

2024-2025 Student Handbook

***Roman Catholic
High School***



FIDES ET SCIENTIA

Section 1

GENERAL INFORMATION

Founded in 1890, through the benevolence of Thomas E. Cahill, Roman Catholic High School is located in the heart of Center City, Philadelphia. Drawing students from throughout the Delaware Valley, Roman Catholic boasts a challenging academic curriculum, a competitive sports program, and engaging activities. Through Fides et Scientia (Faith and Knowledge), Roman Catholic High School students are prepared to contribute to the betterment of the world in which they live.

LEADERSHIP

Mr. John A. Prendergast '08
President

Mr. John Curry
Principal

Mr. Christopher Buck '98
Assistant Principal for Academic Affairs

Mr. Michael Bringhurst
Assistant Principal for Student Services

Mr. Robert Rowan '13
Assistant Principal for Student Affairs

Mr. Daniel Joyce
Vice President of Mission Advancement

Mrs. Ann Trost
Chief of Staff

Ms. Christine Kenny
Director of Accounting & Financial Analysis



SCHOOL STAFF

Mr. Saeed Bilal.....Maintenance Staff
 Mrs. Maureen Brown.....Administrative Assistant, Student Affairs
 Mrs. Lori Conte.....Financial Aid Counselor
 Mrs. Lisa Costello.....Administrative Assistant, Main Office
 Ms. Crystal Daniels.....Administrative Assistant, Guidance Office
 Mrs. Beth DeRenzi.....Executive Assistant to the Principal and APAA
 Mrs. Mary Desmond.....Academic Affairs Consultant
 Mr. Kenneth Eaves.....Athletic Trainer
 Rev. Wilfred Emeh.....Chaplain
 Mrs. Renee Granato-Park...Administrative Assistant, Student Services
 Mr. Brain Haas.....Athletic Director
 Mr. Lucas OstrowskiDirector of Technology
 Mr. Jay Patterson.....Director of Maintenance
 Mrs. Maryann Schickling.....School Nurse
 Mr. Jeffrey ShieldsDirector of Campus Ministry
 Mrs. Donna Sullivan.....Manager, School Store
 Mr. Ryan Martinez.....Technology Specialist
 TBDDirector of Guidance

Mr. Terrance Caldwell.....BCIT
 Mr. John Corrigan.....Social Studies
 Mr. Dennis DiGiovanni '02.....Science
 Mr. Fitz-Gerald Gallagher '94.....English
 Ms. Antoinette High.....Mathematics
 Mr. James Murphy.....Theology
 TBD.....Guidance
 TBD.....World Languages

OFFICE OF MISSION ADVANCEMENT

Mr. Daniel Joyce.....Vice President of Mission Advancement
 Mr. Rick Zambino.....Director of Development & Alumni Relations
 Mr. Zachariah Demusz '18.....Director of Admissions & Communications
 Mr. Michael Cornaglia '19.....Asst. Director of Admissions & Communications
 Mr. Brendan McBrierty.....Advancement & Admissions Coordinator
 Ms. Heather Ott.....Advancement Coordinator
 Ms. Renee Brayboy.....Coordinator for Development Services
 Mrs. Regina Muldoon.....Finance Coordinator

ROMAN CATHOLIC HIGH SCHOOL

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

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

Phone: (215) 627-1270 (School Phone)
(215) 627-5487 (Mission Advancement Office)

Webpage: www.romancatholichs.com

Motto: Fides et Scientia

Founded: 1890

School Colors: Purple and Gold

School Mascot: Roman Gladiator

Yearbook: The Purple and Gold



DIOCESAN ADMISSION POLICY

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

ROMAN CATHOLIC HIGH SCHOOL MISSION STATEMENT

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

ROMAN CATHOLIC HIGH SCHOOL BELIEF STATEMENTS

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

ROMAN CATHOLIC HIGH SCHOOL GOALS AND OBJECTIVES

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

SCHOOL OFFICE HOURS

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

WEATHER AND NON-WEATHER-RELATED SCHOOL CLOSINGS

- In the event of school closings, it is important to listen to KYW 1060-AM radio, Channel 6-WPVI-TV, Channel 3- NBC TV, Channel 10-CBS-TV, or FOX-29 TV.
- This information will also be available online at www.romancatholicshs.com.
- The Philadelphia City archdiocesan schools usually open or close in agreement with the Philadelphia School District. Late starts and early dismissals are also handled as explained above.
- This information will also be disseminated to our parents and students via our school email system, social media, and School Messenger.

SCHOOL STORE - *The Forum*

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

TRANSPORTATION

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

HEALTH SERVICES

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

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

Additional Health Services Information

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

MEDICAL EMERGENCY POLICY

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

VISITORS TO THE SCHOOL

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

PUBLIC ACCESS TO SCHOOL PROPERTY

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

PUBLIC RELATIONS RELEASE

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

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

Section 2

SCHOOL MINISTRY

The purpose of the School Ministry Office is to assist in fostering and nourishing this desire in each student so to help them develop and maintain a personal relationship with God with the guidance of the Roman Catholic Faith. This will take place through the sacraments, opportunities for personal and communal prayer, retreats, spiritual programs and activities throughout the school year. Students will also have the opportunity to integrate their faith life into action by getting involved in campus ministry and a variety of service projects.

Mr. Jeffrey Shields
Director of Campus Ministry
jshields@romancatholicchs.com

SPIRITUAL PROGRAM

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

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

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

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

RETREAT AND DAYS OF RECOLLECTION

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

COMMUNITY SERVICE

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

VOCATIONS

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



Section 3

Academic Affairs

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

Mr. Christopher Buck '98
Assistant Principal of Academic Affairs
academics@romancatholichs.com

ACADEMIC HONOR CODE

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

ACADEMIC INTEGRITY

Student Responsibilities

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

Academic Dishonesty

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

Plagiarism

This is defined as presenting another's writing or ideas as one's own (either in writing or in an oral report) by failing to cite, to quote, or to footnote the appropriate source. Students are not permitted to use any AI programs (unless directed by teacher) in developing or composing assignments for any coursework; this is considered academic dishonesty and falls under plagiarism.

The following sanctions will result:

1. A severe point penalty in the class work, homework, report, project, quiz, test or assessment, thereby resulting in an automatic lowering of the quarter, semester, and final grade.
2. If a zero is given for a major grade, the case will be reviewed by the Department Chair, in consultation with the Assistant Principal for Academic Affairs, and must be approved by the Principal.
3. Demerits and detentions may be assigned if deemed appropriate by the Principal.

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

CURRICULUM

In an attempt to meet the interests and needs of its students, Roman Catholic High School offers a curriculum of required and elective courses on different academic levels, indicating their degrees of difficulty. The course catalog is available to students on our website.

ACADEMIC REGULATIONS

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

REQUIREMENTS FOR A DIPLOMA

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

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

ACADEMIC HONORS

Superior scholastic achievement entitles a student to Honors status.

