary probation or dismissal. Terms of all suspensions will be determined by the Dean of Students, Discipline Committee and approved by the Head of School.
3. **Social Suspension** – This suspension may be imposed for major violation of school regulations or as a result of the accumulation of demerit points during a given marking period. The length of the suspension will be determined by the Dean of Students and the Discipline Committee, approved by the Head of School.

**Disciplinary Probation** – Continued disregard for school regulations may result in Disciplinary Probation. The length of the probationary period will be determined by the Dean of Students and approved by the Head of School.

1. A letter will be sent to parents stating the circumstances of the probation and requesting a compulsory in-person interview. Copies of the letter will be sent to the student's pastor and the diocesan Superintendent of Education and will be placed in the student's file.
2. The probation may carry over to the next school year, depending upon the time of the year that the student is placed on probation.
3. Further disregard for school regulations will result in dismissal from school.
4. When the probationary period is over, the student and his/her parents will be notified.

## **ACCUMULATION OF DEMERIT POINTS**

30 Points.....	Saturday Detention
45 Points.....	1 Day In School Suspension
75 Points.....	1 Day Out of School Suspension

## **EXPULSION**

A student who gives public scandal, demonstrates an extreme negative influence on other members of the school community, or commits any severe offenses may be expelled.

## **DRUGS AND ALCOHOL**

### **STATE LAW (ACT 31 OF 1988) REGARDING UNDER-AGE DRINKING**

**Mandatory Suspension of Teenager's Driver's License** — Anyone under 21 who attempts to purchase, consume, transport or possess alcoholic beverages is subject to a mandatory loss of a driver's license for a period of:

1. Ninety days for first offense
2. One year for second offense
3. Two years for every offense thereafter.

If the underage violator does not have a driver's license, he or she is ineligible to apply for a learner's permit for the periods specified above.

**Mandatory One Thousand Dollar (\$1,000.00) Fine For Sellers or Providers** – Anyone who knowingly and intentionally sells or furnishes alcohol to someone under 21 years of age is subject to a \$1,000.00 mandatory fine for the first violation and \$2,500.00 for each subsequent violation. The following regulations regarding drugs/alcohol apply to all school activities held during school time as well as all school-sponsored activities, whether at home or away.

Policy 5131 of the Diocesan Board of Education prohibits the abuse of drugs and/or alcoholic beverages by students in the schools of the Diocese of Allentown. The policy prohibits the following activities on school premises, at school-sponsored functions or going to or from school.

Drug/Alcohol violations include but are not limited to:

1. Wrongful possession of drugs
2. Abusing drugs
3. Buying or selling drugs
4. Vaping
5. Possessing or smoking marijuana
6. Drinking, selling or buying alcoholic beverages

7. Possession of alcoholic beverages
8. Being under the influence of drugs or alcohol.

As indicated in the Diocesan Policy, there are no extenuating circumstances or degrees of involvement in any incidents that may occur. All penalties are to be applied equally to all abusers as defined in Policy 5131. If an incident is witnessed, the substance will be confiscated and secured. Authorities will be contacted, if necessary, and parents/guardians will be notified. The incident will be documented.

Any student involved in any illegal activities (that is, against civil law or diocesan and school regulations) may be suspended for a period of no less than three (3) days. These illegal activities include infractions such as the possession of weapons, use, abuse, buying, selling of drugs, look alike drugs, or drug paraphernalia, etc., drinking or being under the influence of alcohol or other drugs. The above mentioned infractions will incur suspension if they occur while the student is on school property, traveling to or from school, or at a school-sponsored activity. The student's parents/guardians will be notified to report to school and other disciplinary sanctions will be imposed.

In addition to the diocesan and school policies, the student offender may incur additional penalties if he/she belongs to an athletic or extracurricular activity that has its own policy regarding such situations. If there is a question as to actual usage, the student may be required to have a blood and/or urine test with arrangements made by and paid for by the parent. Failure to do so could mean automatic disenrollment. The school may also notify the police with the possibility of pressing charges.

The student involved in any alcohol and/or drug activity may be required according to circumstances to have an assessment at an area organization. The appointment is the responsibility of the parents. Refusal to do so could mean automatic disenrollment. The school will enforce all recommendations of the agency assessment (Guidelines are found in the Student Crisis Assistance Program established by the Diocese).

Any student who has been drinking on or off school property (i.e., arriving to school or any extra-curricular activities under the influence of alcohol or other drugs), or is found to have alcoholic beverages or other drugs in his/her possession on school property may not be allowed to attend that particular activity for the remainder of the current school year. All other aspects of the discipline code will also be enforced. If the offense occurs late in the year, the student will be disciplined accordingly for the remainder of the year. Also, the student may be placed on Disciplinary Probation at the beginning of the following year.

