2026-2027 Student Handbook

ARCHBISHOP WOOD HIGH SCHOOL
655 York Road
Warminster, PA 18974

Mr. John Iannarelli
President

Dr. Katherine Nobles
Principal

Assistant Principals:
Mr. Matt Slutz, Academic Affairs
Mr. Donald Mangin, Student Services
Mrs. Donna Ellis, Student Affairs

Phone: 215.672.5050
Absence: 215.672.5050 ext. 255
Fax: 215.672.9572

www.archwood.org

DEPARTMENT CHAIRPERSONS

BCIT	Mrs. Marie Kasperski
English	Mr. Dan Dorr
Mathematics	Mr. Kevin Rosini
Science	Mrs. Sharon Hartranft
Social Studies	Mr. Keegan Ernest
Theology	Mrs. Maritza Carmona-Kelly
World Language	Mrs. Martha Dugan

DIRECTORS OF SCHOOL SERVICES

Academic Support Coordinator	Mrs. Francheska Torres
Accountant	TBD
Athletic Director	Mrs. Susan O'Neill
School Chaplain	TBD
Campus Minister	Mr. Thomas Leonard
Director of Counseling	Mrs. Alessandra Shaaban
Director of Enrollment Management	Ms. Natalie Lahiff
Director of Pope Leo XIV Institute	Mr. Kyle McDonough
Director of Institutional Advancement	Mrs. Kristin Salter
Director of St. Thomas More Honors Cohort	Mr. Zach Oleary
Director of Technology	Mr. Patrick Reckner
Tuition Officer	Mrs. Maria Kosmin
School Nurses	Ms. Patricia O'Connor (M/T)
	Mrs. Sarah Colon (W/Th/F)

IMPORTANT NUMBERS

Absentee Telephone	215-672-5050 ext 255
Main Telephone	215-672-5050
Fax Line	215-672-9572
SAT Code (records)	395032
SAT Test Center Code	39702

Archbishop Wood High School admits students of all national, ethnic, racial and religious origins. All rights, privileges, and programs, both educational and extra-curricular, are made available to all students without distinction. Similar policies apply to the school staff.

TABLE OF CONTENTS

Introduction	Page 4
Academic Affairs	Page 10
Collaborative Areas	Page 23
Counseling Services	Page 24
Student Services	Page 27
Uniform Code	Page 28
Attendance	Page 58
Student Affairs	Page 61
Financial Information	Page 66
Athletics	Page 68
Responsible Use Policy (AOP)	Page 72
Artificial Intelligence Policy (AOP)	Page 81
Alma Mater	Page 86
Bell Schedules	Page 87

CONTRACTUAL AGREEMENT

The policies, procedures, and expectations contained in this Student Handbook govern student life at Archbishop Wood High School and are intended to support the mission, values, and orderly operation of the school. By enrolling in Archbishop Wood High School, students and their parent(s)/guardian(s) acknowledge that they have read, understand, and agree to abide by the policies and expectations contained in this Handbook. Students are expected to comply with all school rules and regulations and to conduct themselves in a manner consistent with the mission and values of Archbishop Wood High School.

Enrollment at Archbishop Wood High School is a privilege, not a right. The school's authority is not limited to the school building, school property, or the regular school day. Students are considered representatives of Archbishop Wood High School at all times. Accordingly, the school reserves the right to address student conduct that occurs on or off campus, during or outside of school hours, including conduct occurring through electronic or social media, whenever such conduct may adversely affect the safety, welfare, reputation, mission, or orderly operation of the school or any member of the school community.

Students who engage in conduct that is contrary to the philosophy, mission, values, or policies of Archbishop Wood High School, whether on or off campus, may be subject to disciplinary action up to and including suspension, expulsion, or dismissal, as determined by the administration.

The Archdiocesan Secondary School System and Archbishop Wood High School reserve the right to interpret, apply, amend, modify, or add to the policies, rules, and regulations contained in this Handbook at any time. Such changes may become effective immediately and shall apply to both current and future students whenever the administration determines that such action is necessary or appropriate. The administration also reserves the right to make decisions regarding matters not specifically addressed in this Handbook when doing so is consistent with the mission and best interests of the school.

HISTORY OF THE SCHOOL

The School Site

Ground was broken for the twin Archbishop Wood High Schools on June 20, 1963, by the Right Reverend Monsignor Edward T. Hughes, M.A., Superintendent of Schools for the Archdiocese of Philadelphia. The site of the two high schools was 32 acres of former farmland located at the intersections of State Highway 263 (York Road) and State Highway 132 (Street Road) in Warminster Township, Bucks County.

Archbishop James Frederick Wood

The schools were named for the fifth Bishop and first Archbishop of Philadelphia, the Most Reverend James F. Wood, D.D. The Archbishop, born on April 27, 1813 in Philadelphia, was a convert to the Faith. He was baptized in the First Unitarian Church in Philadelphia. Shortly before his twenty-fifth birthday, he was received into the Catholic Church. A year later, he was sent to Rome to prepare for the priesthood. After his ordination on March 25, 1844, he served in the Diocese of Cincinnati.

In 1856, Reverend James F. Wood was sent to Philadelphia by the Holy See and was appointed as Co-adjutor with the right to succession to Bishop John Neumann. For three years, Bishop Wood worked closely with Bishop Neumann as the Philadelphia Catholic School System began to take shape. He succeeded to the See on January 5, 1860 when Bishop Neumann, now revered as St. John Neumann, died.

In 1875, the Holy See raised Philadelphia to the dignity of a Metropolitan See, naming Bishop Wood as the first Archbishop. After serving the people of Philadelphia devotedly for twenty-three years, Archbishop Wood died on June 20, 1883.

The People of Archbishop Wood High School

When the twin schools opened in 1964, the Founding Principals were the Reverend Joseph A. Shields, J.C.D. (Girls School) and the Reverend Peter Kelkermanns, C.I.C.M. (Boys School). The original faculty consisted of Diocesan Priests, members of the Congregation of the Immaculate Heart of Mary (C.I.C.M.), a Belgian community of missionary priests; Sisters, Servants of the Immaculate Heart of Mary (IHM), Sisters of St. Joseph (SSJ), Religious Sisters of Mercy (RSM), and devoted lay teachers. Other religious orders who served the community include the Vincentian Fathers (CM), the Oblates of St. Francis de Sales (OSFS), and the Religious of the Assumption (RA).

Development of the School Plant

Many changes have been made to the school facilities over the years. In 1987 Cardinal John Krol announced the construction of an auditorium with a seating capacity of 1,000. This new building would physically link the two school buildings as the original plans for the school had intended. Our beautiful auditorium, opened in 1989, stands as a lasting tribute to the generosity of Mrs. Sophia A. Friedman and the Friedman Family.

In March 1990, the Archdiocese announced that the two separate schools would merge, effective July 1, 1990, to be known as Archbishop Wood High School. The first principal of the merged school was the Reverend John A. Close.

In 1994, a new model for administration was introduced at Archbishop Wood High School. Ms. Catherine Murray was named Principal, and Reverend James Beisel was appointed

President. A state of the art baseball facility was constructed, and a multi-cast computer lab was completed.

In the spring of 1999, Reverend Joseph Kelley was appointed President. Over the next several years, every classroom was equipped with computers and Internet access.

Dr. Frederick Ciao was named President in 2003. Dr. Ciao focused on making numerous improvements to the building and grounds with special focus on technology upgrades. The school's first ever capital campaign and development initiatives addressed much needed tuition assistance programs.

Mrs. Mary Harkins added her talents to the school's administrative staff with her appointment as Principal in June of 2005. Upon her retirement, Mrs. Cloe O'Grady was appointed Principal in September 2020.

In January 2010, Mr. Gary V. Zimmaro was named the fourth President of Archbishop Wood. Many additions and innovations have taken place including a Piano Lab, New Science Labs, STEM Education Center, the Louise Ciabarra College and Career Center, and a comprehensive update to our Business, Communications and Informational Technology Department.

In September 2024, Dr. Katherine Nobles was appointed as Principal following the retirement of Mrs. Cloe O'Grady. Shortly thereafter, Mr. Gary Zimmaro retired in June 2025, and Mr. John Iannarelli was appointed as President of Archbishop Wood High School.

Archbishop Wood Today

While honoring our tradition of excellence, Archbishop Wood continues to prepare leaders for tomorrow. Archbishop Wood High School remains rooted in academic excellence and strong faith formation, shaping students to become leaders of character who live out their values in today's world.

A renewed focus on Leadership and Discernment is at the heart of the Wood experience. Students are encouraged to reflect on their gifts, talents, and future goals through a variety of opportunities designed to help them discover their unique calling in life.

Beginning with the 2026–2027 school year, Archbishop Wood will also become home to the Pope Leo XIV Institute for Servant Leadership, a signature program that further strengthens the school's commitment to forming leaders grounded in faith, service, and purpose. Through leadership seminars, mentorship, service opportunities, career exploration, and intentional discernment, the Institute will help students develop the knowledge, skills, and character needed to lead with humility and integrity in their families, communities, professions, and the Church.

The newly renovated St. Joseph Center serves as the hub for learning support services, providing resources and individualized assistance to help students reach their full academic potential. This space reflects Wood's commitment to meeting students where they are and helping every learner thrive.

Student wellness and support remain a priority. The expanded College and Career Center provides individualized guidance to help students plan for their futures—whether in college, the workforce, or vocational service—while fostering thoughtful discernment about long-term goals. Recognizing the importance of emotional well-being, the school also offers the Den, a calming space where students can reset, reflect, and manage stress during the school day.

The Saint Thomas More Honors Program, begun in 2018, invites high-performing students interested in a rigorous curriculum to apply for admission in ninth grade. Students follow the traditional curriculum, supplemented with opportunities for independent research and activities that extend learning beyond the classroom.

Archbishop Wood continues to thrive outside the classroom as well. Students engage in a wide variety of extracurricular opportunities, from the nationally recognized Robovikings Robotics Team to service organizations such as Athletes Helping Athletes and Community Service Corps. Annual events like Viking Night build community spirit and help strengthen the bond of our Viking family. In athletics, Wood remains a powerhouse in the PIAA, earning State Championships and State Runner-Up titles consistently. Numerous Philadelphia Catholic League and District XII championships continue to showcase the school's competitive excellence.

Through strong academics, intentional faith formation, and a supportive environment that values the whole person, Archbishop Wood High School continues to prepare students not just for college and career, but for lives of faith, service, and leadership.

Patronage

In 2025, Archbishop Wood High School was formally placed under the patronage of Saint Carlo Acutis, a modern witness to holiness and a role model for young people striving to live faithfully in today's digital age. Known as the "Cyber Apostle of the Eucharist," Saint Carlo used his talents to spread devotion to the Blessed Sacrament, inspiring others to deepen their relationship with Christ. His life serves as a reminder that sainthood is possible for everyone, especially for young people who use their gifts for the greater glory of God.

Saint Carlo's patronage reflects Archbishop Wood's mission to integrate faith and daily life. His example challenges students to be authentic witnesses to Christ—whether through service to others, leadership in their communities, or their pursuit of academic and personal excellence. His message, *"To always be close to Jesus, that's my life plan,"* has become an inspiration for the school community as students are encouraged to seek God's will in their own lives.

Following his canonization on September 7, 2025, Saint Carlo's legacy continues to shape the mission of Archbishop Wood High School. As the school's patron saint, he inspires students to embrace holiness in ordinary life, to use technology responsibly as a force for good, and to become young men and women of character, faith, and purpose who lead with humility and serve others in the world beyond Wood.

MISSION STATEMENT

Rooted in the values of the Catholic faith, Archbishop Wood High School empowers students to grow spiritually, intellectually, and morally. Through a rigorous college and career preparatory curriculum, meaningful service, and enriching extracurricular opportunities, students are developed and prepared to become compassionate leaders, responsible citizens, and faithful Christians equipped to flourish in a rapidly evolving, technology-driven world.

CORE VALUES

The Core Values that guide the Archbishop Wood High School community are:

- Faith
    - We are grounded in the Catholic faith and commit to forming students who grow in their relationship with God and make moral and ethical decisions guided by Gospel values.
- Justice
    - We uphold the principles of Catholic social teaching and foster a commitment to social justice that respects the dignity of every person and responds to the needs of our local and global community.

- Respect
    - We cultivate a culture of mutual respect, empathy, and integrity, recognizing the inherent worth of every individual and promoting understanding across diverse cultures and perspectives.
- Excellence
    - We pursue academic excellence and lifelong learning, empowering students to develop their full potential and to strive for high standards in scholarship, character, and personal growth.
- Service
    - We embrace service as an essential expression of our faith, encouraging students to serve others with compassion and responsibility while connecting service to meaningful action and reflection.
- Leadership
    - We prepare students to be ethical, reflective, and effective leaders who think critically, collaborate with others, and lead with integrity in a rapidly changing world.
- Community
    - We foster a strong, inclusive school community that values participation, school spirit, and shared responsibility, and we encourage a lifelong commitment to Archbishop Wood High School among students and alumni.
- Integrity
    - We act with honesty, accountability, and moral courage, striving to do what is right even when it is difficult, and to live in a way that reflects our faith, values, and commitment to truth.