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

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

DETERMINATION OF CLASS RANK

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

COURSE REQUESTS

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

ROSTER CHANGES

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

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

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

CANCELLATION OF CLASSES

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

ADVANCED PLACEMENT (AP) COURSES

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

COURSE DESCRIPTIONS

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

ASSESSMENTS

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

HOMEWORK

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

GRADE REPORTING

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

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

Semester grades are an average of the two respective quarter grades. The final grades are determined by taking 45% of the first semester grade, 45% of the second semester grade, and 10% of the final exam. Student grades are entered using the PowerSchool technology platform.

Students receive report cards four times during the academic year: first quarter (November), first semester (February), third quarter (April), and final (June).

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

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

FAILURE WARNINGS

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

EXTRACURRICULAR PROBATION POLICY

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

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

ACADEMIC DISMISSALS AND ACADEMIC CONTRACT

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

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

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

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

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

Students on probation who have three failures at the end of the first semester are liable for dismissal. Academic dismissal usually occurs at mid-year or at the end of the school year but may occur at any time.

SUMMER CREDIT RECOVERY

Students in the Secondary School System of the Archdiocese of Philadelphia who have not met the academic expectations during the school year are required to attend the Archdiocesan Summer Repair Credit Program. **In order to return for the following school year, all failures must be successfully remediated.** The Archdiocesan Summer Repair Credit Online Education Program is offered through Educere for all courses, except Theology which will be offered through the Archdiocese of Miami Virtual School. **Please be aware that families are required to pay an additional fee for summer school courses.**

TRANSFERS

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

ABSENCES

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

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

All absences must be reported to the absentee email: attendance@romancatholicchs.com The email must be sent from a parent's email account and should include the student's name, PowerSchool number, grade level, and reason for absence.

FIELD TRIPS

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

COMMENCEMENT

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2024

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

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

We are interested in technology because of our faith.

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

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

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

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

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

Revised: July 28, 2024

better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOALS

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

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

USER RESPONSIBILITIES

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

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

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.

- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.
- **Protect Intellectual Property:** Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law.

TECHNOLOGY USE GUIDELINES

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

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

Responsible Use of School Utilized Hardware/Devices: All AoP users are responsible for the general care of school utilized hardware, devices and peripherals. Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

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

- School created teacher web pages, school-issued email and/or school

phone number

- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

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

***** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation.** Use of a personal email address is a direct violation of this policy and consequences may include: loss of legal protections, a formal written warning and / or possible dismissal / termination. ***

Digital Security: Digital security must be at the forefront of every user’s mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school issued accounts.

Storage Devices: Use of external removable hard drives, flash or “thumb” drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools

only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use ChatGPT, or another program, to create materials and submit them as their own original work.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI programs for student use. The AoPTech Team is happy to help evaluate any AI tools or programs.

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

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

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

- Participate from an appropriate location in the home.
- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.
- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)
- Where able, only use first name and last initial to identify yourself via video conferencing software.
- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.

- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.
- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.
- This Responsible Use Policy applies to students using either school issued or personal devices.
- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]
- Do NOT click on any embedded links contained within a suspect email.
- Do NOT download or open any attachments included with any suspect email.
- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO / VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.
- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the

students' parents and guardians.

- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.
- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

Consequences of Violation

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

RUP violations can include, but are not limited to the following examples:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.
- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from

the school administrator.

- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.
- The use of any other login credentials other than those assigned to that specific user.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school community members.

- At all times users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, and other personal contact information.
- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.
- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to make repairs to school issued devices without proper permission and direction.

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

Administrative Rights: The school has the right to monitor usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet

usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

Usage of Social Media

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

- **Examples:**

- Posting teacher's personal information - such as their personal email address, personal phone number or address.
- Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Manipulating or editing a teacher or student's photo in an inappropriate manner.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization. Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.
- Students should never include their email nor their cellphone number in their social media bios.
- A student's personal social media account should not be tagged or linked to when posting social media messages.
- Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by first name only.
- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports — “electronic sports” — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining

participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School-sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent / Guardian notice should include the game title, ESRB rating and a link to Common Sense Media review or to the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration. Students' parents and guardians should be notified prior to the game being played. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary

Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary
Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org .		

All school-sponsored esports activities must have the appropriate signed parental consent forms.

The following permission forms are offered as templates that schools may use, and may be customized for their specific needs.

[Link to Sample Permission Form \(Elementary\)](#)

[Link to Sample Permission Form \(Secondary\)](#)

Link to Sample Permission Form for specific games ([K-12](#))

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esports club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esports program. The setup and network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct](#) (PDF Download)
- [Code of Conduct NASEF](#) (Webpage)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.
- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Violation of the Responsible Use Policy may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of
Philadelphia Student Internet Access

Student Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

_____.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____

Student Signature _____

Date _____/_____/_____

Graduation Year _____

Room Number (if elementary) _____

Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access - Parent Guardian

I hereby release _____(school name) and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for

 (school name).

I hereby give my permission for my child to use the Internet and will not hold

 (school name)

or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____

Date _____

Archdiocese of Philadelphia Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

In order to provide continuity of instruction during flexible instructional days, the Catholic schools in the Archdiocese of Philadelphia will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School's instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The recordings will be stored, accessed, and disposed of in accordance with the guidelines established by the Office of Catholic Education for the Archdiocese of Philadelphia.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's instructor or -----.

I hereby consent to the School's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class- related use.

Archdiocese of Philadelphia Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Student's Name:

Classroom Teacher's Name:

School: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print):

Date: _____

Student Signature (if high school): _____

Date: _____

****Please return this acknowledgement form to -----****

Section 4

Student Services

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

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

Mr. Michael Bringhurst
Assistant Principal for Student Services
michael.bringhurst@romancatholichs.com

Roman Catholic High School Code of Conduct

STATEMENT OF POLICY

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

CODE OF CONDUCT

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

A student who demonstrates immorality, public disorder, or acts in a way that casts shame or causes embarrassment to the high school is liable for any or all of the following: suspension, expulsion, or denial of public graduation.

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

A Roman Catholic Student/Gentleman:

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

AN IMPORTANT NOTE TO PARENTS

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

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

DRESS CODE

The only acceptable dress code for Roman Catholic High School students is listed below. ***Approved vendors must be used—No Substitutions.***

The school uniform must be worn properly. It is important that students take pride in wearing the school's uniform when attending Roman. In other words, all parts of the uniform matter—shirt collars must be buttoned, ties must be centered and up against the collar, pants must be pulled around the waist, and shirt tails must be tucked inside the pants. Students must arrive at school in their complete uniform.

Any student that arrives to school out of uniform will be sent home until they are able to return to Roman Catholic High School in complete school uniform.

The Assistant Principal for Student Services is the final judge of the dress code policy, and it not a debatable issue. If a student does not comply with the above guidelines, he will face disciplinary action.