Berks Catholic takes the health, safety, and welfare of its students both off and on campus seriously. If information is provided to the administration of Berks Catholic that a party in which alcohol and/or illegal drugs may be in possession of or being consumed by minors, it is the responsibility of Berks Catholic to inform the parents/guardians/owner of the residence. In addition, Berks Catholic must notify the local police in whose jurisdiction the residence is located.

Catholic education seeks to encourage and teach students to respect themselves and others. The virtues of charity and justice demand that this regulation be issued

and enforced to protect the Catholic school learning environment and to enable the school to achieve its Christian purpose.

**Policy on Search and Seizure** – Lockers are the property of Berks Catholic High School which are made available for student use and may not be used for illegal purposes. Berks Catholic High School has the right to search lockers when there is reasonable cause to do so. Also, students' personal effects (handbags, backpacks, etc.) may be searched when there is reasonable cause to do so.

Periodic sweeps of the school will be conducted by the trained canine units of the Reading Police Department. Student's lockers will be checked as well as their book bags, backpacks, and handbags. (cf.: U. S. Supreme Court Decision — New Jersey vs. T. L. O., 1985.) If any illegal or dangerous objects, materials, substances, etc., are discovered by school personnel, the Reading Police Department will be notified immediately and the student risks being arrested.

### **GAMBLING**

**(BOOKMAKING, CARD PLAYING, DICE, etc.)**

These activities are **NOT PERMITTED** at any time or anywhere on school property. Appropriate penalties will be assessed.

### **BULLYING**

Bullying is a major concern in our schools today. Incidents of all forms of bullying/harassment should be reported to Dean of Students, Dean of Studies & Counseling, or any Administrator. Students proven to be involved in harassment/bullying incidents are subject to appropriate disciplinary action including but not limited to detention, suspension, probation and/or dis-enrollment. BCHS reserves the right to mandate a Student Assistance Evaluation for students who violate the bullying/harassment policy.

Bullying can present itself in various forms: physical, verbal, social alienation, intimidation and cyber bullying. Cyber bullying is the use of information and communication technologies – e-mail, cell phones, pagers, text messages, instant messaging, defamatory personal web sites, personal polling sites, or a combination of these – to support deliberate, repeated and hostile behavior by an individual or group for the intention of harming others.

Berks Catholic High School maintains the Olweus Bullying Prevention Program. This program is the most researched and best-known bullying prevention program available today. It was developed by Dan Olweus, Ph.D. of Norway and the program has over 35 year of research behind it and has been implemented throughout the world. OBPP is recognized by the Center for the Study and Prevention of Violence as one of only 11 Blueprint Model Programs and by the Substance Abuse and Mental Health Services Administration as a Model Program – two of the high honors a prevention program can attain.

The goals of the program are:

- to reduce existing bullying problems among students
- to prevent the development of new bullying problems

- to achieve better peer relations at school

Bullying includes three components:

- intentional aggressive behavior that involves unwanted, negative actions
- involves a pattern of behavior repeated over time
- involves an imbalance of power and strength

*Students are reminded:*

1. Never open messages from people you do not know.
2. Do not respond to hostile messages.
3. Do not permit yourself to be drawn into a “Twitter War” of words over the Internet.

It is the intention of the Administration and Faculty of Berks Catholic High School to build a culture of tolerance and respect for our diverse student population.

## **HARASSMENT/BULLYING**

(Diocesan Policy #4119)

**Harassment Prohibited** — The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All employees and students are required to ensure that the dignity of others is not abused through unlawful objectionable and offensive behavior of any kind. The schools will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work or school performance, or that creates an intimidating, hostile, or offensive behavior of any kind will not be tolerated. Such conduct is prohibited by this policy and by law. Please report all incidents of bullying or harassment to the Dean of Students.

**Persons Covered** – This policy prohibits discrimination or unlawful harassment of any diocesan school employee or student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct that violates this policy.

**Enforcement of the Policy** – The school will investigate all allegations of discrimination or unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Any employee or student who is determined, as a result of such an investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

The following is a list of unacceptable behaviors excerpted from the Diocesan Policy concerning harassment:

1. Staring at someone in a sexual manner.
2. Staring at someone's body parts.
3. Pressuring for dates.
4. Demands for sexual favors with implied threats related to job opportunities
5. Physical contact — for example, hugging, holding, patting, neck massages or intentional brushing up against someone.
6. Continual comments about appearance.
7. Telling obscene or off-color jokes.
8. Verbal harassment referring to a person's gender, religion, sexual preference or sexual activities.
9. Making sexual comments about a person's body.
10. Asking about someone's sexual history or sex life.
11. Making kissing sounds, howling, smacking lips, licking lips.
12. Telling lies or spreading rumors about someone's sex life.
13. Blocking a person's path or stalking.