PROFILE OF A GRADUATE

We have confidence that, as a result of one's education at Archbishop Wood High School,
... a graduate will live his/her Catholic faith by

- embodying the teachings of Christ through daily prayer, worship, and reflection
- exemplifying the Gospels through word and deed in school, community, and service
- actively seeking a deeper relationship with God and discerning Christ's call in his/her life
- striving to preserve the heritage of Catholic faith for future generations
- participating in service and justice-oriented experiences that reflect missionary discipleship

... a graduate will validate the quality of his/her education by

- recognizing and developing personal interests, talents, and abilities in pursuit of his/her full potential
- demonstrating disciplined work habits, resilience, and effective problem-solving skills
- successfully completing a rigorous college-preparatory curriculum
- thinking critically, collaborating effectively, and communicating clearly in academic and real-world contexts
- applying college and career readiness skills to postsecondary pathways, including higher education, workforce, military, or vocational pursuits

... a graduate will demonstrate leadership by

- upholding the values of freedom, integrity, and responsibility rooted in Catholic social teaching
- engaging respectfully and cooperatively in a diverse and evolving world

- serving as an active, informed, and responsible citizen within the Church and broader community
- leading with confidence, humility, and a commitment to the common good

... a graduate will commit to personal and intrapersonal growth by

- living out Archbishop Wood's motto, "Faithfulness Merits the Crown," in both action and character
- remaining open to lifelong discernment of vocation and purpose
- carrying oneself with maturity, accountability, and high personal standards
- demonstrating adaptability and perseverance in a rapidly changing, technology-driven world
- maintaining a meaningful connection to the Viking family as an engaged alumnus

... a graduate will reflect the values and morals impressed upon him/her by

- treasuring the academic, spiritual, service, and leadership experiences of Archbishop Wood High School
- allowing those experiences to shape character, decision-making, and lifelong commitment to faith, service, and excellence

SCHOOL SEAL AND MOTTO

The seal is in the shape of a shield bearing a brown cross with green ivy and a gold crown superimposed. The symbolism of the seal and translation of the motto is:

> *Fidelity (the ivy) to Christian principles (the cross) will merit for the student and the graduate the crown of everlasting life. Emblazoned below the shield is the school motto: "Coronam Fidelitas Merebit," in English, "Faithfulness Merits the Crown."*

PHILOSOPHY

The Archbishop Wood High School community ascribes to the philosophy and abides by the directives of the Philadelphia Archdiocesan School System and Commonwealth of Pennsylvania. We strive to serve the Church and the family within the context of a pluralistic society by helping our students to realize their religious and educational potential. We endeavor to present Christ's message in order to form a community dedicated to the service of God and to one another.

Deriving its energy from encounter with Christ, through Sacred Scripture, Tradition, sacrament, liturgy, and the example of persons past and present, the school community (administrators, teachers, staff, parents, and students) cooperate with one another to fulfill the mission of Catholic education: witness to Christ.

Essential to the educational potential of our students is ongoing personal development, which is best, facilitated in an atmosphere of mutual respect. We work to provide such an atmosphere and to nurture and support a life-long commitment to learning.

We affirm a philosophy of education, which develops the whole person in view of an eternal destiny revealed to us through Jesus Christ, the Foundation of the whole educational process. We, the school community, are engaged in this Christ-centered mission.

STUDENT/FACULTY/PARENT/ADMINISTRATION RELATIONSHIPS

It is understood that all interchanges between students and faculty, faculty and parents, administration and students, administration and parents will be conducted in a productive and professional manner. Any parent wishing to meet with a teacher or an administrator must make an appointment. Parents are not permitted to go to a teacher's classroom without an appointment except during parent teacher conferences. Teachers will not be taken from class to meet with parents, and administrators may not have the appropriate amount of time to give to a parent without an appointment.

PROGRAM FOR RELIGIOUS GROWTH

Campus Ministry- The office of Campus Ministry is a structure for maintaining and developing the Catholic Christian environment of the school in close association with the administration, Theology Department chairperson, and faculty. The Campus Minister guides and coordinates the spiritual activities of the school. The Campus Minister also serves the school community in the area of personal and spiritual guidance.

Prayer- Prayer is an integral part of the day with the opening morning prayer over our closed circuit television system and with individual class prayer at the start of each period. Throughout the year students have the opportunity to participate in Eucharistic Adoration.. In addition, they are exposed to a variety of devotions including the Stations of the Cross and the Rosary.

School Liturgies- Mass is celebrated every Monday through Thursday morning before school in the chapel. There is a Communion Service offered on Friday mornings before school. Throughout the year, various liturgical celebrations are scheduled to enhance the spiritual life of the school community during the school day. Attendance at school-wide Masses and prayer services is required of all students and faculty.

Reconciliation- Each student is offered the opportunity to receive the Sacrament of Reconciliation during the year, especially within the regularly scheduled Penance Services. Additionally, the School Chaplain is also available to hear Confession on a weekly basis.

Retreats- Retreats are scheduled for each class at specified times during the school year. Participation in a day of retreat is mandatory for all students each year. The day of retreat is regarded as an opportunity for spiritual growth for the students and a source of grace and blessing for the school.

Kairos— Students are invited to participate in the Kairos Retreat during their Senior Year. The retreat is led by both student and adult leaders and allows the students an opportunity to grow in their relationship with God, themselves and others.

Chapel- The school has a chapel available for small groups, class Masses, or for personal prayer within a sacred space. The chapel is open all day.

Service- Service is a vital expression of Archbishop Wood's Catholic identity and an essential part of each student's faith formation. Students are encouraged to live out the Gospel message through a variety of service opportunities both in and out of the school. While students do not have a required number of service hours, all sports teams and clubs are strongly encouraged to organize at least one service project for the students to participate in. Additionally,

students regularly volunteer with local parishes, food banks, and community organizations. These experiences allow students to grow in empathy, develop leadership skills, and deepen their understanding of what it means to serve as Christ served.

Note: Non-Catholic students attending Archbishop Wood High School are required to study Theology and to attend all religious functions, although no effort is made to proselytize.

ADMINISTRATION

The Central Administration of the school consists of the President, the Principal, the Assistant Principal for Academic Affairs, the Assistant Principal for Student Affairs, and the Assistant Principal for Student Services.

The President, as the Chief Executive Officer of the School, is responsible for leadership of the school community, policies and programs, public relations and development, fiscal management and supervision of the school staff.

The Principal is responsible for the daily operation of the school, which includes academic affairs, student affairs, student services, student admissions, Catholic identity, and faculty supervision.

The President is appointed by the Archbishop of Philadelphia and reports to the Board of Specified Jurisdiction of Archbishop Wood and the Leadership Team from the Office of Catholic Education. The Principal is appointed by the Archbishop of Philadelphia and reports to the Superintendent of Schools and the President.

The Assistant Principal for Academic Affairs is responsible for the development and daily operation of the school's academic programs, its staff development and supervision of faculty, and its student academic placement and programs.

The Assistant Principal for Student Affairs is responsible for overseeing all student activities and athletics.

The Assistant Principal for Student Services is responsible for the daily operation of the school's discipline code, its guidance and health services, school safety and its counseling services.

ACADEMIC AFFAIRS

ACCREDITATION

The task of education is regulated by the Office of Catholic Education of the Archdiocese of Philadelphia, the State Board of Education of Pennsylvania, and Archbishop Wood High School. The program of studies meets the approval and requirements of the agencies listed above and the school is accredited by the Middle States Association of Colleges and High Schools.

CLASS RANK

Class Rank is determined by quality point average, which is computed by dividing the total number of quality points earned in tracked courses by the number of tracked courses studied. For the purposes of graduation, class rank is determined by the cumulative class rank at the end of the first semester of senior year.

HONORS

The following are the honors designations used by the Archdiocese of Philadelphia Secondary School System. Honors are calculated at each quarter, not at the semester or the final grade.

First Honors: Quarterly average of 93; no single grade below 90
Second Honors: Quarterly average of 88; no single grade below 85

QUALITY POINT TABLE: ARCHDIOCESE OF PHILADELPHIA

GRADE	AP	HONORS	COLLEGE PREP	ACADEMIC
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34
93	47	41	37	33
92	46	40	36	32
91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
69	23	17	13	9
68	22	16	12	8
67	21	15	11	7
66	20	14	10	6
65	19	13	9	5

ROSTERING

In order to ascertain that each student has a program of studies in accordance with individual abilities and interests, scheduling of courses is completed utilizing a system employed by all diocesan high schools. Please refer to page 16 of our Course Guide located under the Academics Tab of our Home Page for details regarding student placement. Quality points are earned for grades received in a particular track according to the table on page 8.

All students must complete 25 credits for graduation. All junior and senior students must carry a minimum of 6 Archbishop Wood courses.

Regular evaluation of placement is encouraged and a student may have a course changed upon the recommendation of a teacher and the approval of a parent, his/her counselor, and the Assistant Principal for Academic Affairs. Roster changes rarely occur after the add/drop period has ended.

The following academic guidelines are utilized to determine and maintain student placement. These are guidelines. Final placement takes place after teacher recommendation along with the approval of the Department Chair and Assistant Principal for Academic Affairs:

- Students currently in Honors Level courses must maintain the grade of 85 or above consistently over the course of the school year in order to be recommended to remain in Honors Level.
- Students currently in College Prep Level courses must maintain the grade of 92 or above consistently over the course of the school year in order to be recommended for Honors Level.
- Students in College Prep Level courses who achieve grades between 75 and 91 are recommended to remain in College Prep Level.
- Students in Academic Level courses who achieve grades of up to 74 are recommended to remain in Academic Level.
- Student placement recommendations are made for the following school year at the end of the 1st Semester, and placement is listed on student Course Selection Forms. Placement is reviewed as final grades are calculated at the close of the school year.

For additional information concerning academics, consult the Course Selection Guide which can be found on our website under Academics.

ACADEMIC INTEGRITY

Integrity is the commitment to remain true to one's values and convictions, even when faced with challenges or opposition. At Archbishop Wood High School, we hold integrity as a core value and expect all students to uphold the highest standards of honesty and responsibility in their academic work. Any student who compromises academic integrity will face consequences.

Violations include (but are not limited to):

- Copying or allowing others to copy from someone else's work (tests, assignments, etc.)
- Unauthorized use of electronic devices and wearable technology, i.e. calculators, cell phones, iPads, computers, smart glasses, headphones, smart watches, etc.
- Sabotaging the projects or experiments of other students.
- Seeking unauthorized assistance on take-home or make-up assignments or assessments.
- Plagiarism
    - Using another person's words, ideas or expressions (written or spoken) without appropriate documentation.
    - Copying and pasting any material from any source without giving credit (attribution) to that source.
    - Changing or substituting the words or order of words from another source and submitting them as one's own.
    - Quoting another's words, sentences, etc. without acknowledgement of the sources.
    - Failing to cite the words, pictures, music or other forms of communication in any assessment.
    - Falsely creating data for an experiment or citing non-existent sources in any research.
- Use of AI (Artificial Intelligence) Technology without specific instruction and approval of the classroom teacher prior to beginning the assignment or activity.

Students are responsible for, but not limited to:

- Reading and abiding by the Academic Integrity Policy.
- Understanding the Academic Integrity Policy and all teacher assignments and testing guidelines.
- Summarizing, paraphrasing or quoting with proper documentation.
- Avoiding the copying of homework or letting others copy one's own homework.
- Working with others (parents, tutors, etc.) only with a teacher's permission.
- Clarifying with the teacher any ambiguities about Academic Integrity Policy violations.

Teachers are responsible for, but not limited to:

- Maintaining and supporting the Academic Integrity Policy.
- Clearly stating the expectations of students in the Academic Integrity Policy.

- Addressing the use of unauthorized study aids.
- Clearly presenting the individual teacher assignment guidelines in the syllabus.
- Helping students to understand how to summarize and quote from sources.
- Nurturing students as they grapple ethically with challenging ideas and concepts.
- Maintaining the integrity of the testing process.
- Reviewing student work regularly for Academic Integrity Policy violations.
- Clearly specifying when collaboration with others is permitted on any assessment.
- Reporting Academic Integrity Policy violations to the appropriate school personnel.

Parents are responsible for, but not limited to:

- Reading, understanding, and supporting the Academic Integrity Policy.
- Aiding the student in understanding and valuing academic integrity and expecting the student to comply with the Academic Integrity Policy.
- Requiring students to do their own work.
- Supporting the imposition of any consequences when and if the Academic Integrity Policy is violated.

The following are possible procedures and consequences for violations of the Academic Integrity Policy:

- Meeting of the teacher and student.
- Documenting in writing of the violation by the teacher
- Reporting the violation to an Administrator
- Meeting with the school counselor and/or parent
- Recording the violation on the student's permanent disciplinary record
- Imposing an appropriate penalty for the violation

First Violation:

- Documentation of Academic Integrity Violation
- Points deducted from assignment or assessment
- Notification of parent, school counselor, and Assistant Principal for Academic Affairs by the teacher
- Notification of violation to moderators of extracurricular activities
- Re-do assignment or assessment if approved by the teacher

Second Violation (in addition to the 1st violation consequences):

- Possible failure on assignment or assessment

- Meeting with the student, teacher, parent, school counselor, and the Assistant Principal for Academic Affairs
- One week suspension and/or exclusion from extra-curricular activities

Subsequent Violations (in addition to the prior consequences listed above):

- Failure on a quarter and/or semester grade
- Meeting with the student, teacher, parent, school counselor, and an Administrator
- Suspension and/or exclusion from extra-curricular activities
- Expulsion

The procedures followed and consequences imposed will be determined on a case by case basis. A student appeal may be heard by an Honor Board that includes: a member of the Administration, teachers and selected students.