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

FACIAL HAIR POLICY

- Students must still be clean shaven every day, this includes the face, cheeks, chin, and mustache. Goatee, mustaches, and soul patches are prohibited. Eyebrows cannot be shaved or have designs in them. The administration, or its designees, will make the final determination.
 - Any student who is in violation of the shaving policy may elect to shave at school. If the student refuses to shave at school, the student will be sent home until he meets the requirements of the facial hair policy.
 - Continued or flagrant disregard of the policy will result in the student being sent home until the issue is rectified; suspension and further disciplinary action may be taken.
- Any medical condition regarding shaving/grooming must have a certified doctor's note, (verified by the administration), however such a note does not negate a student from coming to school with a clean shaved face or being well-groomed. Please note that students will still be disciplined and may be sent home if they are in violation of the policy.

UNIFORM POLICY

- Shirts must be tucked inside the pants at all times.
- **Earrings, jewelry, and body-piercings are never permitted.**
- **If a student has a visible tattoo, it must be appropriate and in good nature. If a visible tattoo is deemed inappropriate by the RCHS Administration, the Administration will assign the details of dress to cover the tattoo.**
- **Hair Policy:** Roman Catholic High School seeks to cultivate an environment of educational excellence and to develop young men with integrity and moral courage, grounded in values of respect for themselves and others. Essential to this goal is a personal grooming policy which respects diversity and individuality while striving to maintain a professional environment that supports learning. Roman seeks first and foremost to respect diversity, cultural, and ethnic differences while acknowledging that the styles of young men change and are as unique as the

young men who attend the school. Recognizing this respect, all Roman students must be neatly and professionally groomed. **Specifically, all students' hair must be clean, tapered, and above his eyebrows, ears, and shirt collar.** Students are expected to have natural hair colors. Sideburns must be neatly trimmed, must not flair, and must not extend below the earlobe. **Students are to be clean shaven without any facial hair.** This policy recognizes that personal grooming and style are important to the development of a young man's self-image. It further acknowledges that the interpretation of compliance with the grooming policy can be highly subjective. To that end, implementation of this policy will be handled by school administrators. Concerns or questions about personal grooming are to be directed to the Principal or the Assistant Principal for Student Services.

Fall/Spring Dress Code

- Shoe Options:
 - The Florsheim Midtown Black Dress Shoe (Available at DiGiulio's Clothing and Footwear Store)
- Pants:
 - Black, dress pants (Must purchase from Flynn O'Hara Uniform Company)
- Shirts
 - Purple Golf Shirt with the School Logo (Must purchase from School Store)
 - White Long Sleeve Golf Shirt with School Logo (Must purchase from School Store)
 - White Oxford cloth, button-down collar; short or long sleeves (Must purchase from Flynn O'Hara Uniform Company) If a student decides to wear the white oxford shirt during the summer dress code period, a tie must always be worn; however, the school sweater is optional.
- Socks
- Plain black or brown leather dress belt
- School Identification Card on school lanyard (Distributed by School)

Winter Dress

- Shoe Options:
 - The Florsheim Midtown Black Dress Shoe (Available at DiGiulio's Clothing and Footwear Store)
- Pants
 - Black, dress pants (Must purchase from Flynn O'Hara Uniform Company)
- Oxford Shirt
 - White Oxford cloth, button-down collar; short or long sleeves (Must purchase from Flynn O'Hara Uniform Company)
- Tie
 - Official Roman Tie (Can be purchased from School Store OR Flynn O'Hara Uniform Company)
- Socks
- Black or brown leather dress belt
- School Identification Card on school lanyard (Distributed by School)
- Sweaters Options (Can be purchased from School Store OR Flynn O'Hara Uniform Company)

- Purple V-neck sweater with school seal
- Purple cardigan sweater
- *Students will not be permitted to wear damaged school sweaters throughout the school year. **If a sweater is damaged it must be repaired or replaced.***
- The return policy for damaged sweaters can be found below as well as at the School Store. Any major holes or tears will need to be patched with the official Roman patch sold in the School Store or a new sweater must be purchased.
- **No hooded sweatshirts are permitted to be worn during the school day without exception. All sweatshirts & jackets must be placed in the school locker from Homeroom-8th period.**
- N.B.: Students should not wear brightly colored shirts under their school uniform.

Damaged School Sweaters

Students are not permitted to wear school sweaters that have large holes or have significant deterioration. For sweaters with large holes or tears, an elbow patch for \$8.00 a set can be purchased in the school store.

Gym Uniform

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

The approved vendors for the Roman uniform are:

Flynn O'Hara Uniform Company

DUTTON ROAD STORE
10905 Dutton Road
Philadelphia, PA 19154
(215) 637-4600

FRANKFORD AVE STORE

6801 Frankford Avenue
Philadelphia, PA 19135
(215) 624-1983

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

DiGiulio's Clothing and Footwear

6948 Frankford Avenue
Philadelphia, PA 19135
(215) 333-5512

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

IDENTIFICATION CARDS

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

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

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

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

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

CONDUCT GRADE COMPUTATION

A student's conduct grade will be tabulated on a quarterly basis. The beginning grade for each quarter will be 100. A quarter grade below 70 (31 demerits) constitutes a failing conduct grade for the quarter. The **final** conduct grade is the average of the two report card semester grades.

Any student receiving a conduct grade of less than 70 in a quarter is liable for discipline probation and may be liable for dismissal if the student fails more than one quarter in a school year.

Any student receiving a **final** conduct grade of less than 70 average will be assigned to Conduct Summer School and will be placed on a discipline contract for the following school year. There is an additional cost for Conduct Summer School that must be paid prior to the beginning of the program. Any student who does not complete Conduct Summer School will not be allowed to return to Roman Catholic High School.

Any senior receiving a **final** conduct average of less than 70 will not participate in senior events and graduation exercises. He will be required to complete Conduct Summer School and, upon completion, will receive all graduation materials and his diploma.

Students whose Conduct Grade falls below an 80 within a quarter will be up for administrative review. This review could lead to loss of financial support & participation in activities/athletics.

N.B. Students with extreme, egregious cases of misconduct may be considered for immediate dismissal.

DEMERIT SYSTEM

Demerits will be deducted from a student's conduct grade when he violates any portion of the school's Code of Conduct. Demerits will receive final approval by the Assistant Principal for Student Services.

The following violations are subject to the assigned number of demerits:

Violations	Demerits
Alcohol (Use or Possession)	31
AOP Responsible Use Policy	15
Cafeteria Violation	5
Cell Phone Violation	5
Cutting Class	15
Disruption of Instruction	5
Disrespectful Behavior	10
Dress Code Violation (Limited to 1 per day)	5
Fighting	31
Foul Language	5
Gambling	31
Gross Insubordination	31
Harassment/Bullying	31
Late to Class	Two violations = 5
Late to School (8:00 am-8:30 am) - Unexcused	Three violations = 5
Late to School (After 8:30 am) - Unexcused	5
Leaving the Classroom Without Permission	10
Leaving School Grounds Without Permission	15
Locker Violation	5

Lying to Staff Member	10
Out of Bounds	5
Possession/Use of Drugs or Contraband	31
Possession of a Weapon (An item can be deemed a weapon based on the judgement of the RCHS Administration).	31
Pulling a Fire Alarm	31
Refusal to Comply with Staff Member Directive	10
Roughhousing	10
Skipping General Detention (1st)	5
Skipping General Detention (2nd or more)	10
Skipping Private Detention	5
Terroristic Threats	31
Tobacco Use	31
Theft	31
Truancy	31
Vandalism/Destruction of School Property	31
Vaping	31

****Please be aware that students who commit infractions that carry 31 demerits as a consequence may be dismissed from Roman Catholic High School. In some cases, law enforcement will be contacted.*

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

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

DETENTION POLICY AND DISCIPLINE FAILURES

Detentions are issued for every five (5) demerits received by a student, regardless of when the demerits were issued. Students will receive a written notice for general detentions through the Student Services Office.