### **ANTI-HAZING POLICY**

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff

member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

**Superintendent's Regulation - Adopted: August 1, 2016**

### **LEADERSHIP POSITIONS**

Any student whose behavior proves to be contrary to the accepted principles and standards of Berks Catholic High School and/or the Diocese of Allentown is subject to removal from any leadership position he/she may hold. This includes, but is not limited to, all school sponsored athletic, social, and academic activities with all the rights and privileges. Students who are on any form of discipline contracts will not be eligible to run or hold leadership positions to include class officers and student council positions. Students in leadership positions who are caught cheating or plagiarizing will be immediately removed from their position and may not be allowed to again run for office.

### **SMOKING TOBACCO/VAPING**

State Law prohibits the sale to or use of cigarettes and tobacco products in any form by minors (PL 1482, No. 304, Chap. 63, Sec. 6305). Possession of tobacco in any form, including vapes, smokeless tobacco, or smoking on school grounds, including parking lots before and after school, at any school-related activity at school or away from school (including field trips, games, a school bus, etc.) is prohibited and will be subject to a \$50.00 fines.

### **POSSESSION OF ELECTRONIC EQUIPMENT**

The school recognizes the value of cell phones; however, they can be disruptive if not used responsibly. Students may use their cell phones to respond to text messages only during Activity Period, the cafeteria during their scheduled lunch periods and Study Halls. At all other times, the phone should be off and put away. If a phone is seen or heard out of the permitted times unless directed by a teacher, the phone will be confiscated. For this purpose, the school day is defined as from 7:50 a.m. until 2:30 p.m. A fine of \$10 will be collected to have the device returned. If the fine is not paid, the device will be kept for five school days and then will be returned to the student. The administration has the right to check any text messages that are on a confiscated telephone.

**Posting or sharing of pictures without consent is prohibited.**

### **DROP-OFF ITEMS POLICY**

Responsibility is a very important skill for high school students to accept and practice. To help our students learn responsibility we **strongly discourage parents dropping off items**. If an item is dropped off it must be labeled with the student's name and place on the table in the lobby. It is the student's responsibility to check for their dropped off items. **The main office will not deliver or send for a student to pick up an item.** This will help keep interruptions in the classroom to a minimum. Please keep in mind when a classroom is interrupted it not only takes your child off task but all classmates as well. Also we do not have a secure place to leave such items. **BC is not responsible for items not picked up by the student.**

If a student forgets his/her lunch or lunch money, they should see a cafeteria employee for a charged lunch. The student will have 48 hours to pay the cafeteria for the charged lunch. No student will be refused a meal if one is needed. Please inquire about our Point of Service Lunch Program, deposits for your student's lunch account may be made on-line.

## **WEAPONS**

Persons are forbidden to possess, handle, or transmit a weapon in the school building, on its grounds, or on any school bus or other transportation vehicle, or at any school activity, athletic event or any function held on or off the school premises. A person shall be deemed to be in possession of a weapon if such weapon is located on his/her person or in an instrumentality of such person including but not limited to locker, desk, or transportation. A weapon is defined as any object readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred, or handled under circumstances not manifestly appropriate for lawful uses which said objects may have. For purposes of this policy, the term weapon includes but is not limited to: any knife including a Bowie knife, Dirk knife, lock blade, hunting knife or any similar knife; razor, ice pick, any explosive device of any kind, such as firecrackers, tear gas canisters, smoke bombs; or chains; loaded or unloaded firearms, including pellet guns, BB guns, paint ball guns; and any implements capable of directly or indirectly inflicting bodily injury or other object that can reasonably be considered to be a dangerous instrument.

According to Pennsylvania Crime Code, 18 PA C.S.A., Section 912, it is a misdemeanor of the first degree to possess any weapon in the buildings, or on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary educational institute. The Pennsylvania School Code 24 P.S. grants Berks Catholic the authority to issue rules and regulations regarding the conduct of students attending this school. The Gun-Free Schools Act of 1994 requires schools to comply with a one-year expulsion requirement; that is, any student who brings a weapon to school or to any setting that is under the control and supervision of the school, must be expelled for not less than one year.

Any person violating this policy, in addition to being subject to their civil or criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall be liable for immediate expulsion. Any person discovered to have any weapon or other item in violation of this policy in his/her possession, or who threatens to use a weapon on another person shall not be permitted

to remain in the school building, on its premises, or its transportation, at any school activity, event or function held on or off the school premises.