ACADEMIC PROBATION/DISMISSAL

Any student with two failures at the end of any quarter will be placed on Academic Probation. This means:

- The student is not eligible to participate in co-curricular or extracurricular activities for a minimum of four weeks;
- At the end of four weeks, the case will be reviewed;
- At the end of the school year, students with any failures must attend summer school;
- A student with two failures at the end of the school year will be placed or retained on Academic Probation for the following school year and his/her case will be reviewed at the end of each quarter. Should failure continue, that student will be liable to dismissal.

Students who fail three or more subjects at the close of the school year in June will be dismissed.

A student who fails one or more subjects and whose conduct has been unsatisfactory is also liable for dismissal.

SAINT JOSEPH PROGRAM FOR LEARNING SUPPORT

Our Saint Joseph Program provides academic support for students who have a current PsychoEducational Evaluation (within 3 years) or current documented medical need for academic accommodations (within 1 year), and documentation of learning differences. An identifiable learning need, specific evidence of how the symptoms associated with the found learning need may cause impediment to learning, and a list of school based recommendations for consideration must be presented. All documentation must be completed by a licensed professional psychologist and/or physician. The Saint Joseph Program provides accommodations (i.e. extra time for testing) and support during Study Halls/Lunch Periods. Modifications to curriculum can only be supported within a Special Education

Program. A Special Education Program is not part of the traditional curriculum at Archbishop Wood.

There are currently two full time staff members: The Learning Specialist, who works with students to provide accommodations for testing, and the Academic Support Coordinator who interfaces with parents to assure timely reviews of evaluations and accommodations included in the presented IEP, which will be translated into an ISP (Individualized Student Plan) for our setting. Freshmen, where scheduling permits, will be scheduled into a support class with the Academic Support Coordinator. The Academic Support Coordinator will also interface with faculty to provide ongoing professional development in the area of differentiation in the classroom, and hold team meetings in regard to student progress in the classroom.

In order to provide these enhanced services to address the needs of students with learning differences, there is an additional charge per year for enrollment into the St. Joseph Program. This charge will be listed on the FACTS account for all families of students who participate in the program. Students with documented need for support who choose not to opt into the Saint Joseph Program will be provided with reasonable accommodations.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are rigorous college level courses in which students earn higher quality points. Students must apply for and qualify for these courses. All students enrolled in an Advanced Placement course are required to take the Advanced Placement Examination in the spring. The fee for all Advanced Placement courses is set by the College Board and is the sole responsibility of the student. Students who do not take the examination will have the Advanced Placement designation removed from their transcript and will not be awarded Advanced Placement Quality Points. Completion of a Summer Assignment is mandatory for all Advanced Placement students. Students who do not complete the Summer Assignment will not be permitted to remain enrolled in the Advanced Placement course. Advanced Placement courses require firm commitment and strong work ethic, and CANNOT be dropped after August 31.

DIOCESAN SCHOLARS PROGRAM

The Office of Catholic Education, in cooperation with the Catholic colleges and universities of the area, offers selected seniors the opportunity to take two courses each semester on the campus of a nearby college. At the end of the year, an official transcript of credits and grades will be available to the student. The participating Scholars will be guests of the college; however, parents or guardians must assume additional costs.

DUAL ENROLLMENT

Dual Enrollment allows high school students to enroll in college courses taught either virtually or at Archbishop Wood High School, thereby accelerating his/her education. These courses, taught by college faculty, are identical to those taught on the college campus. Students who successfully complete the courses will

receive both high school and college credit. These courses are open to 11th and 12th grade students. Tuition for a Dual Enrollment course is paid directly to the college.

FAMILY TRAVEL

Travel during the school year is not appropriate and highly discouraged. Academic difficulties/missed assignments/missed tests are the responsibility of the student. Parents and students must understand that make-up work for the time missed is the responsibility of the student.

OUT OF SCHOOL TRIPS: ACADEMIC/ATHLETIC

Out of school trips, both academic and athletic, are regarded as growth experiences and are, therefore, an important part of the total school program. In order for students to participate in an out of school trip, they must have the written permission of their parent/guardian, be in good standing academically and financially, and have a good discipline and attendance record. A student is not marked absent on the day/days of such trips. Out of school trips are initiated and arranged by a teacher or coach and a teacher or a coach will always accompany the students. Out of school trips after April 30 present academic difficulties as teachers prepare students for end of year assessments and therefore are generally not approved.

OVERNIGHT OPTIONAL TRIPS

Planning for an overnight, optional school trip whether for athletics or an activity must adhere to the following directives:

- At least two months prior to the proposed optional, overnight trip, the moderator or coach must submit a trip request form to Administration for review.
- The administration reserves the right to approve or not approve any trip
- Insurance must cover the trip
- No more than 3 school days can be missed
- Any student participating must be current with tuition or approved by the President
- In order for a student to participate, he or she must fulfill the following guidelines:
    - A student must be in good academic standing: i.e., no grade below 70 in all subjects.
    - A student must have a conduct average no lower than 80 with no serious violations..
    - A student must be in good standing regarding lateness and attendance. Excessive lateness or absence at the time of the trip request will result in non-participation in the proposed trip.
- The names of all students participating in a trip must be published one week prior to the trip
- Trips may not be planned for the last days of any quarter. Trips are not to take place after April 30

- The Code of Conduct of Archbishop Wood High School and applicable rules for the event must be followed. A violation of Archbishop Wood's Code of Conduct or the rules of the event will result in disciplinary consequences at Archbishop Wood.
- Moderators/coaches are encouraged to minimize the number of days missed by an overnight trip.

Note: The above guidelines regarding academics, discipline and attendance do not apply to trips while school is not in session. However, the Code of Conduct and rules for the event always apply.

GRADUATION

Seniors, after completion of a four-year high school program, and after fulfilling all requirements set by the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania, will be graduated. Only those students who have completed the requirements for a diploma may participate in the Commencement Exercises. All students are expected to participate in both the Baccalaureate Liturgy and the Graduation Ceremony. Students may be excluded from participation in the Commencement Exercises for the following reasons:

- An academic failure in the program of studies.
- Disciplinary problems, such as, conduct probation or a major breach of the school's disciplinary code.
- A failure to fulfill financial requirements, which include tuition, and Administration fees.
- Excessive absences.
- School property not returned, i.e., textbooks, sports uniforms, technology

Seniors with academic and/or conduct failures will not be issued diplomas until they have completed their educational requirements.

GRADUATION AWARDS

Awards are presented each year at the commencement exercises to members of the graduating class for outstanding work in various subjects and extracurricular activities.

GRADUATION SPEECHES

Any senior ranked in the top 10% of the class at the end of the 1st Semester of Senior year is invited to write and deliver a graduation speech before a panel of judges. The winning speeches will be delivered at graduation.

HOMEWORK

Homework is an integral part of our academic program. Students should expect to spend two hours each night reviewing, studying, and preparing for the next day's work.

PERMANENT RECORD CARDS

The permanent record card is a comprehensive compilation of the totality of the student's high school career; it is used for all transcripts, references, recommendations, and the like. Pertinent information contained in this record includes: subjects, grades and credits, rank in class, absence and lateness.

FINAL ASSESSMENTS

Final assessments authorized by the Office of Catholic Education of the Archdiocese of Philadelphia are administered at the end of the second semester of the school year. These assessments constitute 10% of the final grade. Final assessments are scheduled each year for the first and second week of June. It is imperative that students are present. Please refer to the academic calendar published for parents in September of each year before planning family vacation. Planning family vacation during the final assessment period is strongly discouraged, as the possibility that assessments can be rescheduled to accommodate vacations is not guaranteed.

REPORT CARDS

Report cards are distributed at the end of each quarter. Grades at the end of the first and second semesters are transferred to the permanent record card. A semester grade in a major course is the average of the two quarter grades. The final grade is 45% of the first semester grade, 45% of the second semester grade and 10% of the final assessment.

SUMMER SCHOOL

Archdiocesan Online Summer School is held each year for those students who must make up academic failures. A student with 3 or more academic failures may be dismissed for academic reasons. Students who fail conduct must attend Behavior Modification Classes at Wood. Excessive absences may require the student to attend summer school. A tuition fee will apply for all summer school programs.

STUDENT NUMBERS

Each student is assigned a student number which should appear on all correspondence, notes, reports, checks, etc. with all the school offices.

TEXTBOOKS

Textbooks in all subjects except Theology are the property of Archbishop Wood. When a student is issued a textbook, a textbook acknowledgment form is filled out. This form is returned to the student when the textbook is returned to the teacher. If a textbook is not returned or is returned in a damaged condition the student must pay for the textbook at the rate of:

- *new textbooks* – 100% of the cost of the book
- *used textbooks* – 50% of the cost of the book.

No report card, transcript or roster will be issued to any student who owes a textbook.

PROGRESS REPORT/FAILURE NOTICE

Communication between home and school is vital. Student progress is to be tracked via Power School, and parents are to provide an email address to their child's teachers in order to keep this line of communication open at all times.

Progress Reports/Failure Notices must be issued at the 2nd and 4th quarters. Parents are required to acknowledge receipt of the Progress Report/Failure Notice. Progress Reports/Failures Notices may be issued to students whose work is below standard requirements at the 1st and 3rd quarter. Parents are required to acknowledge receipt of the Progress Report.

WITHDRAWALS/TRANSFERS

To withdraw or transfer from Archbishop Wood High School, a student must have the written permission of a parent or guardian. The Academic Office will provide the form to be filled out. No student is to expect a transcript of credits without having paid all accounts and having returned books and equipment. Transcripts will not be given to the student but will be forwarded to the principal or registrar of another school.

WORKING AFTER SCHOOL

Experience has proved that working after school is a great obstacle to scholastic success. It also precludes participation in extracurricular activities, which, in themselves, have great formative value. A job will not be accepted as an excuse for incomplete work, unfulfilled tasks, or for skipping detention. Neither will a work schedule be accepted as an excuse for not making up work at a time convenient to the teacher.

THE NATIONAL HONOR SOCIETY - JOSEPH A. SHIELDS CHAPTER

The Joseph A. Shields Chapter of the National Honor Society works to recognize and to bring to the attention of the school, the parents, the community and

the colleges, the accomplishments and the promise of outstanding secondary school students.

- To be eligible for membership in the National Honor Society, the candidate must be in tenth, eleventh, or twelfth grade. Freshmen are not eligible. Candidates must have been in attendance at the school for the equivalent of one semester.
- Membership in the National Honor society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.
- Students must maintain a 4.5 weighted cumulative GPA or higher and/or be ranked in the top 10% of their class in order to be eligible for consideration for membership in the Joseph A. Shields chapter of the National Honor Society. NB: eligibility for membership in the Honor Society one year does not guarantee eligibility the following year(s).
- Candidates may not have received lower than a 90 for conduct in the first two honor postings of the present year plus the four honor postings from the previous year.
- Students who are eligible will be notified and told that for further consideration for selection they must complete the four sections of the NHS application sent to them by the moderator. After this completed form is returned, the entire faculty will have the opportunity to review each candidate and make recommendations. The application and the teacher recommendations will then be forwarded to the faculty council along with any other verifiable information about each candidate.
- The selection of members to the chapter shall be by a majority vote of the five members of the faculty council appointed by the principal.
- Members must maintain a superior academic standing. Members must also maintain a minimum conduct grade of 90 for each report card posting. Members who fail to meet these academic and conduct standards will be carefully reviewed by the faculty council with intention to dismiss from the Society.

For serious disciplinary and/or academic reasons, a student may be dismissed from the NHS in accordance with the dismissal procedures as outlined in the Manual of Directives for the NHS. The Moderator will consult with the administration on any decision concerning dismissal.

GPA SCALE

High Schools within the Archdiocese of Philadelphia utilize the following GPA scale

GPA Scale

Adopted August 2025

Grade	Unweighted	AP	Honors	CP	Academic
100	4.00	5.00	4.50	4.25	4.00
99	4.00	5.00	4.50	4.25	4.00
98	4.00	5.00	4.50	4.25	4.00
97	4.00	5.00	4.50	4.25	4.00
96	4.00	5.00	4.50	4.25	4.00
95	4.00	5.00	4.50	4.25	4.00
94	4.00	5.00	4.50	4.25	4.00
93	4.00	5.00	4.50	4.25	4.00
92	3.70	4.70	4.20	3.95	3.70
91	3.70	4.70	4.20	3.95	3.70
90	3.70	4.70	4.20	3.95	3.70
89	3.30	4.30	3.80	3.55	3.30
88	3.30	4.30	3.80	3.55	3.30
87	3.30	4.30	3.80	3.55	3.30
86	3.00	4.00	3.50	3.25	3.00
85	3.00	4.00	3.50	3.25	3.00
84	3.00	4.00	3.50	3.25	3.00
83	3.00	4.00	3.50	3.25	3.00
82	2.70	3.70	3.20	2.95	2.70
81	2.70	3.70	3.20	2.95	2.70
80	2.70	3.70	3.20	2.95	2.70
79	2.30	3.30	2.80	2.55	2.30
78	2.30	3.30	2.80	2.55	2.30
77	2.30	3.30	2.80	2.55	2.30
76	2.00	3.00	2.50	2.25	2.00
75	2.00	3.00	2.50	2.25	2.00
74	2.00	3.00	2.50	2.25	2.00
73	2.00	3.00	2.50	2.25	2.00
72	1.00	2.00	1.50	1.25	1.00
71	1.00	2.00	1.50	1.25	1.00
70	1.00	2.00	1.50	1.25	1.00
69	0.00	0.00	0.00	0.00	0.00
68	0.00	0.00	0.00	0.00	0.00
67	0.00	0.00	0.00	0.00	0.00
66	0.00	0.00	0.00	0.00	0.00
65	0.00	0.00	0.00	0.00	0.00

VOCATIONAL/TECHNICAL PROGRAM

Students have the opportunity to pursue, on a shared-time basis, a vocational/technical curriculum along with their academic program of studies. Shared-time attendance in the vocational/technical program is a privilege extended

only to those students who are in good standing and whose applications have been approved.