Detention will be held Monday - Wednesday from 2:45 to 3:45 for 1 hour.

On days of a 2pm dismissal, Detention will be from 2:00 to 3:00.

On Thursday, there will be a two-hour detention from 2:45 to 4:45. Any student(s) with multiple detentions or who skipped a previously scheduled detention will be assigned this.

If students skip two detentions in a row, they will be suspended for up to two school days.

In the event of an early dismissal, detention begins within five minutes of the last school period. Latecomers will not be admitted. Any student who is late will count as an absence from detention.

Detention precedes all other activities, including games and practices. Work or school activities do not excuse a student from detention. Failure to report to detention will result in an additional detention. Requests for a change in the day of detention must be submitted through a note written by a parent or guardian at least 24 hours before the assigned date. Students may only reschedule a detention one time per month.

DEMERIT COMMUNICATION POLICY

Demerits may be assigned by any faculty or staff member of Roman Catholic High School. All parents will be notified via Powerschool when a demerit is entered onto the student's record. If a student has a question regarding the reason for the demerit, they are to reach out to the administrator/teacher/or staff member that assigned the demerit.

****THE OFFICE OF STUDENT SERVICES DOES NOT REMOVE DEMERITS WITHOUT PRIOR AUTHORIZATION FROM THE ORIGINAL ASSIGNOR OF THE DEMERIT.**

STUDENTS REMOVED FROM THE CLASSROOM POLICY

In the event a student needs to be removed from a classroom due to constant disruption or due to the fact that they posed a threat to themselves or others, a parent or guardian of the student will need to meet with the classroom teacher in order to understand and help rectify the issue. The student may not return to the classroom until this phone meeting or in-person meeting takes place.

ACCEPTABLE USE POLICY: iPads, Cell Phones, and Wearable Electronic Devices

CELL PHONES & WEARABLE ELECTRONIC DEVICES

Cell phone usage is a significant distraction to the educational process. It also interferes with developing interpersonal skills. Consequently, cell phone usage is not permitted during the school day, which begins at homeroom and ends after 8th period. To ensure that all students comply with this regulation, **cell phones are to be turned off/silenced and stored in assigned lockers before the beginning of homeroom and remain there until the end of 8th period.**

To keep students safe in their travels to and from the McSherry Annex and Howard Center for the Arts, they should walk along the designated route in groups.

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

If a student's cell phone is visible during the school day, the following actions will be taken:

- First violation – Administration will confiscate the cell phone, which will be given back at the end of day; 5 demerits will be issued & 1 detention.
- Second violation – Administration will confiscate the cell phone, & a parent/guardian will be notified; 5 demerits will be issued & 2 detentions.
- Third violation – Administration will confiscate the cell phone, & a parent/guardian will have to come to school to claim it; 5 demerits will be issued, along with 2 detentions. Students will also be issued an in-school suspension. A parent conference is required with Asst. Principal for Student Services.
- Any further violations after the third may result in the student having to turn in their phones each day to the Office of Student Services.

*Airpods may be used in a classroom setting at the teacher's discretion and for educational purposes only.

Specifics regarding iPad usage:

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

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

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

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

- Screensavers which are considered inappropriate or in opposition to the teaching of the Catholic Church

- Downloading or accessing pornographic photos or videos
- Using the iPad in a classroom for a purpose other than the intended lesson assigned by the teacher
- Playing games, accessing social media, or utilizing non-class related applications
- Taking photos or videos without the express permission of the teacher
- Use of headphones/earbuds/Airpods without the express permission of the teacher

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

Earphones/Earbuds/Airpods

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

ATTENDANCE PROCEDURES

Attendance at school is essential if a student wants to be successful at Roman Catholic High School. Attendance records reflect the student's personal responsibility and accountability which are critical to college admissions personnel and future employers. The school day begins at **8:00 a.m.**

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

DISCIPLINARY ACTION BENCHMARKS FOR LATENESS

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

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- The student's parent(s) or guardians will be required to meet with the Asst. Principal for Student Services or a member of the guidance team. This meeting may be in-person or a phone call.
- The student will be ineligible for sports and activities until the parent meeting has taken place.
- The student may be placed on an attendance improvement plan.
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.
- After a student is late for school **20 times**, the following course of action will take place:
- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- An in-person parent meeting will be required and a student contract may be developed.
- The student will be ineligible for sports and activities until the parent meeting has taken place. At that meeting it will be determined whether the student is permitted to participate in activities/athletics for the remainder of the school year.

- The student will be required to serve a Saturday Detention.
- The student's attendance improvement plan will be referenced and updated.
- The student may be referred to an outside agency if needed.

If a student is late for school **30 times**, the following course of action will take place:

- The student may be liable for dismissal from Roman Catholic High School.
- The student will be ineligible for sports and activities for the remainder of the academic year. This cannot be appealed.
- The student will be ineligible for all dances/proms.
- If the student is retained at Roman Catholic, the student will be required to attend Conduct Summer School and must follow the guidelines established in the Principal's Contract.
- Please note that there is a fee associated with Conduct Summer School that will be added on to the student's tuition account.
- Seniors who are late for school 30 times or more may be required to attend Conduct Summer School and may be excluded from Commencement exercises.

ABSENCES

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

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

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

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

DISCIPLINARY ACTION BENCHMARKS FOR ABSENCES

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

- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- The student's parent(s) or guardians will be required to meet with the Asst. Principal for Student Services or a member of the guidance team. This meeting may be in-person or a phone call.
- The student will be ineligible for sports and activities until the parent meeting has taken place.
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.
- After a student is absent from school **20 times**, the following course of action will take place:
- A warning letter for potential Conduct Summer School will be given to the student that must be signed by the parents/guardians.
- An in-person parent meeting will be required and a student contract may be developed.

- A student may become ineligible to participate in athletics and extra-curricular activities based on a review of the file and results of the required meeting.

If a student is absent from school **25 times**, the following course of action will take place:

- The student may be liable for dismissal from Roman Catholic High School.
- If the student is retained at Roman Catholic, the student will be required to attend Conduct Summer School and must follow the guidelines established in the Principal's Contract.
- Please note that there is a fee associated with Conduct Summer School that will be added on to the student's tuition account.
- Seniors who are absent from school 25 times or more will be required to attend Conduct Summer School and may be excluded from Commencement exercises.