## **DISCIPLINE SUMMARY**

While it is impossible to enumerate all possible violations of school regulations, students who by their attitudes, actions or conduct tend to disrupt the normal activity of the school or classroom are subject to sanctions issued by members of the faculty and administration.

In all circumstances the good of the individual and the school community are taken into consideration when disciplinary decisions are made. Some violations, along with the disciplinary action and the demerit points, are listed:

<b><u>VIOLATION</u></b>	<b><u>ACTION</u></b>	<b><u>DEMERITS</u></b> <b><u>POINTS</u></b>
Alcohol/Drug Offense	Parent Notified/Suspension/ Liable to Dismissal	30
Bus Misconduct	Parent Notified/Detention/Possible Loss of Transportation	20
Cheating	Teacher's Classroom Policy	Teacher's Discretion
Chewing Gum		5
Cutting Class/Cafe/Study	Automatic Detention	20
Disrespect to Faculty	Parent Notified/Suspension/ Saturday Detention	30
Disturbance in Liturgy/ Class/Study/Lunch		10
Dress Code	Must be corrected ASAP	5
Failure to Report to Detention	Saturday Detention/Suspension	30
Failure to Return School Form		5
Fighting	Parent Notified/Suspension Liable to Dismissal	30
Food/Drink Outside Cafeteria		5
Forgery	Automatic Detention	5

Harassment/Intimidation of Student/Bullying	Parent Notified/Suspension Liable to Dismissal	30
Inappropriate Conduct	To Be Determined	5 minimum
Inappropriate Language	To Be Determined	5 minimum
Late to Homeroom/Class/ Study/Lunch		5
Leaving Class w/o Permission	Parent Notified/Saturday Detention	20
Leaving School w/o Permission	Parent Notified/Suspension/ Saturday Detention	30
Lying	Automatic Detention	20
Misuse of Hall Pass		5
Possession of Electronic Device	Device Confiscated and \$10 Fine	5
Smoking/Vaping/Tobacco Use	Parent Notified/Suspension/\$50 Fine	30
Stealing	Parent Notified/Suspension/Restitution	30
Textbooks Not Covered		5
Truancy	Parent Notified/Suspension/ Saturday Detention	35
Vandalism	Parent Notified/Suspension/ Liable to Dismissal/Restitution	20
Weapons	Immediate Dismissal	
Other	To be determined	

- a. Demerits issued by a substitute teacher will be automatically doubled.
- b. Students sent to the Main Office for discipline issues, may automatically receive three detentions.

**Chewing Gum:** Gum is not permitted in the school at any time. It creates a serious maintenance problem.

**Defacing Property:** Defacing, tampering with, or destroying school property or that of another person will not be tolerated. Incidents of vandalism or tampering with student or staff automobiles will be reported to the local police for action. Payments must be made to repair the damage. If a student is found writing on desks or walls,

he/she will be responsible for cleaning the area. Serious vandalism will be handled in a more serious manner including payment of cost to repair by the parent or student as well as possible court action. Graffiti constitutes destruction of school property. If a student or students are caught in the act of defacing school property, the student(s) will be held responsible for the cost of all labor and materials associated with the clean up, repair or replacement of the school property. This is in addition to disciplinary sanctions.

**Inappropriate Language:** The seriousness of the infraction of profanity, obscene or abusive language will be determined by those involved. If it is directed at any member of the Berks Catholic administration, faculty or staff, **it will be considered a verbal assault and the seriousness is increased. Depending on the seriousness of the offense, the student may be suspended or expelled.**

**Inappropriate Physical Conduct:** Inappropriate public display of affection, whether during the school day or tangent to school property before or after school or at a school-sponsored activity, indicated a lack of self-discipline and self-respect and is not tolerated.

**Fighting:** Play fighting, hitting back or hitting 'because' shall be treated as a fight. Students involved in physical fights shall be removed from the classroom or other school area for an immediate conference with the Dean of Students. All parties involved will receive a minimum of 3 days of OOS, subject to possible expulsion. Parents will be contacted before the end of school on the day of the fight. Depending on the circumstances surrounding the fight and taking into consideration the history of the students involved, parents may or may not be asked to come to school for a conference before the student may return to class.

**Lying:** Deception or dishonesty constitutes deliberate lying and demerits will be issued for such an offense. Cheating will be handled academically, according to the guidelines of the particular subject teacher.

**Stealing:** Stealing school property or the personal property of others is a grave and serious violation against justice and charity. In addition to the disciplinary sanctions, the offender is required to make restitution.