Students dismissed from the Vocational/Technical School or who have a final failure in the program studied will be dismissed from Archbishop Wood High School.

COLLABORATIVE AREAS

LEARNING COMMONS

The Learning Commons is an area for reading, writing, research, and collaboration. Students must be respectful of each other and maintain an academic environment. Areas for collaboration and silent study are available and should be used appropriately.

Students are permitted to access the Learning Commons after school via South Courtyard Cafeteria Door and sign in. Students are not permitted to report to the Learning Commons for their lunch or study hall.

The use of the Learning Commons is a privilege. Respect for the area and others using the Learning Commons is expected. The administration reserves the right to ban a student from the Learning Commons who violates this privilege.

COLLABORATION STATIONS

The Collaboration Stations are designated areas for group work, discussion, and project-based learning. Students are expected to use these spaces for academic purposes and to work respectfully with others. Conversations should remain appropriate and focused on schoolwork to maintain a productive environment.

Collaboration Stations may be used in the following ways:

- Teachers may reserve the use of a Collaboration Station ahead of time using the Room Reservation Sheet located in the Faculty Schoology Drive.
- Clubs may use a Collaboration Station on a first-come, first-serve basis after school as long as the Moderator is present.

CAFETERIA

Students must go to their locker before going to the cafeteria. Students will not be permitted to leave the cafeteria unless it is to use the bathrooms located near the cafeteria. Students may obtain a SmartPass from the Cafeteria Moderator to go to Administrative Offices or the Nurse's Office. Students will be considered out of bounds if found in the halls without a SmartPass.

Students are expected to share in the responsibility for keeping the cafeteria clean by cooperating with moderators, wiping tables, keeping the floor clean, etc. Please refer to the policies regarding CLOSED CAMPUS AND DELIVERIES as they refer to the Cafeteria.

COURTYARD

The Courtyard outside of the Cafeteria is a designated outdoor space available to seniors as a privilege during lunch on approved days, weather permitting and with appropriate supervision. This privilege is intended to provide seniors with an enjoyable and respectful space to eat and socialize.

The following guidelines are in effect:

- This privilege is for seniors only.
- Only seniors who are scheduled for lunch during that period may use the courtyard.
- Seniors may not leave class or study hall to sit outside.
- Seniors must first report to the cafeteria and then sign out to go to the courtyard when the moderator gives permission to do so.
- Seniors must remain inside the courtyard area and are not permitted to go to the parking lot or any other outdoor areas during lunch.
- Bathroom rules remain the same as when eating in the cafeteria.
- Students are expected to keep the area clean and act respectfully toward others.

Note: The use of the courtyard is a privilege. The administration reserves the right to revoke this privilege for academic or disciplinary reasons or if expectations are not followed.

COUNSELING SERVICES

Each student at Archbishop Wood is assigned a specific counselor who will assist him/her from freshman through senior year. Our school counselors are an integral part of students' daily educational environment aimed to foster student achievement. Our school counseling programs are collaborative efforts benefiting the overall school community. School counselors coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans through both direct and indirect services.

Indirect Student Services

Indirect services are initiatives, programs, activities, and/or opportunities provided to benefit our school community as a whole based on: current trends in student improvement, school counselors' professional development, and consultation and collaboration with students, parents, administration, and community agencies

Prevention and Referral Services

Our Prevention and Referral Services offer early support for students facing academic, emotional, or behavioral challenges. By identifying needs early and

connecting students with the right resources, we help promote well-being and success in a supportive school environment.

Responsive Services

Responsive services are designed to meet students' immediate needs and concerns which may include crisis response. Our counseling department addresses immediate student needs through short-term counseling, crisis intervention, and support during challenging situations. These services ensure that students feel heard, safe, and supported so they can return to learning with greater emotional balance and confidence.

*A students' health and well-being are of utmost importance and in the event that a student must leave school to take part in a treatment program, a parent/guardian must contact both the school counselor and the school nurse to schedule a mandatory return to school planning meeting.

PRAISE: Prevention, Referral, Assistance, Intervention, Support, and Empowerment

Our PRAISE program is a prevention/intervention program made up of a small group of faculty members who are committed to identifying students who may be 'at risk' through a cohesive and confidential referral process. Any student, parent, teacher, peer, or school staff member can submit a confidential referral by contacting a member of the team.

THE DEN

The Den is a peaceful space where students can take a moment to practice mindful reflection and self-regulation. Developing these skills helps students manage stress, improve focus, and build emotional resilience, tools that support both academic success and healthy relationships. As a Catholic school, we believe in nurturing the whole person, and the Den reflects our commitment to creating a compassionate, balanced environment grounded in dignity and care.

THE COLLEGE APPLICATION PROCESS

Assistance with applying to college begins in earnest senior year but students should begin researching schools by junior year. Campus visits, college/scholarship applications and standardized testing must take place on weekends and/or days off from school.

CEEB Code: Archbishop Wood High School's CEEB Code is 395032

Transcript Request

Current Students: Transcript requests are to be submitted to the Counseling Office for processing.

Graduates: Transcript requests are to be submitted to the Business Office for processing.

Naviance

Naviance is a web based college and career program which is customized to our students. Students are able to complete personality profiles, career interest inventories, college matching, resumes, etc. Each student is given a username and password during freshman year and are encouraged to begin exploring right away.

Post-Secondary Planning

The Counseling Department is dedicated to providing many opportunities to help your child make the best decision for his/her future by providing the most up to date information as well as many opportunities to connect with career professionals, college admissions counselors, financial aid advisors, military leaders, and more.

Senior Year Timeline: Begin to finalize your list of schools that are the best fit. Apply to four or more colleges including at least 1 college you're confident you can get into and 1 college that you have a chance of getting into but may be a stretch. Make a list of the application, testing, and financial aid requirements for each college including deadlines.

Common Application: Begin to work on your Common Application if any of your schools require this.

Requesting Transcripts: Please do not request transcripts until AFTER the following tasks are complete:

- You have completed and submitted the application to the school in which you are requesting for a transcript to be sent to
- You have added that school to your Naviance Account under tab Colleges > Colleges I'm Applying To > Add College

*Be sure to sign your FERPA waiver on your common app and match it to your NAVIANCE account to allow us permission to send your document.

Test Scores: Check the requirements for each school you are applying to as some may require the ACT, SAT, or SAT Subject Tests.

Sending Test Scores: Test scores MUST be sent from College Board or ACT directly to the college. We cannot send test scores. You can send 4 free scores when you register for the SAT/ACT.

Letters of Recommendation: We recommend asking at least two teachers for a letter of recommendation. Check to see if one or more of your schools require either a third letter or a Counselor letter. Ask your counselor for a letter ONLY if your school requires one. Once a teacher has verbally agreed to write you a letter, you must then add that request into Naviance under tab Colleges > Colleges Home > Letters of Recommendation > Add Request

Submit your FAFSA: (Free Application for Federal Student Aid) Filing for the FAFSA begins October 1st.

Each college may have a different deadline for completion. Check with the college(s) you are interested in attending.

Complete your CSS Profile/Financial Aid PROFILE® –PROFILE is an online application used by certain colleges and scholarship programs to determine eligibility for aid.
Scholarships: Search for and apply for private scholarships at College Board Access. Scholarships can also be found in Naviance. Going Merry is a great site that allows students to fill out a common application to apply to many scholarships.

STUDENT SERVICES

A code of conduct exists at Archbishop Wood High School. This code is a contract between the school, the parent/guardian, and the student. ***It is the obligation of every student, parent/guardian, to read this book and to make the commitment to support it.*** The code of conduct is detailed in the handbook, but is not limited to it. This code is not absolute. It is to serve as a guide to the good order of the school.

The code of conduct at Archbishop Wood has several objectives:

- The safety and well-being of the entire school community
- The maintenance of a genuine learning environment
- The formation of responsible, self-disciplined, Christian students.

Priority will always be given to the good of the school community. If a conflict arises between the individual student and the common good, preference will be given to the common good. ***This discipline code is School Policy and must be followed by all students who attend Archbishop Wood High School and their parents/guardians,***

without exception. The Administration of Archbishop Wood reserves the right to change the Code of Conduct at any time for the good of the school community. ***The essence of our Code of Conduct is respect for self, others, our community and our school building.***

PERSONAL APPEARANCE

We firmly believe that attention to personal appearance is an important part of the maturation process for Catholic young men and women. The uniform expresses not only traditional values of economy, neatness and practicality, but also our unity as a community of learners. A person's appearance is a reflection of self-image and an indication of respect for oneself and others. Any student who presents him/herself in any way that is not in accordance with good taste and good grooming will be sent to the Student Services Office, and his/her parents will be called. The student may then be sent home to rectify the situation, or given an in house suspension for the day.

The Administration is the sole and final judge of what constitutes proper dress. Thus the school reserves the right to establish standards of dress for school time and its extra-curricular activities.

A student who violates the uniform code receives demerits and detentions and may be excluded from school and all extracurricular activities until the situation is corrected.

In general, it is our expectation that the students of Archbishop Wood will make choices that reflect the standards of modesty and decency in keeping with the Christian philosophy of the school.

UNIFORM CODE

Flynn & O'Hara is the official uniform supplier for Archbishop Wood High School. The regulation school shoe may be purchased at any retailer that sells Eastland's or Skechers. For safety reasons, shoes must be worn properly at all times. The official school uniform of Archbishop Wood High School is as follows:

Regulation School Uniform

Ladies:

- Skirt: Regulation uniform skirt, worn no shorter than two inches above the knee. Ladies are expected to wear shorts under their skirts.
    - Ladies may opt to wear regulation black dress pants purchased from Flynn & O'Hara, worn in the appropriate size and cut
- Blouse: White oxford cloth blouse with the Archbishop Wood embroidery. Only the top button may be unbuttoned. Blouses must be tucked in.
- Sweater/Fleece*: Regulation black school sweater or sweater vest, and/or the Archbishop Wood insignia black ¾-zip cadet-collar fleece. The collar of the blouse must remain visible when wearing the ¾-zip.

- **Tights/Shoes:** Black tights or leggings and black oxford shoes are required.
- **ID:** Lanyard with school ID and security card must be worn and visible at all times.
- **Undershirts:** If worn, undershirts must be plain white.
    - Note: Physical education uniform shirts may not be worn under the uniform

Ladies - Optional Summer/Spring Uniform:

- **Skirt:** Regulation uniform skirt (as described above).
    - Ladies may opt to wear regulation black dress pants purchased from Flynn & O'Hara, worn in the appropriate size and cut
- **Shirt:** Black banded-bottom school polo shirt.
- **Sweater/Fleece*:** If cold, Ladies may wear the regulation black school sweater or sweater vest, and/or the Archbishop Wood insignia black ¾-zip cadet-collar fleece. The collar of the polo must remain visible when wearing the ¾-zip.
- **ID:** Lanyard with school ID and security card must be worn and visible at all times.
- **Undershirts:** If worn, undershirts must be plain black.
    - Note: Physical education uniform shirts may not be worn under the uniform

**Seniors Only*: Optional regulation school cardigan sweater ordered from Flynn and O'Hara.

Gentlemen:

- **Pants:** Regulation gray dress pants purchased from Flynn & O'Hara, worn at the waist and hemmed to rest at the top of the shoe.
- **Belt:** A belt must be worn at all times.
- **Shirt & Tie:** White oxford cloth dress shirt with all buttons fastened and a properly tied tie at the top of the collar. Dress shirts must be tucked in.
- **Sweater/Fleece*:** Regulation black school sweater or sweater vest and/or the Archbishop Wood insignia black ¾-zip cadet-collar fleece. The shirt collar and tie must remain visible when wearing the ¾-zip; the zipper must be open enough to expose the collar and tie.
- **Socks/Shoes:** Black dress socks and regulation black oxford shoes are required.
- **ID:** Lanyard with school ID and security card must be worn at all times.
- **Undershirts:** If worn, undershirts must be plain white.
    - Note: Physical education uniform shirts may not be worn under the uniform

Gentlemen - Optional Summer/Spring Uniform:

- **Pants:** Regulation gray dress pants as described above.
- **Belt:** A belt must be worn at all times.
- **Shirt:** Regulation black banded-bottom school polo shirt
- **Sweater/Fleece*:** If cold, Gentlemen may wear the regulation black school sweater or sweater vest, and/or the Archbishop Wood insignia black ¾-zip cadet-collar fleece. The collar of the polo must remain visible when wearing the ¾-zip.
- **Socks/Shoes:** Black dress socks and regulation black oxford shoes are required.
- **ID:** Lanyard with school ID and security card must be worn at all times.
- **Undershirts:** If worn, undershirts must be plain black.
    - Note: Physical education uniform shirts may not be worn under the uniform

**Seniors Only*: Optional regulation school cardigan sweater ordered from Flynn and O'Hara.

GENERAL POLICIES – LADIES & GENTLEMEN

- Students are permitted to carry a backpack from class to class during the school day. Backpacks should be used solely for transporting academic materials and personal school supplies.
- Coats, jackets, hooded sweatshirts, athletic bags, waist bags, purses, and similar personal items may not be carried from class to class and must be stored in the student's assigned locker from the start of the school day until the final dismissal bell. Exceptions may be granted by the administration for medical or other approved reasons.
- Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
- Shirts and blouses (and undershirt if worn underneath the uniform) must be tucked in, not worn outside the pants or skirts unless banded.
- If a student has a serious reason for not wearing the full school uniform, including footwear, for any period of time, he/she must present medical documentation to the Assistant Principal for Student Services before reporting to class. Only the Assistant Principal for Student Services assigns the details of substitute dress.
- Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be

on file from the doctor. Substitute footwear such as boots of any kind, sandals, flip-flops, slip-on shoes, and other casual shoes are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.