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

REPORTING AN ABSENCE

On the day of the student's absence, a parent or guardian must email attendance@romancatholichs.com. **Absences should be reported no later than 7:45 am.** All emails must be sent from the parent or guardian's email account. Please provide the following information within the email: *full name of the student, his class year, PowerSchool number, and reason for absence.*

ABSENTEE DOCUMENTATION

On the day of a student's return from an absence, he should provide all relevant documentation (e.g. Medical paperwork) to the Student Services Office regarding the absence.

In addition, the following are to be observed:

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

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

Please note that Out of School Suspensions and College Visitations are NOT excused absences. Students planning college visits should arrange for these on days when school is not in session.

PERFECT ATTENDANCE

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

EARLY DISMISSALS

Early dismissals are granted only for very urgent reasons. Students are asked to make appointments (dental, medical, job interviews, etc.) at times that will not conflict with school obligations. This practice should emphasize the importance of education in the life of an adolescent.

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

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

DETENTION

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

- General Detention
- Private Detention
- Saturday Detention

General Detention

As stated above, every five demerits a student receives will result in one after school detention. Detention will be assigned from the Office of Student Services.

Private Detention

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

Saturday Detention

Saturday Detentions will be held at least once per quarter. They will be optional and provide students with the opportunity to earn 10 points on their Conduct Grade. On certain occasions, students will be required to attend Saturday morning detentions. These detentions will be assigned by the Assistant Principal for Student Services, and no points will be earned.

SUSPENSIONS

In-School Suspensions

The student is permitted to come to school as long as parental contact is made. There will be a loss of eligibility concerning sports and activities. If parental contact is not made, the suspension becomes an out-of-school suspension until a meeting with the parent takes place. During an in-school suspension, students will be required to report to school in complete school uniform. They will be required to complete school work in a designated area for the duration of the in-school suspension.

Out-of-School Suspensions

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

DISCIPLINARY ACTION BENCHMARKS

In-School Suspension for Excessive Detentions

- A student who has received 5 detentions or has lost 25 points in a quarter will be suspended in school. The student will serve 1 day of in-school suspension. The student's parents will be notified & a conference may be arranged.
- The Student will be suspended from all Sports/Activities until the in-school suspension is served. This includes, but is not limited to, all school-dances, proms, and school-related functions
- The student will be referred to the College Admissions and Counseling Center for a meeting with a guidance counselor.

***If a student fails conduct in two quarters in the school year or fails the 4th quarter of the previous school year and the 1st quarter of the next school year, the following course of action will take place:**

- The student becomes liable for dismissal from Roman Catholic High School. After the case file is reviewed, a decision will be made about whether the student will go on a strict Principal's Contract or will be dismissed from Roman Catholic High School.

If a student fails conduct for the school year (Cumulative average of the 1st & 2nd Semester), the following course of action will take place:

- The student becomes liable for dismissal from Roman Catholic High School. After the case file is reviewed, a decision will be made about whether the student will go on a strict Principal's Contract or will be dismissed from Roman Catholic High School.
- If the student is retained by Roman Catholic High School, he will be required to attend Conduct Summer School. Conduct Summer School will come with a fee.

PRINCIPAL'S CONTRACT

This is a serious action. A student who is placed on Principal's Contract will be placed on probation for the duration of the contract. If the student successfully completes this probationary period by meeting the requirements, established in the contract, he will be returned to normal status. Any student who fails conduct in the year that he is on probation will be subject to a dismissal review.

DISMISSAL

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

- A final conduct grade average lower than 70
- Any major infraction that detracts from the good name of Roman Catholic or is alien to our Catholic School Philosophy
- Any student who has a failing conduct yearly average more than once during his school career
- Any student who displays chronic, repeated problems in the areas of discipline or attendance (absences/lateness)
- Possession of a weapon (As determined by the Administration of Roman Catholic High School)
- Possession or selling of drugs and/or alcohol whether on the school premises or at any school sponsored function. This includes vaping.
- Harassment, threats, intimidation, or gross disrespect toward administration, faculty, staff, or fellow student
- Theft
- Vandalism
- Fighting/Assault
- Serious Acceptable Use Policy Violations
- Pulling a False Fire Alarm

HALL PASSES

Students are not permitted in the halls during class periods, study halls, or lunches unless they are accompanied by a teacher or are wearing a hall pass from an authorized staff member. A student's presence in the hallway will not be tolerated as a result of a handwritten pass; only an official Hall Pass or Official Request Slip will serve as permission. The student takes full responsibility for being out of bounds unless he has an official Roman Catholic High School Teacher Hall Pass or Request Slip. Demerits and detentions will be given to students in violation of this policy. For the students' safety, they must always be in their assigned locations during the school day. Wandering the hallways during study halls or lunch periods is prohibited.

SCHOOL NURSE PASSES

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

ELEVATOR PASS

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

LOCKERS

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

Students should never leave their lockers open, unlocked, unattended or give the combination to other students. All locker break-ins are to be reported to the Student Services Office immediately. Any difficulties with locker operations are to be reported to the Assistant Principal for Student Services.

It is important to note that the school cannot be held responsible for any materials kept in the lockers. The Office of Student Services will investigate any possible locker break-ins; however, Roman Catholic High School is not responsible for any items lost or stolen..

Students are forbidden to change their locker assignments

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

Students may go to their lockers ONLY during at the following times:

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

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

STUDY HALLS

Students rostered for study hall must check-in with the moderator. On occasion, a faculty member may be absent and a substitute not available; In these situations, the class will be sent to Study Hall which may be held in the Cafeteria, Information Center, or Gym.

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

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

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

CAFETERIA

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

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

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

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

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

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

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

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

STUDENT ARRIVAL

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

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

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

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

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

END OF THE DAY DISMISSAL

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

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

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

SEPTA FARE CARDS

Students who meet the necessary requirements will receive a SEPTA Fare card at the beginning of the school year from the Student Services Offices. Specific guidelines and further instructions are given to students at the start of the school year. Students will be given one card per year and are responsible for keeping this Fare Card safe. If a student loses a card, he will be required to pay for a replacement. Please note that the processing of a replacement card may take a few weeks. During this time period, students would be required to pay for their own transportation to and from school.

OFF CAMPUS

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

VISITORS

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

MONEY

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

THE CLASSROOM

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

SMOKING/VAPING

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

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

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

Any student in possession of any vaping paraphernalia will receive 31 demerits and 10 days of detention. In addition, the student will be required to receive an assessment from the Student Assistance Program (SAP). On the day of the incident, parents/guardians will be called and required to pick up their son from school.

- Any student in proximity of vaping paraphernalia, where there is suspicion of use, will receive 31 demerits and 10 days of detention. The student will be required to receive an assessment from the Student Assistance Program (SAP). On the day of the incident, parents/guardians will be called and required to pick up their son from school.
- The student may be dismissed from Roman Catholic High School. If the student is retained, any future violations will lead to immediate dismissal.