Any violation of the personal belongings of any member of the school staff will be considered a serious offense. Students are forbidden to go to any faculty member's desk or personal belongings without the expressed permission of that teacher or moderator.

**Violence, Bomb Threats, Arson:** Such threats of violence against others and against the school or the mere discussion of such threats are criminal acts that are subject to criminal prosecution including substantial fines and imprisonment even if such threats are a hoax. Any student who is a suspected perpetrator may not return to school until he/she receives a psychiatric evaluation and the school has received the psychiatrist's written statement that it is safe for the student to return and recommendations are given for follow-up treatment, if necessary. For continued enrollment, the student and parents/guardians will be required to sign a contract stating the conditions that must be followed. Additionally, the student must attend weekly meetings with the Dean of Studies & Counseling or Chaplain for at least one marking period or until the school official deems it necessary.

**Vo-Tech Students:** Berks Catholic accepts the decision of the Vocational Technical School in handling discipline problems incurred while the student is attending that school. The student's conduct grade will reflect all conduct violations incurred at either school.

## **ATHLETIC AND ACTIVITY ELIGIBILITY**

Although student participation in athletics and activities is highly encouraged, we believe as a school community that such involvement is a privilege and not a right. Such participation is never to be enjoyed to the exclusion of satisfactory academic performance.

Therefore, to ensure the maintenance of a proper balance between academics and activities, the following regulations are applied:

1. A student must be passing four (4) major subjects and may be failing (2) major subjects to remain eligible. All Berks Catholic High School students carry six major subjects each and every year.
2. Eligibility is determined on a weekly basis.
3. Student eligibility will be from Monday through Sunday of the following week after the academic update.
4. Although this is a weekly check, it is a cumulative process. Even though a student passed a test in a given week, that student remains ineligible to play because he/she failed previous tests or failed to turn in a major project.
5. All eligibility sheets are submitted by Friday (or the last day of school in a week) of each week to the Athletic Director.

**Attendance** – Students who are absent may not practice on the day of the absence. The Athletic Director or the Head of School may waive this rule if a valid excuse for absence is submitted in writing in advance.

**Financial Aid** – There are no financial grants available specifically for athletes.

**Lateness** – Students arriving to school after 10:00 am are not eligible for practice or event participation.

**Physical Examination Form** – All athletes must have a Physical Examination Form, or recertification form, completed each season, signed by both the parent and the physician, on file in the Athletic Office before practicing or participating in any competition.

**Transportation** – All members of all teams must travel by bus to and from all games where transportation has been provided by the school. The only exception to this may be granted by the Athletic Director, 48 hours in advance of the game by means of a signed note from the parent/guardian. The permission will be granted from the Athletic Director and given to the coach to allow the player to obtain alternative transportation. Traveling to and from games with the coach and the team when transportation is provided is part of the Berks Catholic High School team experience.

It is understood that Berks Catholic High School does not provide transportation to and from athletic practice facilities. Therefore, parents/guardians and students have the responsibility for arranging this transportation.

Also, transportation is not provided for the members of the golf team nor for some weekend volleyball tournaments and track meets.

## **FAN CONDUCT AT ATHLETIC EVENTS**

PIAA, BCIAA and Berks Catholic High School rules state the following will not be tolerated:

- Banners, shakers, or signs carried, posted or displayed
- Provocative antics or stunts
- Menacing actions and obscene gestures or language
- Unsportsmanlike and illegal actions by coaches
- Sirens, whistles, horns or artificial noisemakers
- Streamers, paper, or anything thrown at any time during the game that could result in a technical foul.

Anyone under the influence of alcohol or drugs will not be admitted. Violations of any of these offenses will result in removal from the event.

## **ATHLETIC AWARDS**

An athlete will only receive one varsity letter. After receiving his/her letter, all additional letter winners will be awarded a pin of that sports' significance. There are no Junior Varsity letter winners.

## **CRITERIA FOR ATHLETIC LETTERS**

1. Play in half the quarters, halves, matches, innings of all seasonal sports.
2. Average one point per meet for cross-country or track.
3. Participate two years or more, inclusive of senior year.
4. Coaches' discretion.

## **DUE PROCESS**

The Head of School or designee reserves the right to take disciplinary action when a determination is made that a student has knowledge, is aware of, or helped to plan any action that is detrimental to the health, safety or welfare of the Berks Catholic High School community. A student may request an interview with the Dean of Students at any time regarding demerits and/or detention issued to him/her.

In the event a student feels the demerit and/or detention has been unjustly issued, a meeting with the student, faculty member involved, and the Dean of Students may be scheduled. If further due process is requested, a meeting with the Head of School may be scheduled. Parents may request a meeting with the Dean of Students at any time relative to demerits, detentions, then with the Head of School.