- Students in Physical Education class must wear the gym uniform determined by the Administration.
- In the case of field trips, the Assistant Principal for Student Services will determine the dress of the day for students.
- Gentlemen are to be clean-shaven; mustaches, beards, semi beards, and goatees are not permitted.
- Extreme hairstyles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Young ladies may not wear excessive jewelry or make-up.
- No visible tattoos are permitted on any student. If a student has a tattoo, it must be covered, even in warm weather.
- Multiple body piercings or excessive piercing jewelry are not permitted for young men or young women. Simple post jewelry may be deemed acceptable at the discretion of the Assistant Principal for Student Services.
- A student who violates the dress or hair code may receive demerits, detention, in-school or out of school suspension until the violation has been corrected.
- Students representing the school at official functions must wear the regulation uniform.
- Students participating in after school or tutoring are to either leave the building at the conclusion of their activity or wait in the designated area. Students may not be in the building after 2:45 pm without a teacher, moderator or coach unless they are waiting in the designated area.

CELL PHONES/PERSONAL DEVICES/WEARABLE TECHNOLOGY

At Archbishop Wood High School, we are committed to fostering a learning environment rooted in respect, attentiveness, and meaningful human interaction. To support our Catholic mission and maximize student engagement, students are prohibited from using or possessing personal electronic devices during the school day.

Personal Electronic Devices

The following devices are prohibited from use during the school day and must remain powered off and securely stored in the student's locker from the first bell until dismissal (typically 7:30am through 2:15pm):

- Cell phones and smartphones
- Smart watches and all wearable technology
- Smart glasses (Meta Glasses)
- Earbuds and headphones (AirPods, Beats, etc.)
- Bluetooth-enabled devices
- Personal laptops
- Personal tablets or iPads
- Portable gaming devices
- Any other personal electronic or internet-connected device

These devices may not be carried in pockets, backpacks, purses, or on the student's person during the school day. They are to remain in the student's assigned locker unless specifically authorized by school administration. Students who require the use of a personal electronic device as part of a documented medical treatment plan (e.g., continuous glucose monitoring for diabetes) must notify the school nurse and administration prior to the start of the school year or upon enrollment. Such accommodations will be made in accordance with the student's documented medical needs.

School-Issued Technology
Archbishop Wood students are issued a Chromebook for instructional purposes.

- Only school-issued Chromebooks may be used during the school day.
- Personal laptops, tablets, iPads, or similar devices are not permitted for classroom use.
- Students are expected to bring their fully charged Chromebook to school each day.
- Students whose Chromebook is damaged or being repaired must report to the President's Office or Principal's Office for a loaner device. Personal devices may not be substituted.

During the School Day
The school day includes:

- Homeroom
- All instructional periods
- Study halls
- Lunch
- Passing time between classes
- Assemblies
- Prayer services
- Retreats
- School Masses
- Any school-sponsored activity occurring during the instructional day

Personal electronic devices may not be used anywhere on campus during these times, including classrooms, hallways, stairwells, restrooms, cafeteria, athletic facilities, or outdoor areas.

Communication with Parents

Parents who need to contact their child during the school day should call the Main Office. Messages will be delivered promptly when appropriate.
Students who need to contact a parent or guardian during the school day must obtain permission from a teacher or administrator and use a school telephone.

Photography, Recording & Social Media

The use of any personal device to photograph, video record, audio record, livestream, or post content involving members of the Archbishop Wood community without permission is strictly prohibited and may result in serious disciplinary action. More information regarding this can be found under the Responsible Use Policy.

Searches and Confiscation

If a faculty or staff member sees a student with a prohibited electronic device, the student must immediately surrender the device upon request.
Refusal to surrender a device constitutes defiance and will result in additional disciplinary consequences.

Archbishop Wood High School is not responsible for lost, stolen, or damaged personal electronic devices brought to school.

Progressive Discipline

First Offense

- Device confiscated and turned over to the Assistant Principal for Student Services.
- Student receives 6 demerits and two after-school detentions
- Device returned to the student after the school day has ended.

Second Offense

- Device confiscated and turned over to the Assistant Principal for Student Services.
- Student receives 9 demerits and three after-school detentions
- Device returned to a parent/guardian only.
- Student placed on a Technology Behavior Contract.

Third Offense

- Device confiscated and turned over to the Assistant Principal for Student Services.
- Student receives 12 demerits and a one-day out-of-school suspension
- Device returned to a parent/guardian only.
- Parent conference required.

- Student may not participate in extracurricular activities for a period of at least two weeks, as determined by the administration

Continued Violations

Repeated violations demonstrate willful disregard for school expectations and may result in additional disciplinary action, including:

- Extended suspension
- Conduct probation
- Loss of extracurricular privileges
- Loss of leadership positions
- Other disciplinary measures deemed appropriate by the administration

CHANGE OF ADDRESS

At the beginning of the school year each student is asked to complete a review of his/her demographic information on PowerSchool to ensure the accuracy of school records. In the event of a change of address, e-mail address, telephone number, or cell phone number, at any time during the school year, the student or parent/guardian must notify the Business Office. Prompt notification of these changes should be given to ensure that all records are accurate and as a precaution in the case of emergency when accurate information is essential. When a change of address occurs that results in the student moving into another school district, the student must obtain a new ID card to reflect the new school district.

CLASSROOM BEHAVIOR

All students are expected to model respectful, Christian behavior at all times. If a teacher sends a student to the Student Services Office, the student is required to call a parent from the Student Services Office and explain why they were sent out of class. The student will not be allowed to attend another class until a parent is contacted.

If a student is sent to the Student Services Office twice in one day, a parent will be notified, and the student will be in school suspended, and a parental conference will be required.

CLOSED CAMPUS

Archbishop Wood High School maintains a closed campus policy. Students must remain on the school grounds from arrival (even though homeroom may not have begun) until dismissal. Students leaving school grounds without permission are subject to demerits, detention, and possible suspension.

Permission to leave campus for any reason must be obtained from the Assistant Principal for Student Services. Any student with permission to leave school for any reason MUST report to the Student Services Office prior to leaving.

CONDUCT PROBATION

Conduct Probation is a temporary disciplinary status assigned at the discretion of the Administration. A student may be placed on Conduct Probation at any time due to behavioral concerns

Students on Conduct Probation remain in that status for the duration of the semester and/or the remainder of the school year. While on probation, a student may be restricted from participating in extracurricular activities such as sports, clubs, dances, and proms. These privileges may be reinstated through demonstrated improvement in behavior.

CONDUCT CONTRACT

Conduct Contract is a long-term disciplinary status assigned when a student has failed conduct for a semester/year or has committed a serious behavioral violation. Unlike Conduct Probation, a student who is placed on a Conduct Contract will remain on contract for the remainder of their time at Archbishop Wood.

A Conduct Contract outlines behavioral expectations and specific consequences. While on contract, a student may be prohibited from participating in extracurricular activities, unless otherwise stated in the contract. A student may be placed on a Conduct Contract at any point during the school year due to significant misconduct or the accumulation of enough demerits to warrant a failing conduct grade.

Violation of the Conduct Contract may result in immediate dismissal from Archbishop Wood.

CONTRABAND

Contraband is defined simply as any prohibited object not related to schoolwork. The Assistant Principal for Student Services, in conjunction with the Principal, reserves the right to define and identify what is contraband.
Some examples of contraband are the following:

- All material of a questionable nature - either print or electronic.
- Food and drink in a classroom. NB: water bottles of an appropriate size may be permitted with teacher permission. Oversized containers, including gallon-sized water bottles, are not permitted. The teacher reserves the right to inspect any water bottle whether a commercial bottle or personal item.
- Tobacco products, Electronic Nicotine/Non-Nicotine Delivery System (ENNDS), Vapes.
- Alcohol, any products containing THC or marajuana, drugs of any type other than those prescribed for the student and held by the school nurse, any controlled substance.
- Lasers, knives, firearms and other devices capable of inflicting injury to others.

The school is not liable for any items that are confiscated, lost, or stolen.

CORRIDOR/STAIRWAY BEHAVIOR

Students are to show courtesy and respect at all times to others and themselves while in the corridors. Public displays of affection are not permitted and are considered unacceptable behavior in an academic setting. Shouting, pushing, and running are not permitted. Students are not to loiter or congregate in corridors or bathrooms. Violation of this policy will result in demerits, detention, suspension or possible dismissal.

COURTESY/RESPECT

Courtesy and respect are expected to be given to all Administration, Faculty, Staff, Volunteers as well as fellow students and guests at all times as a tradition of our school. Disrespect will not be tolerated for any reason by any student.

CUTTING CLASS

Intentionally skipping or missing a class (or classes) is forbidden. A student found to be cutting or skipping class is in violation of school policy and warrants demerits, detention, possible suspension or expulsion.

- *1st offense* - 15 demerits, 5 days of detention and parent/guardian notification
- *2nd offense* - 20 demerits, 10 days of detention, mandatory parent/guardian meeting.
- *3rd offense and subsequent offenses* - 30 demerits, suspension, mandatory parent/ guardian meeting, and automatic conduct summer school, possible expulsion

DAILY DISMISSAL

The school day is completed at 2:15pm (unless following a special schedule with early dismissal). Upon dismissal, students go immediately to their lockers and then to the buses. Any student found on the second or third floor after dismissal who does not have specific permission to be there will be considered out of bounds. Doors leading to the upper floors will be locked at 2:45pm and no student will be permitted to be or have access to the second and third floors after that time, unless accompanied by faculty, staff or administration.

Students who have received permission from parents and from the Assistant Principal for Student Services to leave school before the regular dismissal time must report to Student Services prior to leaving. Students with an early dismissal must be out of the corridors and away from their lockers before the bell rings for the next scheduled class period. Students waiting for practice or transportation home after 2:15pm until 4:30pm are to wait in the Learning Commons. If a student is in any other

area of the building between 2:45pm and 4:30pm without adult supervision will be considered Out of Bounds.

DELINQUENCY (ADJUDICATED)

If a student is presently attending or applying for admission to Archbishop Wood High School, and is found guilty of a juvenile or adult crime, the student is liable for dismissal from Archbishop Wood or may be refused admission to Archbishop Wood. If a current student is under investigation for a juvenile or adult crime, it may necessitate student adjustment in schedule to work from home to fulfill academic requirements for the duration of the investigation.

DELIVERIES

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time during the school day. Consequences would include: delivered items to be confiscated, demerits, detention, possible suspension or dismissal to the student or students who ordered the delivery. Parents, family, friends are not permitted to deliver to students outside products of any kind for any reason.

DEMERIT SYSTEM

Every student begins each semester with a grade of 100 in conduct. For every violation the stipulated number of points is subtracted from the student's conduct grade. The number of demerits subtracted from 100 equals the actual grade in conduct. Students with a final grade lower than 70 will be required to attend Behavior Modification Summer School. A student may only attend summer school for conduct one time. Failing conduct for a second time makes the student eligible for dismissal from school.

A student with a failure for the year in conduct is placed or retained on Conduct Probation for the following school year.

Students with a grade lower than 75 for either semester may also be placed on probation or contract. If during either semester, while on Conduct Probation, or Conduct Contract, a student's actual grade falls below 85, the student may be subject to dismissal.

- 20 demerits – Conduct notification letter issued; parent response required.
- 31 demerits – parent/guardian conference required with APSS and student's guidance counselor. Student is placed on Conduct Probation.
- 62 demerits – student has failed conduct for the year and must attend Behavior Modification Summer School (fee required), Parent interview required, review for dismissal may be scheduled.
- 63 demerits and above – student may be dismissed from Archbishop Wood High School.

Common Disciplinary Infractions and Typical Consequences

The following chart provides examples of common disciplinary infractions and the typical demerit assessment for a first offense, where applicable. It is intended as a guide only and is not all-inclusive. The administration reserves the right to determine the appropriate disciplinary response based on the nature, severity, frequency, and circumstances of each incident. Depending on the circumstances, more serious disciplinary action may be imposed than what is listed below. This chart reflects only the typical demerit assessment and does not include other disciplinary consequences, such as teacher-assigned consequences, detentions, suspension, disciplinary probation, conduct contracts, loss of privileges, or removal from extracurricular activities, which may be imposed at the discretion of the administration.

DESCRIPTION	DEMERITS
Cell phone/Personal Device/Wearable Technology Violation (1st Offense)*	6
Elevator Violation	6
Late to school	3
Dress Code Violation	3
Not wearing ID card	3
Late to class as per teacher	3
Leaving Property w/o permission	9
Skipping Detention	9
Out of Bounds	9
Outside Delivery Violation	9
Cutting Class (1st Offense)*	15
Theft	20
Smoking/Vaping/Suspicion (1st Offense)*	20

*Please refer to the applicable handbook policies for additional information regarding attendance, academic integrity, cell phones and personal devices, alcohol and drugs, vaping, and student conduct.