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

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

THEFT

Unlawful possession and/or retention of another student's or the school's property will result in 31 demerits and the student may be dismissed from Roman Catholic High School.

GAMBLING

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

FIGHTING

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

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

CONDUCT SUMMER SCHOOL

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

- Have a final conduct average of less than 70
- Have excessive absenteeism (25 or more days)
- Have excessive lateness (30 or more)
- Have violated the discipline code in a manner that constitutes attending Conduct Summer School

Conduct Summer School arrangements are made by the Assistant Principal for Student Services and approved by the Principal. There are no exceptions to this rule. All students must attend every day, complete all assignments, exhibit good behavior and pass the course according to the criteria set by the Assistant Principal for Student Services. This will include service to the school & restorative justice exercises. Students attending and successfully completing Conduct Summer School will be placed on probation for the subsequent school year.

CRISIS MANAGEMENT DRILLS

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

SCHOOL EMERGENCY OPERATIONS PLANNING/ CRISIS PLANNING

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

NOTIFICATIONS IN THE EVENT OF A SAFETY THREAT

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

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

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

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

DESTRUCTION OF PROPERTY AND THEFT

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

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

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

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

OFFICIAL REQUEST SLIPS

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

CONTRABAND

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

UNAUTHORIZED STORES

Students are not permitted to sell any items or open any stores within the school. Failure to follow this policy will result in disciplinary action

ALCOHOL AND OTHER DRUG USE

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

As much as the school always considers the individual needs and problems of each student in these situations, a far greater responsibility for the common good must be the priority. Any student possessing, drinking, using, or under the influence of Psychoactive Substances—substances which have the capacity to influence behavior by altering feeling, mood perception, or mental status—during school or any school sponsored function, either inside or outside of the school building, will be liable for expulsion.

PROCEDURE FOR ALCOHOL AND OTHER DRUG USE

Any student who violates the drug and alcohol policy will be dealt with accordingly. Any student who violates the drug and alcohol policy will face disciplinary action up to and including dismissal. With these infractions, parents/guardians will be notified immediately. The police will be notified, depending upon the circumstances and in the judgment of the Assistant Principal for Student Services. Medical Assistance will be obtained if necessary.

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

The student in violation, if retained, will be referred to the school Counseling Center, and will be required to receive an assessment from the Student Assistance Program (SAP).

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

Referral to the Guidance Office and being referred for a SAP Assessment not take the place of or eliminate the discipline penalties in any way.

HARASSMENT

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

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

Sexual harassment can result from unwanted sexual attention, sexual advances and comments, or requests for sexual favors. Examples include, but are not limited to, the following:

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

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

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

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

BULLYING

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

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

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

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

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

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

UNIVERSAL SEARCH POLICY

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

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

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

Police may not inspect lockers without a warrant and/or school permission; parents may be notified, and a school official must be present for the search.

A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

SCHOOL INTERVIEWS OF STUDENTS

The administration acts *in loco parentis*; as such, it may interview students regarding instances that involve good order, discipline, or other school-related areas. Interviews can be conducted without a parent/guardian being present or contacted.

LAW ENFORCEMENT AND INTERVIEWS OF STUDENTS

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

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

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

YOUR SCHOOL, THE COMMUNITY, AND THE LAW

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

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

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

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

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

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

Section 5

Student Affairs

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

Mr. Robert Rowan '13
Assistant Principal for Student Affairs
rowan@romancatholicchs.com

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

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

All school-sponsored activities must observe the following guidelines:

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

SUPERVISION OF STUDENTS IN ACTIVITIES AND SPORTS PROGRAMS

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

SPECIFIC ACTIVITIES

All student activities, clubs, and athletics are listed in this Student Handbook and can be viewed on the school website (www.romancatholichs.com).

CLASS RINGS

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

INSURANCE

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

ASSEMBLIES

The following regulations must be adhered to during all assemblies. Arrangements are made for assemblies well in advance of the scheduled time through the Student Affairs Office. Students will be summoned over the public address system and will report to the auditorium in a quiet, orderly fashion. They will be accompanied by their homeroom moderators, who will remain with them as they sit in their designated places. Students are expected to be respectful, attentive and well-mannered during all assemblies. At the conclusion of the assembly, students will follow the directions of the Assistant Principal for Student Services for dismissal.

EVENT POSTINGS

Prior to students posting, displaying or distributing materials on school premises, they must receive permission from the Assistant Principal for Student Affairs. After students or moderators receive permission from the Assistant Principal for Student Affairs they may display postings in designated areas. Posters and other materials are never to be placed on paint, over lockers that are in use, or on top of other postings. Students who are found to be removing postings from other students will face disciplinary action for vandalism.

LOST AND FOUND

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

FUNDRAISING/RENTAL AND USE OF FACILITIES

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

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

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

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

DRIVING OF STUDENTS

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

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

CLUBS AND ORGANIZATIONS

ANIME/GAMING

This is the perfect club for those who enjoy Anime (Japanese Animation) and/or Video Games. Gaming tournaments are held, as well as viewing and discussion of quality anime. Meetings alternate between Anime and E-sports focus.

CONTACT: Mr. Jeffrey Shields (jshields@romancatholichs.com)

A.S.I.S.T. PROGRAM

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

CONTACT: TBD

BIG BROTHERS

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

CONTACTS: Mr. Bob Rowan (rrowan@romancatholichs.com) & Mrs. Maureen Brown (mbrown@romancatholichs.com)

BLACK STUDENT UNION

The Black Student Union is focused on the building of the black community, but membership is by no means limited to just the black community. We hope to educate our members then challenge them to take action, whether it be internal or external. We hope to show past generations that we will take charge of our future, dismantle the negative stereotypes, build and secure our sense of community, and influence the world. Roman's BSU has monthly meetings/events such as Guest Speakers, Service Trips, and Discussion Groups.

CONTACT: Mrs. Ana Barun (abarun@romancatholichs.com)

BOOK CLUB

The Book Club meets once a month and gives students the opportunity to read books and literature of their choice, outside their academic requirements. The students vote on their reading choices each month and upon completion of the book the club meets to discuss different topics and questions pertaining to the reading. The book club takes trips on special occasions.

CONTACT: TBD

BUSINESS/ TECHNOLOGY CLUB

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

CONTACT: TBD

CHESS CLUB

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

CONTACT: Ms. Arjola Sulaj (asulaj@romancatholichs.com)

COOKING CLUB

Students interested in cooking and baking are encouraged to join the cooking club. The cooking club meets once a week to prepare and test new dishes to serve to the faculty and parents of Roman Catholic High School at special school functions. The cooking club also hosts breakfast sandwich fundraisers for the student body and coordinates monthly bake sales.