**BERKS CATHOLIC HIGH SCHOOL HIGH SCHOOL**  
**ACCEPTABLE USE POLICY FOR COMPUTER**  
**AND INTERNET ACCESS**

**SECTION ONE: GENERAL COMPUTER POLICY**

As part of Berks Catholic High School's commitment to academic excellence, students will have access to computers through the school computer labs and portable carts. Use of technological tools, which fosters academic growth, contributes to the advancement of our school mission to form and educate young men and women to live Gospel Values.

All technological resources, including the use of school owned, personal laptop computers, are intended primarily for educational purposes. Use of these resources is considered a privilege, not a right. Therefore, all users have the responsibility to utilize them only in a safe, moral and dignified manner consistent with the school's values. In as much as the individual computers are owned by the school and used by the students, the school has the right and authority to monitor all accounts. The school also has the right to review the contents of each computer. Any information contained on a Berks Catholic High School computer's hard drive, the server, or computer disks, which were purchased by the school/institution, is considered the property of Berks Catholic High School High School.

All students may receive a user account/email address/password that will allow him/her to access to the school's computer network including access to the Internet (World Wide Web). Each student is solely responsible for all actions taken while his/her account is in use. Web sites accessed by users may be monitored. While at school, students may not access any e-mail accounts other than their BCHS account. Students may not add instant messengers to a school computer.

Inappropriate use of electronic content on school owned computers and/or network in or out of school is strictly prohibited. This includes but is not limited to: communications or depictions through e-mail, text messages, or website postings which:

- a. Are of a sexual nature,
- b. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community,
- c. In the Head of School's sole discretion, cause harm of any kind to the school or school community.

Inappropriate uses of technology include, but are not limited to, the following and as such are prohibited:

- a. Applying for a user ID under false pretenses
- b. Sharing your user ID and/or password with any other person. (If you share your user ID and/or password with another person, you will be solely responsible for the actions of that other person.)
- c. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent
- d. Attempts to evade or change resource quotas
- e. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, changes its established system settings, or causes it to malfunction is a violation, regardless of system location or time duration
- f. Copying programs onto Berks Catholic High School computers and/or the network systems, without the express, written consent of Berks Catholic High School
- g. Copying programs licensed to Berks Catholic High School for personal use
- h. Abusing computer equipment

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b. Decryption of system or user password
- c. Copying, deleting or moving system files
- d. Deleting, examining, copying or modifying files and/or data belonging to other users
- e. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f. The willful introduction of computer “viruses” or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g. Vandalism, which includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- i. Discipline may be imposed for intentional overloading of Berks Catholic High School computer resources.

Any student who engages in these activities will be subject to the full range of disciplinary consequences, including withdrawal for cause, and appropriate legal actions. If a student suspects or observes any inappropriate uses of electronic content (including online harassment), he/she should promptly report it to a school administrator.

## **SECTION TWO: INTERNET ACCESS**

Internet access is available to employees and students of Berks Catholic High School. We are pleased to bring this access to resources to administrators, teachers, employees and students. Our goal in providing this service is to promote educational excellence at Berks Catholic High School by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Berks Catholic High School will take reasonable precautions to oversee the use of Internet resources and restrict access to controversial materials. However, on a virtually unregulated global network, it is impossible to control all materials and an industrious user may discover controversial information. The administrators and teachers of Berks Catholic High School firmly believe that the valuable information available on this worldwide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Berks Catholic High School user violates any of these provisions, his or her account will be terminated and future access could be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under the appropriate state and federal laws may also be taken.

Inappropriate uses of the Internet and technology include, but are not limited to, the following, and as such are prohibited.

- a. Illegal conduct or actions
- b. Violations of any of the school's policies
- c. Posting any media on the Internet, such as pictures or videos of yourself or others acting in a disrespectful, obscene, lewd or inappropriate manner
- d. Posting any media on the Internet using Berks Catholic High School High School's name, logo, or uniform without express written permission of the Principal
- e. Defaming the school, a faculty member, administrator, staff member or student on websites such as Facebook, MySpace, etc.
- f. Making racial, ethnic, religious, or gender-based slurs
- g. Threatening, bullying or harassing others

- h. Purposely viewing, displaying, storing, or transmitting any obscene, discriminatory or inappropriate material
- i. Compromising the privacy and/or security of other users
- j. Revealing your own or others personal address or phone numbers, passwords or social security number
- k. Conducting commercial enterprises
- l. Sending political messages
- m. Sending unauthorized bulk messages
- n. Downloading music or videos on the school network
- o. Gaming
- p. Transmission of any material in violation of local, state, or federal statutes, including copyrighted material or materials protected by trade secret

While Berks Catholic High School cannot effectively restrict the content of all information obtained by students, students who intentionally access offensive sites will be notified and consequences will be introduced.