Repeated violations of the same offense or multiple violations occurring during a single incident may result in progressively more serious disciplinary consequences. Students may also be assigned detention, in-school suspension, out-of-school suspension, disciplinary probation, a conduct contract, suspension or

removal from extracurricular activities, or be subject to review for dismissal from Archbishop Wood High School, when warranted.

DETENTION

Notice of a detention is given via Power School to Parent and email to student at least 24 hours in advance to allow for necessary transportation arrangements.

When a student will serve his/her detention is determined by the Assistant Principal for Student Services. The student does not determine it.

Afternoon detention is from 2:20 pm to 3:15 pm on Tuesday, Wednesday, and Thursday. Parents are strongly encouraged to pick up students at 3:15 so that problems of loitering do not become part of their discipline record.

Parents may log in to Power School for real time monitoring of student discipline and attendance history.

Postponement of detention is permitted only for a serious reason expressed in writing, signed by a parent/guardian, and submitted to the Student Services Office by the student the day before detention. A student's private work, or recreational schedule, or an athlete's game or practice schedule, is NOT considered sufficient cause for postponement of detention.

Lateness to detention is not permitted. If you are late, you will not be accepted into detention and you will receive further demerits and/or detentions for skipping detention.

DISCRIMINATION AND HARASSMENT

Archbishop Wood High School does not discriminate in enrollment of students on the basis of race, color, sex, age, national origin or disability, in accordance with all applicable laws.

Archbishop Wood will not tolerate conduct of students based on race, color, age, sex, national origin, or disability, which harasses, unreasonably interferes with another's school performance, or creates an intimidating, hostile, or offensive school environment.

Hazing is a type of harassment. StopHazing.org has defined hazing as: "any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate." Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context. Hazing is strictly forbidden and strict disciplinary actions will be taken resulting in suspension and/or expulsion.

The Policy Prohibiting Discrimination and Harassment is on file in the

Principal's Office. Please see the Philadelphia Catholic League Policy on Harassment under Athletics.

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 not limited to, utilization of certified drug detection dogs, breathalyzer, or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

DRUG/ALCOHOL POLICY

Archbishop Wood High School maintains a strict drug/alcohol policy. This policy is violated when a student, visitor, guest, or any other person is found either possessing or unlawfully manufacturing, using, abusing, distributing or attempting to distribute drugs, alcohol, controlled substances, other illicit drugs, and drug paraphernalia during the school day, on school property, traveling to or from a school sponsored sport or activity, or while attending any school sponsored activity on or off campus. Any student suspected of drinking alcohol or using drugs of any kind at any school activity or athletic event or traveling to a school activity or event as described above is subject to taking a breathalyzer test, law enforcement involvement, suspension, and the revocation of extracurricular participation. Students found to be under the influence or involved in any event as described above also may be ineligible to attend the Junior and/or Senior prom(s) and school dances.

The following process is begun whenever the drug/alcohol policy is violated:

- Notification of parent/guardian, law enforcement if necessary, PRAISE Team
- Suspension of the student until the investigation is complete and a parent interview has taken place,
- Review of the case with the possibility of dismissal from Archbishop Wood or the signing of a drug/alcohol contract, which includes
    - An acknowledgment by the student and his/her parent or guardian of a Drug/Alcohol Policy violation, and, ideally, the disclosure of the source of the drugs/alcohol,
    - An agreement not to use drugs and/or alcohol,
    - A detailed explanation of the disciplinary consequences,
    - A referral to the PRAISE Team,

- An agreement to follow the PRAISE Team's recommendations, which could include attendance at a Drug/Alcohol Educational Awareness Program.

Student athletes, refer to PIAA Rules of Participation regarding violations of the Drug/Alcohol Policy.

A student guilty of selling or distributing drugs, alcohol, controlled substances, other illicit drugs and/or drug paraphernalia will be dismissed immediately.

EARLY DISMISSAL

Parents/guardians and students are strongly encouraged to schedule all appointments (e.g., medical, dental, college visits) outside of school hours to avoid disruption to the academic day. Early dismissals are granted only for serious and legitimate reasons and must be approved by the Assistant Principal for Student Services or the School Nurse.

Limit on Unexcused Early Dismissals

Students are permitted no more than three (3) unexcused early dismissals per semester. Any early dismissal not supported by appropriate documentation (e.g., physician's note, court documentation, funeral verification, or other school-approved reason) will be considered unexcused. Documentation supporting an excused early dismissal must be submitted to the Attendance Office no later than the end of the next school day. Early dismissals authorized by the School Nurse and/or administration are considered excused. Students who exceed this limit may be subject to disciplinary action including but not limited to demerits, detentions, loss of privileges, including participation in extracurricular activities, or other school privileges, at the discretion of the administration.

Procedures for Early Dismissal

- Submission of Early Dismissal Form
  - The official Early Dismissal Form is available on the school website.
  - The completed form must be submitted to the Student Services Office by homeroom on the morning of the dismissal.
- Parent/Guardian Pick-Up
  - A parent/guardian must meet the student at the lobby doors.
  - A staff member will verify the parent/guardian's arrival and provide a dismissal form to be signed at that time.
- Self-Dismissal Requests
  - If a student is permitted to leave independently (e.g., driving themselves), this must be clearly indicated in a signed note from the parent/guardian.

    - The dismissal form will be sent home with the student and must be returned the next school day with a parent/guardian signature including a note from the (reason why they left)
    - The student must check in at the Student Services Office before being dismissed.
- Phone Requests
    - For safety and accountability, phone requests for early dismissal will not be accepted unless in the case of a verified emergency or last-minute appointment. Such appointments must be confirmed via a doctor's note upon the student's return to school.
    - Student-initiated phone calls to request dismissal are strictly prohibited and will result in disciplinary action.
- Returning to School
    - If the appointment occurs during the school day and school is still in session upon completion of the appointment, the student is expected to return to school and is responsible for making up any missed classwork.
- Non-Essential Requests
    - Early dismissal will not be granted for non-essential reasons, such as personal preference or convenience.
- Mandatory Check-Out
    - All students must report to the Student Services Office before leaving the building, regardless of the reason for dismissal, whether they are driving themselves or not.
- After-school Activities
    - Students are not permitted to participate in extra curricular activities that take place after school if they are not present for the entire school day. The only exception to this is a funeral, doctor's appointment, or court appearance and the student must provide documentation prior to the start of the after-school activity.
- Funerals
    - To be excused for a funeral, a student must follow the same procedures as above. The student is expected to return to school after the liturgy, except for the funeral of a family member.

Teachers will be informed of the early dismissal via the daily absentee sheet.

ELEVATOR

The elevator is for the use of the faculty and school personnel. However, a student who has a need for it should present a note to the Student Services Office for an elevator pass. It is necessary to have a certification from a physician giving the reason and the duration of the request. Students with the pass are permitted to arrive

for class up to five minutes late depending on the location of each classroom. Students may ask only one person to accompany him/her if necessary. The student must wear the pass on their lanyard for the duration of this privilege.

FIGHTING: VERBAL, PHYSICAL OR ELECTRONIC

Since Christian values espouse non-violence, Archbishop Wood High School will not tolerate physical violence; threatened or actual. Fighting is forbidden in school, on school grounds, and on the way to and from school. Students who engage in fighting are subject to demerits, detention, suspension, or expulsion. If the incident is of a substantial and serious nature, those involved may be turned over to law enforcement authorities for prosecution. Students are expected to seek the assistance of a teacher, counselor, or the Assistant Principal for Student Services to mediate all disputes. Any student who, by passive presence, encourages a fight by providing an audience will also be subject to suspension. No reason will be accepted to condone or excuse a fight. The Assistant Principal for Student Services will determine the degree of responsibility for the fight. Factors such as premeditation, injury inflicted, and disorder will be evaluated. Faculty accounts of the fight will take precedence over any student accounts.

Any student who brings an outsider onto the property for the purpose of fighting or intimidation will be subject to dismissal.

FIRE DRILLS/FIRE EQUIPMENT

Fire drills are conducted periodically as required by law. Misconduct or failure to cooperate during such drills is considered a serious infraction subject to disciplinary action. Silence is required at all fire drills both in leaving the building and on re-entering. Any student who signals a false alarm will be subject to dismissal from school. Likewise, any student who tampers with fire equipment will be subject to suspension or dismissal. Civil authorities will also be notified, and the violators will be criminally prosecuted.

PHYSICAL EDUCATION CLASSES

A regulation uniform consisting of a gym T-shirt, gym shorts or sweatpants, sweat socks, and sneakers, is required of each student. Any student requiring a permanent or temporary excuse from Physical Education class must secure a doctor's certificate to be given to the school nurse before the start of the school day and to the PE instructor at the scheduled class period.

SMART PASS (electronic hall pass)

Students are not permitted in the hallways during class periods unless they are accompanied by a teacher or have an authorized SmartPass.

Before leaving the classroom, students must obtain permission from the classroom teacher and create a SmartPass on their school-issued device. Upon returning to class, students must end their pass.

Students are expected to travel directly to and from their approved destination and return within the designated SmartPass time limit. Abuse of the SmartPass system, including excessive time out of class, visiting unauthorized locations, or repeated failure to return within the allotted time, may result in disciplinary action, including demerits, detention, suspension of SmartPass privileges, or other consequences at the discretion of the administration.

HARASSMENT/BULLYING PROHIBITED

Harassment/bullying in any form is unacceptable conduct and will not be tolerated. Any repeated action, physical, verbal, written or electronic (social media), which displays disrespect/aggression/threats/humiliation of any kind toward a teacher, student, staff member or anyone within the school community and has the effect of disrupting that person's normal activity, is prohibited by this policy.

Harassment/bullying because of a person's sex, race, 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:

- Threatening adverse action if sexual favors are not granted;
- Promising preferential treatment in exchange for sexual favors;
- 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 objects or pictures;
- Unwelcome notes, e-mails and other communications that are sexually suggestive.

Any student who feels he/she has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When allegations of harassment are warranted, appropriate action will be taken, up to, and including dismissal, and notification of the proper authorities. 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.

NURSE'S OFFICE

The nurse assigned to the school does not take the place of a doctor. The nurse conducts state mandated health programs. Therefore, health room hours have been established. The time frame between 7:30 a.m.-9:30 a.m. is reserved to conduct state mandated health programs which include height, weight, vision, hearing screening for the school population, and physical examinations. During this time the office is open for emergency situations only. Emergencies include: trouble breathing, diabetic emergencies, fainting, vomiting, severe allergic reactions, seizures, severe abdominal pain, accidents, and bleeding. Students who have a non-urgent request will be asked to return during health room hours. The Nurse's Office will also be closed during 6th period.

If prescription or non-prescription medication must be taken by a student during the school day, a *Permission for Medication Administration in School* form must be completed by both the student's physician and parent/guardian. Tylenol, Gelusil, Ibuprofen, and Benadryl are kept in the Nurse's Office and may be administered only with parental permission as indicated on the student's Emergency Information Card. Except for approved emergency rescue medications, all prescription and non-prescription medications must be in their original containers and kept in the Nurse's Office, where they will be administered by the school nurse.

Pennsylvania regulations permit students to carry emergency rescue medications for diabetes, asthma, and life-threatening allergies only, provided the required physician documentation and Action Plan have been submitted to the school nurse. All other medications must be stored and administered through the Nurse's Office. No other medications may be carried by students on school grounds.

If a student becomes ill during the course of the school day, he/ she must obtain a pass from the teacher for admission to the Nurse's Office where arrival and departure times are carefully noted. The nurse decides whether or not the student is well enough to return to class. It is she who calls the parent /guardian if the student is not well enough to remain in school. Under no circumstances is a student to call home for transportation because of illness. Under most circumstances, a student who is not well will leave school only if escorted by a parent/guardian or someone authorized by the parent /guardian.

If a student sustains an injury outside the school day or at a non-school related activity that has the potential to impact learning, please notify the school nurse immediately. Such injuries would include concussion or broken bones.

Automated External Defibrillators (AEDs) and Stop the Bleed Kits

The purpose of the automated external defibrillator (AED) system is to be prepared to treat victims who experience sudden cardiac arrest (SCA).

The AED system will be supported by a program that will include individuals certified in CPR and AED. (Through the American Red Cross or American Heart Association). The team will consist of voluntary staff members of Archbishop Wood High School who desire to become part of the team. Each member must be currently certified in CPR and AED. Written guidelines for emergencies related to the use of AEDs and CPR will be provided to all staff members.

The Automated External Defibrillators (AEDs) are owned by Archbishop Wood High School and are housed in secure, accessible locations throughout the campus. AED units are located:

- One on each floor of the school building
- One in the North Gym
- One in the South Gym
- One in the Auditorium Lobby
- One mobile AED carried by the Athletic Trainer during practices, games, and other activities held on the athletic fields

*In addition, one **Stop the Bleed** kit is located in each building on campus to provide immediate access to lifesaving bleeding control equipment in the event of a traumatic injury.

All AED units will be inspected regularly for proper operation, battery status, expiration dates, and any signs of tampering. The Maintenance Department is responsible for conducting and documenting these routine inspections.

If an AED is used in response to a cardiac arrest, an Accident Report will be completed. A copy of the event data downloaded from the AED will be provided to the responding Emergency Medical Services (EMS), the victim's physician, the school's authorizing physician (medical advisor), and the school nurse. The medical advisor is responsible for providing the prescription required for the purchase of all AED units. An AED may be used by:

- Any individual who has successfully completed CPR and AED training and maintains a current course completion certification.
- Any individual responding to a perceived cardiac emergency in accordance with applicable Pennsylvania Good Samaritan laws and accepted emergency response practices.