CONTACT: Mrs. Renee Granato-Park (rgranato@romancatholichs.com)

COMMUNITY SERVICE CORPS

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

CONTACT: Mrs. Judy McKenna (jmckenna@romancatholichs.com)

CONCERT BAND AND STRING ORCHESTRA

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

CONTACT: Mr. Ian Taylor (itaylor@romancatholichs.com)

CULTURES CLUB

The Cultures Club engages students in community services, fosters young leaders, and informs students of the various cultures around our world. This club encourages students to know their peers and make friends. These friendships are strengthened by going on trips, trying new things, and working together to make the Roman community a better place. This club builds not only friendships, but also leadership skills, to create the future of tomorrow. This club is open to all RCHS students. This club also works to promote International Cultures Night with the World Language Department.

CONTACT: TBD

ENGINEERING

This STEM-oriented club is open to all students interested in Design, Robotics, and Mechanics. Members will learn programming and ways to recognize hardware components and manipulate computer software. One of the goals of this club is to compete in local and regional contests that require teamwork, engineering, creativity, and professionalism.

CONTACT: Mrs. Ana Barun (abarun@romancatholichs.com)

LITERARY MAGAZINE—ROAMINGS

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

CONTACT: Mr. Fitzgerald Gallagher '94 (fgallagher@romancatholicshs.com)

MATHLETES

Mathletes is a club that is open to Juniors and Seniors who are serious about mathematics. Members use their existing knowledge of high school level mathematics and explore further into those concepts. It is a true testament to one's logical reasoning! Members compete against other schools in meets once a month. Practice is held once a month.

CONTACT: Ms. Antionette High (ahigh@romancatholicshs.com)

MINISTRY TEAM

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

CONTACT: Mr. Jeffrey Shields (jshields@romancatholicshs.com)

MOCK TRIAL

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

CONTACT: Mr. Steven Patton '08 (mocktrial@romancatholicshs.com)

NATIONAL HONOR SOCIETY

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

CONTACT: Mrs. Kristin MacLuckie (kmacluckie@romancatholicshs.com)

NO PLACE FOR HATE

No Place for Hate is a self-directed program helping all of the stakeholders take the lead on improving and maintaining school climate so all students can thrive. Roman is proud to be a No Place for Hate school. Our program challenges everyone to play a role in combating bias and bullying.

CONTACT: Ms. Antoinette High (ahigh@romancatholicshs.com)

Ping Pong

The purpose of this club is to get students together to play ping pong in a fun student centered environment. Students can participate in tournaments, play around with friends, and experience all of the fun that comes with playing ping pong. Students of all grades and ability levels are welcome!

CONTACT: Mr. Joseph Travaline '11 (jtravaline@romancatholicshs.com)

ROMAN AMBASSADORS

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

CONTACT: Mr. Joseph Travaline '11 (jtravaline@romancatholicshs.com)

STUDENT COUNCIL

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

CONTACT: Mr. Dennis DiGiovanni '02 (ddigiovanni@romancatholicshs.com)

STUDENTS AGAINST DESTRUCTIVE DECISIONS (SADD)

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

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

THE ROMAN ARENA PODCAST CLUB

The Podcast Club, known by its program title, The Roman Arena, provides an opportunity for students to “get their message” out to friends and family in a school-and age-appropriate environment, via an audio podcast. It provides opportunities for students to express their thoughts and ideas, provide entertainment, news, and information to the Roman Catholic High School community and the world as the podcast is available on all major podcasting platforms. Students who are involved in the club practice skills like organization, public speaking, interviewing, storytelling, creative thinking, and problem-solving. Students create and publish original podcasts with partners, ultimately establishing a series of episodes.

CONTACT: Mr. John Pensabene (jpensabene@romancatholicshs.com)

VISUAL ARTS/CERAMICS CLUB

This club offers students the opportunity to work on and develop more artistic abilities and skills, specifically geared towards ceramics. This club meets once a week in the Howard Center for the Arts.

CONTACT: Mrs. Shannon Gallagher (sgallagher@romancatholicshs.com)

WORLD AFFAIRS CLUB

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

CONTACTS: Mr. James Flannery (jflannery@romancatholicshs.com)

YEARBOOK—PURPLE AND GOLD

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

CONTACT: Mr. John Pensabene (jpensabene@romancatholicshs.com) & Ms. Antoinette High (ahigh@romancatholicshs.com)

DANCES

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

Section 6

Athletics

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

Mr. Brian Haas
Director of Athletics
ad@romancatholichs.com

ATHLETIC STAFF

Athletic Director

Mr. Brian Haas
ad@romancatholichs.com

Athletic Trainer

Mr. Kenneth Eaves
keaves@romancatholichs.com

Coaching Staff

- **Baseball:** Mr. Will Liggins (will.liggins@romancatholichs.com)
- **Football:** Mr. Rick Prete (rprete@romancatholichs.com)
- **Basketball:** Mr. Christopher McNesby (basketball@romancatholichs.com)
- **Bowling:** Mr. Dan Ciecka (bowling@romancatholichs.com)
- **Crew:** Mr. Troy Madden (crew@romancatholichs.com)
- **Golf:** Mr. Daniel Hoban '92 (golf@romancatholichs.com)
- **Ice Hockey:** Mr. Gregory Watkins (icehockeyteam@romancatholichs.com)
- **Tennis:** TBD (tennis@romancatholichs.com)
- **Indoor & Outdoor Track & Field:** Mr. Lloyd Sharpe (trackandfield@romancatholichs.com)
- **Volleyball:** Mr. Michael-Bryant Bulong (volleyball@romancatholichs.com)
- **Lacrosse:** TBD (lacrosse@romancatholichs.com)
- **Wrestling:** Mr. James Schneider (wrestling@romancatholichs.com)
- **Rugby:** TBD (rugby@romancatholichs.com)
- **Swimming:** Mr. Nicholas Azzara (swimming@romancatholichs.com)
- **Soccer:** Mr. Raymond DeStephanis (soccer@romancatholichs.com)
- **Cross Country:** Mr. Lloyd Sharpe (crosscountry@romancatholichs.com)

ATHLETIC SEASONS

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

ATHLETIC CLUBS

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

PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSOCIATION

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

THE PHILADELPHIA CATHOLIC LEAGUE CODE OF CONDUCT

ATHLETIC COURTESY

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

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

ETHICS PERTAINING TO CATHOLIC HIGH SCHOOL ATHLETICS

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

The student-spectator should:

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

The student-athlete should:

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

STUDENT-ATHLETE TRANSFERS

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

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

SPORTS CALENDAR

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

PHYSICAL EXAMINATIONS

Any student wishing to participate in any sport at Roman Catholic High School must have a physical examination from his doctor and the completed form must be on file in the Athletic Office prior to being able to participate in a sport. Physical Forms can be uploaded using the FamilyID portal at <http://www.familyid.com/roman-catholic-high-school>. Physical Forms can be obtained through the Athletics section of the school website.