The purpose of accessing the Internet is to support research and education in and among academic institutions of the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Berks Catholic High School. Each user is personally responsible for this provision at all times when using the network.

The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administration may close an account at any time. An administrator, faculty member, or staff of Berks Catholic High School has the right to request, for cause, that the system administrator will deny, revoke or suspend specific user accounts.

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you believe you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

If any information on your account changes; e.g., telephone number, location, home address, etc., it is the user's responsibility to notify the system administrator.

Berks Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Berks Catholic High School will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the system or your own errors or omissions. Use of any information obtained via the system is at the users own risk. Berks Catholic High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Berks Catholic High School iPad Acceptable Use Policy and Contract**

Berks Catholic High School (BCHS) implements a program for the school's 1-1 initiative as outlined in Berks Catholic's Strategic Plan. As part of this 21<sup>st</sup> Century educational environment, learning can take place at anytime and anywhere. Having this technology available to students at all times will foster learning and engage students in a unique way. Additionally, it will help prepare students for their futures in college or in the workplace.

The policies and procedures listed will apply to all iPads used by the BCHS students as part of this program. Teachers may set additional requirements within their classrooms.

All terms of the Acceptable Use Policy contained in the Parent/Student handbook apply.

### **Ownership:**

Berks Catholic High School will retain title to the equipment at all times. Any software or apps that are installed by BCHS on the iPad will likewise be owned by BCHS.

### **Use and Storage:**

The primary use of the iPad is for educational purposes. The student may use the iPad for other purposes only to the extent that it does not interfere with its primary educational use.

- Students are responsible for bringing their iPad to school each day fully charged.
- iPads are to be locked in a secure place (lockers) when not with the student. They should never be left unattended
- iPads are never to be loaned to other students and passwords are not to be shared.

- Any content added by the student (music, pictures, etc.) must be appropriate for BCHS students. No inappropriate content may ever be on a student iPad. Being allowed to download content is a privilege, which may be revoked.
- While there are filters in place at BCHS, parents are responsible for student use. Parental monitoring when off campus is highly recommended. School policies will apply when off campus.
- Students should backup important files to Canvas, iCloud, Google Drive, Dropbox etc. If an iPad has any technical issue, it may require re-imaging which will wipe all content.
- If there are any technical issues, the iPad should be taken immediately to the Educational Technology Specialist in the library (Mr. Olivard).

### **Loss, Theft, or Damage:**

The iPad is an essential part of learning, just as a textbook would be. Students will be responsible for the iPad in the same manner as a textbook.

### **Loss:**

iPads that are lost must be reported to the Main Office immediately, and the student will be responsible for replacement at \$394. Students may not replace the device on their own.

### **Theft:**

If the iPad is stolen, parents/students may choose to file a police report. Parents may choose to submit the theft to their homeowners insurance for possible reimbursement.

### **Damage:**

Any damage other than normal wear and tear will be the responsibility of the student/parents. However, included in the technology fee is an extended warranty from Apple:

Every iPad comes with one year of hardware repair coverage through its limited warranty and up to 90 days of complimentary support. AppleCare+ for the iPad has been purchased for each device and it extends your coverage on the iPad for the duration of the lease. Two incidents of accidental damage will be covered, each subject to a \$49 service fee.

### **Loaner Devices:**

The school maintains a limited number of loaner devices that will be available to students whose iPads are in need of repair. However, the school cannot guarantee

that an iPad will be available at the time a student may need one or that a loaner will have all necessary apps installed.

**Prohibited Use:**

- Any action that violates current school policy or public law
- Violation of Copyright Laws
- Cyber bullying
- Circumventing the management system, software, or the filters

**Privacy:**

There is no expectation of privacy for any communication made using the device or for any content stored on the device. BCHS reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs, and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

**General Care and Use:**

The iPad assigned to a student remains the property of the BCHS; therefore, students are expected to care for the device in a proper and respectful manner. The school may charge for loss or damage to the device and/or any accessories.

**General Use and Care Guidelines:**

Only use a clean, soft dry cloth to clean the iPad's screen; no cleansers of any type should be used.

- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write, draw, or apply any stickers or labels to the iPad that are not the property of the school.
- Handle the iPad carefully. Screens can crack not only when dropped but also when twisted or subjected to pressure from stepping or leaning on them.
- Do not leave the iPad in places of extreme temperature (hot or cold), humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- All iPads must be in a protective case. Students are required to keep the iPad in the provided case at all times.