Any student who intentionally activates or tampers with an AED, Stop the Bleed kit, or initiates a false emergency alarm will be subject to disciplinary action, up to and including dismissal from Archbishop Wood High School, and may be referred for criminal prosecution to the fullest extent permitted by law.

Immunization Requirements

For students attending school in Pennsylvania, the required immunizations are established by the Pennsylvania Department of Health and apply to both public and private schools. Students who are not in compliance with these requirements may be excluded from school until the required immunizations are received or appropriate documentation of a medical exemption is provided. Any missed school days resulting from noncompliance will be treated as unexcused absences.

Required for all students (K–12):

- 4 doses of Diphtheria, Tetanus, and Pertussis (DTaP/DTP/Td)
- 4 doses of Polio
- 2 doses of Measles, Mumps, and Rubella (MMR)
- 3 doses of Hepatitis B
- 2 doses of Varicella (Chickenpox) or documented evidence of immunity
- 1 dose of Tdap (Tetanus, Diphtheria, Pertussis)
- 1 dose of Meningococcal Conjugate Vaccine (MCV)

Additional requirement for 12th grade:

- 1 additional dose of Meningococcal Conjugate Vaccine (MCV).
    - If the student's first MCV dose was administered at 16 years of age or older, only one total dose is required.

Note: The Archdiocese of Philadelphia does not grant religious exemptions for immunizations. Medical exemptions will be considered only when documented by the student's primary care physician in accordance with Pennsylvania law.

Health Forms

- All 9th grade and transfer students will receive a Health History Form that must be completed and returned during the first week of school.
- All 11th grade students must submit an 11th Grade Physical Examination Form to the Health Office by the first week of school if one has not already been provided. A current sports physical may be accepted in lieu of the school physical form.
- All 12th grade students must submit an updated immunization record verifying receipt of the required second Meningococcal Conjugate Vaccine (MCV) after age 16, unless exempt under the one-dose rule described above.

HOMEROOM

The time spent in the homeroom period is a limited but important time of day during which announcements are made and school business is transacted. Therefore, it is necessary that all students be present during homeroom for the entire

time unless there are official requests from school offices. Personal business should be transacted before school, during lunch periods, and after school.

All students are required to stand during morning Prayer and Pledge of Allegiance. No one should be in the corridors during prayers and announcements.

Students are held responsible for the contents of the daily announcements; hence the importance and necessity of silence and attention during announcements. Not hearing the announcements is never an acceptable excuse for failure to respond to directives or instructions given over the P.A. system.

The moderator takes attendance at the beginning of the homeroom period. Since it is absolutely necessary that the attendance record be accurate, every student must be in his/her assigned seat. If the name of a student who is present appears on the Daily Absentee Sheet, that student should report to the Student Services Office to have the record corrected.

Food and beverages (including coffee, breakfast items, and other snacks), with the exception of water, are not permitted in homeroom. Students who arrive to homeroom with food or beverages will be required to dispose of them before the start of homeroom and may be subject to disciplinary action, including demerits and/or detention.

ID/SECURITY CARD REQUIRED FOR STUDENTS

All students are required to wear the student ID/security card on a lanyard around their neck. The lanyard is to be worn at all times while in school. This requirement is for the security of the school, and the safety of each student. Failure to comply with these regulations will result in a dress code violation, and the student may be liable for demerits.

At the beginning of the school year, all freshmen and new incoming students will be issued an Archbishop Wood ID card. Returning students will continue to use their ID card from the previous year.

Replacement ID/security cards can be purchased in the Student Services Office (Rm. 100) for $30.00. This ID/security card will enhance school security, serving as a key that will open certain doors during school hours, as well as an admission card for all home athletic contests. (Playoffs and Championship games are not included).

Students are not permitted to hold the door open for students that do not have their ID/security card. If a student does not have his/her ID/security card on, and they are caught banging or pulling on the door, it is considered a serious violation and will be treated as such.

INCLEMENT WEATHER

In the event of inclement weather, please monitor email communication (through School Messenger), phone communication, and our website to determine

opening status. If school is open, students not present will be counted absent and must produce an absence note upon return to school. On days when snow or ice is forecast, students are encouraged to ride the bus.

When there is early dismissal because of inclement weather, procedures for dismissal will be as follows:

- Dismissal of all students in a given school district as each district notifies us of the decision;
- Dismissal of students by the administration from districts not bused.

Warning: Snowball throwing is prohibited in all places and at all times!

Flexible Instruction Day (FID):

In the event of inclement weather school closing, the FID notification will be communicated promptly via School Messenger phone call and email. The FID allows students to keep abreast of coursework. The FID schedule is as follows:

- Teachers post assignments on Schoology no later than 10:00 am. Assignments should take approximately 30 minutes to complete.
- Teachers are available for "office hours" to respond to student questions via email between the hours of 10:00 am and 1:00 pm.
- Students are required to complete assignments promptly; however, there is a window of 5 school days once school resumes to submit assignments to the teacher.

School Closing for Snow (with NO FID):

In the event of a school closing or delayed opening due to severe inclement weather, official notification that there is no FID will be made in the following ways:

- School Messenger phone call and email to all families.
- School Website posting at www.archwood.org.

Two Hour Delayed Opening:

If Archbishop Wood has a delayed opening but other school districts are busing at the regular time, students may report to school at the regular time. The building will be open and supervised.

If the student's home school district reports a two-hour delay and Archbishop Wood is open on time, those students report to school according to that delay. This is not considered lateness to school.

Parents are strongly urged to encourage their son/daughter to use public school transportation instead of driving to school if the weather is questionable in the morning. The school assumes no responsibility for students who ride to or from school with another student.

INTEGRITY

A sense of integrity, honesty, and forthrightness is expected of each student of Archbishop Wood High School. Therefore, it is taken for granted that these qualities will be evidenced in all school-related transactions, such as, test taking, student identification, absence notes, early dismissal requests, failure notices, and the like

LATENESS FOR CLASS

Students are required to be on time for class. A student who enters a class after the bell rings is late for class and is subject to 3 demerits. The classroom teacher will mark the student late and the Student Services Office will issue the demerits. Continual tardiness is a serious matter and will be referred to the Assistant Principal for Student Services.

LATENESS FOR SCHOOL

Students are required to be on time for school and seated in homeroom. The morning schedule is as follows:

7:20 am - Warning bell

7:25 am - Report to homeroom

7:30 am - Beginning of homeroom period

Students who are not in homeroom when the bell rings must obtain a Late Pass from the Student Services Office. A note or phone call from a parent/guardian does not automatically excuse lateness. The note or phone call indicates a parent's/guardian's awareness of the lateness. A note or phone call a day later will not be accepted.

Excused lates are given only for emergency medical or dental appointments, legal proceedings and unexpected critical family emergencies. All others (car trouble, traffic, oversleeping, etc.), are not acceptable. Excused lates require the proper medical or legal verifications presented upon arrival to school. Doctor's note(s) must be presented to the Student Services Office within one day of the student's incident of lateness in order to be considered. Excessive latenesses will negatively impact a student's grades. Consecutive latenesses of ten days or more will necessitate a Parent/Administrator conference.

Note: If a student is late enough to miss one or more classes without proper documentation and notification from a parent/guardian, demerits for cutting class are liable to be issued.

Excessive lateness to school may result in Saturday detention. If a student has 21 or more unexcused lates, the student will fail conduct and be required to attend Behavior Modification Summer School.

LITTERING

Halls and classrooms must be kept clean and free from debris. Waste cans are provided in classrooms and corridors.

LOCKERS

Lockers are the property of the school and may be inspected at any time at the discretion of the administration.

Each student may use only the locker assigned. Students are forbidden to share lockers. A student is never permitted to trade lockers with another student nor is he/she permitted to occupy an unused locker. Students are reminded to protect their property by keeping their combination confidential and by securely locking their lockers.

Students are to keep their locker neat and clean. Absolutely no food may be left in the locker overnight. No stickers, or tape may be used on a locker, inside or outside.

Although students go to their lockers at designated times during the day, lingering/loitering at lockers is considered a corridor violation. Going to one's locker between classes can never be used as an excuse to be late for class and is considered out of bounds.

The school is not responsible or liable for any personal property in any lockers. Serious disciplinary action will be taken against anyone who tampers with another student's locker.

LOST & FOUND

Lost textbooks and articles may be claimed in the Student Services Office, Room 100. As a mutual service to one another, students are requested to take all lost articles and textbooks to the office. If a student loses something, the student is urged to check the lost and found as soon as possible as his/her schedule permits. Periodically textbooks are returned to departments, clothes are given to charity, and notebooks, loose-leaf binders, etc. are discarded. The school does not accept responsibility or liability for personal property or textbooks that are lost or stolen.

MONEY

We strongly urge students not to carry large sums of cash in school. The school is not responsible for items lost or stolen.

OUT OF BOUNDS

Unless a moderator is present, the following places are out of bounds for students: Learning Commons, classrooms, offices, Cafeteria, gyms, locker rooms,

weight room, auditorium, courtyard, and memorial garden (gazebo). The faculty lunchroom and other faculty rooms are always out of bounds for students.
By the end of the four minutes allotted traveling time between classes, even students going to lunch, or leaving for early dismissal must clear corridors.

Nativity of Our Lord Church and schoolyard are strictly out of bounds. Students are not permitted to walk through Nativity property at dismissal time.

The building curfew begins at 2:45 pm. Anyone waiting for a sport or activity must remain in the Learning Commons. Any student who is out of bounds at the end of the school day will face disciplinary action including but not limited to: suspension from the next event or game and the privilege of staying after school.

SOME CAUTIONS

Crossing York Road or Street Road anywhere except at the light is strictly forbidden.

The administration reserves the right to censure conduct of students in school uniform and school gear even if off school property.

PARKING/DRIVING REGULATIONS

Parking on the school premises is restricted to assigned spaces only. The following rules apply:

- Registration information must be complete including copies of the following: a valid driver's license, valid insurance card, and valid registration/owner's card.
- Seniors who pay the fee and have their design approved may paint their parking spaces during the designated time prior to the start of the school year. Designs must be approved by the administration and may not be altered.
- Parking tags must be placed on the rear-view mirror.
- Archbishop Wood High School assumes no responsibility for any vehicle while parked on school property.
- Students are not permitted to park in the privately owned business parking lots surrounding school. Archbishop Wood assumes no responsibility for students who violate this rule.
- Bus safety rules apply at dismissal time. Wait! Defer to buses and bus riders.
- The front driveway is for northbound traffic only and is reserved for school buses only. All traffic on school grounds is northbound only.
- The school administration reserves the right to search cars parked on school property.

PUBLIC DISPLAYS OF AFFECTION

Archbishop Wood High School is committed to maintaining a respectful, modest, and professional educational environment that reflects the values of our Catholic faith. Students are expected to demonstrate appropriate boundaries and respect for one another at all times while on school property, at school-sponsored events, and while representing the school.

Public displays of affection (PDA) are not permitted. Prohibited behavior includes, but is not limited to:

- Kissing
- Sitting on another student's lap
- Holding or cuddling one another in a manner that draws attention or is inappropriate for a school setting
- Intimate physical contact
- Any other behavior that the administration determines to be an inappropriate display of affection

Students who engage in inappropriate public displays of affection may be directed to stop immediately and are subject to disciplinary action, including demerits, detention, suspension, loss of privileges, or other consequences as determined by the administration. Repeated or egregious violations may result in more serious disciplinary action, up to and including dismissal.

SAFE2SAY SOMETHING

Safe2Say Something (S2SS) is a life-saving and life changing school safety program that teaches students, educators, and administrators how to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and to anonymously report this information through the S2SS app, website or 24/7 Crisis Center Hotline. Visit the school homepage www.archwood.org and click on the Safe2Say Something link located at the top right corner.

False or misleading information about a student has legal consequences. If you are not sure about making a report about a fellow student, please see your guidance counselor.

SMOKING, VAPING, TOBACCO PRODUCTS, AND ELECTRONIC SMOKING DEVICES

Archbishop Wood High School is committed to providing a safe, healthy, and drug-free learning environment. In accordance with Pennsylvania law and Archdiocesan policy, the use, possession, sale, distribution, or transfer of tobacco products, nicotine products, electronic smoking devices, or vaping products is strictly prohibited at all times while on school property, in school vehicles, at bus stops, or while attending any school-sponsored activity on or off campus.

Prohibited items include, but are not limited to:

- Cigarettes, cigars, and smokeless tobacco
- Nicotine pouches, chewing tobacco, snuff, and dip
- Electronic cigarettes (e-cigarettes)
- Vape pens and disposable vaping devices
- Electronic Nicotine Delivery Systems (ENDS)
- Electronic Non-Nicotine Delivery Systems (ENNDS)
- Cartridges, pods, refill containers, chargers, batteries, and all other vaping components or accessories
- Any device intended to inhale nicotine, THC, cannabis products, CBD, flavored vapor, or any other substance

Students are prohibited from using, possessing, concealing, sharing, purchasing, selling, distributing, or being under the influence of any of these products.

Possession of any vape device, cartridge, pod, component, or accessory constitutes a violation of this policy, regardless of whether the device is operational, contains nicotine or another substance, is empty, or is claimed to contain only flavoring.