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

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

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

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools. Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

SPORTS BY SEASON**FALL SEASON**

Cross Country
Football
Golf
Soccer

WINTER SEASON

Basketball
Bowling
Ice Hockey
Indoor Track & Field
Swimming
Wrestling

SPRING SEASON

Baseball
Crew
Lacrosse
Outdoor Track and Field
Rugby
Tennis
Volleyball

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

Section 7

Guidance

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

TBD
Guidance Director

GUIDANCE SERVICES

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

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

THE COLLEGE APPLICATION PROCESS

College applications are completed online but in order for the transcript and supplemental documents (e.g. teacher recommendations) to be sent, students must make requests via Naviance. All students should meet with their counselor to be instructed on this procedure.

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

Please note: Most colleges require standardized test scores be sent directly from the testing agency. If the college will accept them from us, and the student wants the test scores sent to colleges/universities, he must notify his counselor via email.

Official transcripts are not given to students, coaches, parents, or representatives of athletic associations. Official transcripts must be sent from the Guidance Office to the institution.

Section 8

Finances

The Financial Affairs Office handles all tuition and fee inquiries.

Ms. Lori Conte
Financial Aid Counselor/Scholarship Coordinator
lconte@romancatholicshs.com

TUITION RATE

- Tuition is \$10,425.00 for students for the 2024-25 school year.
- All international students are required to pay a fee in addition to the Catholic student tuition rate. The rate for the 2024-25 school year is \$12,475.

FEES

In addition to tuition, students enrolled in AP courses are assessed separate testing fees for each course. Also, students who participate in sports and certain extracurricular activities may be assessed a fee depending on the fundraising obligation of each sports team and extracurricular organization.

TUITION DISCOUNT

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

TUITION ASSISTANCE AND SCHOLARSHIPS

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

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

If you receive a scholarship or grant, it will be allocated to the student's account based on the number of payments parents/guardians will be billed for during the year. They are responsible for paying the net amount due each month to keep their student's tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Please note, in order to be eligible for financial aid, students are required to maintain at least an 80 in discipline/conduct.

FACTS MANAGEMENT TUITION PAYMENT SCHEDULE

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

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

For those families who pay tuition monthly or quarterly, there is a \$42 per family annual Facts Management fee charge which will be billed to families in the first payment for the school year. For those families who pay tuition semi-annually (twice per year), the fee is \$15 per family for the year.

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

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments, unless the family covers the already-missing months entirely in an upfront deposit. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

Please note, the freshman registration fee is \$175, while the transfer student registration fee is \$200. To enter Roman as a transfer student, in addition to the \$200 registration fee, the family must make a deposit of 40% of any cumulative monthly payments not yet made.

FACTS MANAGEMENT TUITION PAYMENT

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

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

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

- Check or Money order by Mail
 - Facts Management Tuition
P.O. Box 2597
Omaha, NE 68103
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week - # 1-866-441-4637
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—Visa, MasterCard, American Express or Discover (Service Fee of 2.95% applies to these transactions).
- Cash at School—recorded by School into Facts Management Tuition Family Account as a Paid at School Payment (no checks may be taken by the school).
- Mobile Payments from Apple and Android devices.

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

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

Additional fees will be applied by Facts Management Tuition for failed payments processed via auto-debit, phone, web, or failed check payments. The parents/guardians bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before the next scheduled debit.

Banking or recurring credit/debit card information can be updated by logging into the account at www.factsmgt.com or you can call 1-866-441-4637

FACTS MANAGEMENT TUITION LOGIN AND CUSTOMER SERVICE

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

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

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

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

Each school has a tuition officer that can answer any questions that Facts Management Tuition is not able to address. Roman's Financial Aid Officer is Ms. Lori Conte (lconte@romancatholicchs.com)

PRORATED TUITION AND TUITION REFUNDS

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

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

In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

DELINQUENT TUITION

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

- The student will not be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- The student will not be permitted to begin the academic year unless a tuition payment has been made for that current academic year.
- Families may not be more than 90 days behind on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman dance) unless they are up-to-date in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not up-to-date in their payments.
- Final reports may not be released if there is an outstanding balance.

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

Section 9

BELL SCHEDULES

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

Bell Schedules

<p>Bell 1 Regular</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:10 1 8:14 – 8:59 2 9:03 – 9:48 3 9:52 -10:37 4 10:41 -11:26 5 11:30 -12:15 6 12:19 – 1:04 7 1:08 – 1:53 8 1:56 – 2:41</p> <p>Class – 45 min HR – 10 min</p>	<p>Bell 2 Meeting</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:12 1 8:16 – 8:55 2 8:59 – 9:38 3 9:42 -10:21 4 10:25 -11:04 5 11:08 -11:47 6 11:51 -12:30 7 12:34 – 1:13 8 1:16 – 1:55</p> <p>Class – 39 min HR – 12 min</p>	<p>Bell 3 Extended Homeroom</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00 – 8:26 1 8:30 – 9:13 2 9:17 –10:00 3 10:04 - 10:47 4 10:51 - 11:34 5 11:38 –12:21 6 12:25 – 1:08 7 1:12 – 1:55 8 1:58– 2:41</p> <p>Class – 43 min HR – 26 min</p>	<p>Bell 4 Cathedral Mass</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>8 8:00 – 8:26 2 8:30 – 8:56 3 9:00 – 9:26 4 9:30 – 9:56 5 10:00 -10:26 6 10:30 -10:56 7 11:00 –11:26 1 11:30 –11:56 HR+Mass 12:00–2:00</p> <p>Class – 26 min HR – 120 min</p>
<p>Bell 5 Assembly Schedule</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>1 8:00 – 8:38 2 8:42 – 9:20 HR 9:24 -10:30 3 10:34 -11:12 4 11:16 -11:54 5 11:58 –12:36 6 12:40 – 1:18 7 1:22– 2:00 8 2:03 – 2:41</p> <p>Class – 38 min HR. - 66 min</p>	<p>Bell 6 Two Hour Delay</p> <p>First Bell 9:35 Warning Bell 9:55 Period</p> <p>HR 10:00 –10:10 1 10:14 - 10:44 2 10:48 –11:18 3 11:22 –11:52 4 11:56– 12:26 5 12:30 – 1:00 6 1:04 – 1:34 7 1:38 – 2:08 8 2:11 – 2:41</p> <p>Class – 30 min HR. – 10 min</p>	<p>Bell 7 Back to School Night</p> <p>HR 6:00 –6:30 PM 1 6:35 - 6:45 PM 2 6:50 –7:00 PM 3 7:05 –7:15 PM 4 7:20 –7:30 PM 5 7:35 –7:45 PM 6 7:50 –8:00 PM 7 8:05 –8:15 PM 8 8:20 –8:30 PM</p> <p>Class – 10 min HR – 30 min</p>	<p>Bell 8 Noon Dismissal</p> <p>First Bell 7:35 Warning Bell 7:55 Period</p> <p>HR 8:00- 8:08 1 8:12 - 8:37 2 8:41 - 9:06 3 9:10 - 9:35 4 9:39- 10:04 5 10:08 - 10:33 6 10:37 - 11:02 7 11:06 - 11:31 8 11:35 - 12:00</p> <p>Class – 25 Min HR- 8 Min</p>

Section 10

School Song

THE PURPLE AND GOLD

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