**Internet Safety:**

It is the policy of Berks Catholic High School to:

- Prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications through firewalls and filters
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

In compliance with the Children’s Internet Protection Act, students will complete an Internet safety course in 9<sup>th</sup> grade. The curriculum focuses on educating students about appropriate online behavior, including interacting with other individuals on social networking websites, dangers of online chat rooms, and cyber-bullying awareness and response.

Berks Catholic High School staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school’s instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. iPads will be filtered both in and out of school.

### **MEDIA RELEASE** **PHOTO/VIDEO PERMISSION**

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Allentown, the undersigned parent of the student(s) enrolled at Berks Catholic High School in Reading, PA, do hereby consent, authorize and grant permission to the Diocese of Allentown and Berks Catholic, its agents, employees or duly authorized representative to take photographs, videos or audio tapes or any duplication or facsimiles thereof for the purpose of instruction and/or promotion of Berks Catholic. In granting such permission, I hereby relinquish and give to the Diocese of Allentown and Berks Catholic all right, title, and interest I may have in the finished pictures, negative, reproductions or copies and further waive any all right to approve the use of such photographs, motion pictures, videos, or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

### **AMENDMENTS TO THE HANDBOOK**

The Head of School reserves the right to amend the handbook at any time for just cause. Parents and students will receive appropriate notification when changes occur.

### **DISCLAIMER**

Every attempt has been made to review the policies in this handbook to insure that there are no typographical errors. However, at times a mistake may occur. Unauthorized use or reproduction of Berks Catholic High School’s name or logo is not permitted. Berks Catholic High School reserves the right to take any or all legal action to preserve the rights of the school. Expressed written permission is required by the Head of School to use the logo or name of Berks Catholic High School High School.

*Si un padre o guardian tienen dificultad a interpretar esta guía debido a una barrera del idioma, por favor contacta la escuela Berks Catholic para ayuda.*

## **SCHOOL BELL SCHEDULES**

### **REGULAR DAY**

Homeroom	7:50 – 8:00
Activity Period	8:00 – 8:30
1st Period	8:30 – 9:15
2nd Period	9:15 – 10:00
3rd Period	10:00 – 10:45
4th Period	10:45 – 11:30
5th Period	11:30 – 12:15
6th Period	12:15 – 1:00
7th Period	1:00 – 1:45
8th Period	1:45 – 2:30

### **TWO-HOUR DELAY**

Homeroom	9:50 – 10:00
1st Period	10:00–10:29
2nd Period	10:29–11:03
3rd Period	11:03–11:38
4th Period	11:38–12:13
5th Period	12:13–12:48
6th Period	12:48–1:22
7th Period	1:22 – 1:56
8th Period	1:56 – 2:30

### **MASS OR AM ASSEMBLY**

Homeroom	7:50 – 8:00
1st Period	8:00 – 8:41
Mass	8:41 – 9:43
2nd Period	9:43 – 10:24
3rd Period	10:24– 11:05
4th Period	11:05– 11:46
5th Period	11:46– 12:27
6th Period	12:27– 1:08
7th Period	1:08 – 1:49
8th Period	1:49– 2:30

### **PM ASSEMBLY**

Homeroom	7:50 – 8:00
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1st Period	8:00 – 8:39
2nd Period	8:39 – 9:23
3rd Period	9:23 – 10:07
4th Period	10:07– 10:51
5th Period	10:51– 11:35
6th Period	11:35– 12:19
7th Period	12:19– 1:03
8th Period	1:03 – 1:47
Assembly	1:47 –2:30

## **NOTES**

**PARENT/STUDENT  
SIGNATURE AGREEMENT / CONSENT FORM  
2022-2023**

Each student/parent has been given access to the Parent/Student Handbook on the Berks Catholic website.

I/We have read the 2022-23 Berks Catholic High School Handbook. I/We agree to the policies and procedures set forth in this handbook and by any addendums which may be announced through the school year by Berks Catholic High School and the Diocese of Allentown, including:

- I-Pad Policy and Contract
- Internet and Computer Policy
- Photo Video Permission-Consent

The Website Disclaimer can be found on our school-sponsored website

Please sign and return to the Main Office at Berks Catholic High School by **September 30, 2022.**

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Print Parent Name Clearly

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Parent/Guardian Signature

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Date

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Print Student Name Clearly

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Student Signature

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Date

\*\*If this acknowledgement is not signed and returned by September 30<sup>th</sup> it will assume that the student and parents are in agreement as implied consent of the student, parent, or guardian will be observed in regard to any and all school policies stated herein.”