Searches and Investigation

The administration reserves the right to investigate suspected violations of this policy.

Students may be searched in accordance with the school's Search and Seizure Policy whenever there is reasonable suspicion that a student possesses a prohibited vaping or smoking device. This may include searches of lockers, backpacks, personal belongings, and other property permitted under school policy.

Students who are present in a restroom or other area where a vape detection sensor has been activated may be subject to investigation and search. The school may also utilize handheld or metal detection devices to determine whether a student is concealing a vaping device or other prohibited item on their person.

Any suspected vaping device will be confiscated immediately. Refusal to surrender a suspected device or refusal to comply with a lawful search or screening may result in additional disciplinary action up to and including dismissal from Archbishop Wood High School.

A disciplinary consequence may be issued based upon the totality of the evidence, including but not limited to possession of a device or accessories, vape detector activations, surveillance footage, witness statements, admissions, odor, physical evidence, or other credible information. A staff member is not required to directly observe a student actively vaping for disciplinary action to occur.

Disciplinary Consequences

First Offense

- Immediate confiscation of the device

- 20 demerits
- Two (2) day Out-of-School Suspension
- Placement on Conduct Probation and/or a Drug/Alcohol Contract
- Parent/guardian conference
- Immediate loss of eligibility to participate in athletics, extracurricular activities, clubs, performances, school-sponsored events, leadership positions, and other privileges. Eligibility will not be restored until the suspension has been fully served and all conditions established by the administration have been satisfied.
- Additional educational, counseling, or intervention requirements as determined by the administration, including but not limited to mandatory meetings with the school counselor, participation in a substance use education or vaping cessation program, restorative interventions, or other supports deemed appropriate by the school

A second or subsequent violation of this policy will result in disciplinary action, including Out-of-School Suspension, removal from all athletics and extracurricular activities, and an immediate review for continued enrollment at Archbishop Wood High School, up to and including dismissal.

THC and Other Controlled Substances

Because vape devices cannot be reliably identified by appearance alone, all vape devices will be treated as prohibited contraband and subject to the disciplinary consequences outlined above, regardless of the student's claim regarding the contents of the device.

If inspection, testing, admission, or other credible evidence establishes that a device contains THC, marijuana, cannabis derivatives, or any controlled or illegal substance, the incident will additionally be addressed under the school's Alcohol and Drug Policy and may result in enhanced disciplinary consequences, including law enforcement involvement and dismissal from Archbishop Wood High School.

Students are responsible for any vaping device or component found in their possession. If a student refuses to surrender a device for inspection or if the administration is unable to verify the contents of a confiscated device, the administration reserves the right to impose disciplinary consequences up to and including those available under the Alcohol and Drug Policy based on the totality of the circumstances and the available evidence.

The administration reserves the right to impose additional disciplinary consequences based on the severity of the incident, the student's disciplinary history, or other aggravating circumstances.

STUDENT INTERVIEW POLICY

As part of its responsibility to maintain a safe and orderly learning environment, the school reserves the right to interview students in connection with

any school-related incident. Acting *in loco parentis*, the administration may conduct these interviews without prior notice to, or consent from, a parent or guardian when it is deemed necessary for the welfare of the school community or the resolution of disciplinary matters.

SUSPENSION – POSSIBLE DISMISSAL

A student who commits a serious infraction of school rules or regulations is liable to suspension and/or other serious disciplinary action. Generally, suspension begins at the end of the school day, though for a major violation a student may be suspended from classes at any time.

There are two types of suspension: at home suspension or in-school suspension. If the student receives an at-home suspension, he/she will stay home until a meeting can be arranged between the administration and the parent/guardian.

An in-school suspension is when a student is detained in the Student Services Office and may neither attend classes nor participate in any in-school or extracurricular activities. The student will eat lunch in the Student Services Office.

TERMINATION

A student who is dismissed from Archbishop Wood High School for disciplinary reasons is not permitted on the school property for the remainder of their high school years and one year beyond high school. This includes attendance at all school sponsored activities (athletic events, dances, meets, practices, etc.).

TRANSPORTATION/BUSING

Some public school districts provide bus service under Act 372. The public school districts determine the bus routes and schedules. Therefore, questions should be addressed directly to school district transportation departments. Bus schedules are usually published by the local school district prior to the start of school.

For insurance and liability purposes, school districts are firm about whom they transport. Therefore, if a student must ride a different bus from the one he/she usually rides (a different bus within the same district or a bus of another district), permission must be requested of the transportation department of the proper school district(s) by the parents. Archbishop Wood does not have the authority to grant this request.

Announcements concerning bus information are usually made during morning TV announcements. The administration of Archbishop Wood supports the safety rules and other policies governing the operation of student bus transportation.

The following safe pedestrian habits are also supported and enforced:

- Upon arrival, students go directly into the school building.
- Running or boisterous conduct is not permitted.

- At dismissal, students must move promptly to the buses, which depart seven minutes after the dismissal bell rings.
- Students must board buses using loading zone walkways and neither run between buses nor attempt to board a bus, which has begun to move.
- Students must cross the street at the crosswalks only.

TRESPASSING

Even though the school may be open, students are not permitted to be in the building during non-school hours unless they are participating in a sport, activity, or scheduled event and a coach or moderator is present. Students are never permitted to allow access to the building to other students or to visitors. All visitors must enter through the Main Entrance and present their Drivers/Non-Drivers License.

VANDALISM

Any damage to school property or the property of others will not be tolerated. Students who engage in vandalism may be subject to dismissal. In addition to assigned demerits and detention, full restitution will always be required.

VIOLATIONS WITH AGGRAVATING CIRCUMSTANCES

Certain types of student behavior are beyond the norm of student behavior as covered by the school policies. These would include but are not limited to: violent behavior, terroristic threats (written, verbal, or digital), thefts of money or items, thefts from faculty or staff. At the discretion of the administration, these types of behavior may result in dismissal from school and in certain situations the involvement of the police. If the student is retained, in addition to suspension, demerits and detentions, the student will be subject to administrative review and liable for an immediate failure in conduct, Behavior Modification Summer School, and immediate removal from teams and extracurricular activities, including dances and proms. If the student is a senior, he or she may lose the privilege to participate in Graduation Exercises.

ABORTION POLICY

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s).

If the school principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Archdiocese of Philadelphia Project Rachel, Catholic Social Services, School Ministry Office, etc.

The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstance warrants, the school principal may dismiss the student or take other appropriate action.

The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services, and at the Office of Catholic Education who have a reason to know.

STUDENT PROTEST DEMONSTRATIONS

Students are required to be present in their regularly scheduled classes. Demonstrations, protests, or petitions are not permitted. Those students who participate in demonstrations, protests, or petitions are liable for disciplinary action. Lines of communication with Administration and Faculty are open and encouraged.

ATTENDANCE

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. Illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval are considered excused absences.

Excused vs. Unexcused Absence

- Sickness or injury of the pupil, after 3 days a doctor's note is required (excused)
- Illness or Death in the family, verification is needed (excused)
- School sponsored Academic and Athletic Field Trips with prior approval (excused)
- Other urgent reasons, e.g. court attendance, medical or dental appointments upon verification from said places (excused).
- Absence for causes other than those stated above are recorded as unexcused.

Truancy

Truancy is defined in Pennsylvania as a student having 3 or more school days of unexcused absences during the current school year. Habitual truancy is defined as 6 or more days of unexcused absence during the current school year and the absences do not need to run consecutively. Truancy is a violation not just of school policy, but also of state law.

Faculty will be notified if a student has been truant or has cut class. In such cases, no teacher is obligated to administer a test/quiz, or accept assignments or

projects that were due on the day of the infraction. A student found to be truant is subject to an immediate suspension, 30 demerits, and 5 days detention.

Excessive Absence

The Superintendent of Secondary Schools for the Archdiocese of Philadelphia, in accordance with the Department of Education in Harrisburg, determines the number of days school is to be in session. The ideal is that students be present for all or most of those days. Archdiocesan directives state that students with excessive absences, not excused by medical certificates (limited to 10 days worth of certificates), do not successfully complete the school year until they attend Behavior Modification Summer School. If a student misses 22 or more days of school without medical documentation, or creates a noticeable pattern of absences, e.g., Mondays and Fridays, he/she will be required to attend Behavior Modification Summer School. A doctor's certificate, testifying by exact dates of an illness, can certify no more than ten days of absence. The doctor's note(s) must be presented to the Student Services Office within three days of the student's return to school in order to be considered. Excessive absences will negatively impact a student's grades. Consecutive absence of ten days or more will necessitate a Parent/Administrator conference.

Trips and Family Vacations

The school does not give permission for trips during school time unless it is an authorized, school-sponsored trip. Family vacations should not be scheduled during school. Students are responsible for all academic work they miss while absent.

Attendance and Academics

A student who has been absent for 22 or more days without doctor certification will be required to attend Behavior Modification summer school.

- A doctor's certificate, testifying by exact dates of an illness, can certify no more than ten days absence or lateness. The doctor's note(s) must be presented to the Student Services Office within three days of the student's return to school in order to be considered.
- Parents and students should refer to Schoology for assignments and contact their child's teachers regarding missed work due to absence. When a prolonged absence of more than four weeks appears likely, parents are to contact the Academic Office as well as the public school district to make arrangements for homebound instruction.
- In the case of voluntary absence or absence that follows a noticeable pattern, teachers are under no obligation to make formal provisions for homework assignments and/or tests.

- Students who are absent for all or part of the school day are responsible for make-up work: scheduled tests, quizzes, examinations, projects, homework assignments, and the like. It is the prerogative of the teacher to administer the make-up test, which may be of a different form from the scheduled test, at a time convenient for the teacher. Failure or refusal of the student to comply with the adjusted arrangement may result in a failing mark on the assignment/assessment.
- Necessary extraordinary transportation arrangements are the responsibility of parents and students.

Attendance and Activities/Athletics

If a student is not present the entire school day, 7:30am to dismissal, he/she may not participate in any activity or athletic event, or attend any school function on the day of absence. This applies to all practices, games, meets, dances, proms, etc., unless the Assistant Principal for Student Services has excused that student. This does not apply to students who are absent from school on school-sponsored trips or activities.

A student who is late for a legitimate reason (e.g. doctor/ dental appointment, funeral or family emergency) and supplies an appropriate note signed by a parent or guardian upon arrival at school may be granted permission to participate in athletics or activities.

Reporting Absence

On each day of a student's absence the parent/guardian must call the school (215-672-5050, ext. 255) before 7:30 am on the day of absence. The parent/guardian should identify him/herself, report the student's name, student number, homeroom section, and the reason for the absence. Calls may be accepted only from a parent/guardian of the absent student. Students may not call and report their own absence.

A student must be present the entire academic school day, 7:30 to dismissal for the day to be counted as a full day and to be able to participate in any after school activities or athletics. Please refer to the section of the student handbook, Attendance and Academics and Attendance and Activities/Athletics for further details.

Returning to School following an Absence

On the day a student returns to school from an absence, before homeroom, the student must bring in the official absence form found on the web site to the Student Services Office.

Physician's Certificate

A doctor's certificate, testifying by exact dates of an illness, can certify no more than ten days absence or lateness. The doctor's note(s) must be presented to the Student Services Office within three days of the student's return to school in order to be considered.

A student who suffers from a chronic medical condition should have an official explanation of this condition on file in the Health Room.

Vocational/Technical School

Vocational/Technical school students must submit an absentee form to Archbishop Wood for absence from either school. A phone call from the parent/guardian is also required. Vocational/Technical school students are required to attend vocational/technical school classes when Archbishop Wood is closed and to attend Archbishop Wood classes when vocational/technical School is closed.

STUDENT AFFAIRS

Student participation in activities is highly encouraged as it creates a necessary balance in the educational process. Co-curricular activities are those which extend the academic curriculum of the school (language clubs, news writing, etc.); extracurricular activities are those which provide enrichment to the school program (athletics, drama, band, etc.).

ELIGIBILITY

Academic Standing

Student grades are checked every week. Starting in the second week of each quarter, the Assistant Principal for Academic Affairs will run grade reports every Thursday morning.

- *Weekly Checks*: If a student is failing two or more classes during these checks, they will be ineligible to participate in any sports or activities for one week, starting the following Monday through Sunday.
- *Quarter Failures*: If a student fails two or more major subjects on a quarter report card (1st, 2nd, or 3rd quarter), they will be ineligible to participate in any sports or activities for at least four weeks starting from the day the report card is issued.
- *Academic Probation Review*: Students who are on Academic Probation at the end of freshman, sophomore, or junior year must have their academic progress reviewed four weeks into the new school year.
  If the review shows poor performance (failed tests, missing homework, or being unprepared), the student will not be allowed to join any teams or clubs until the first quarter report card comes out.

The Assistant Principal for Academic Affairs will coordinate all eligibility decisions, working with the Assistant Principal for Student Affairs and the Athletic Director when needed.

Disciplinary Standing

In order to participate in any activity, a student must be in good disciplinary standing. So, for any quarter:

- A student not present for the entire school day, 7:30am to dismissal, may not participate in any activity that day. This applies to practice and/or games, meets, dances, etc. Exceptions will be made only for a lateness that is accompanied by an appropriate note; e.g., doctor's note for an appointment, funeral or family emergency, or court appearance. This policy does not apply to students who are absent from school on school-sponsored trips.
- A student on Conduct Probation, or Conduct Contract may be denied participation in any activity until the Assistant Principal for Student Services removes the student from probation.
- A suspended student is not permitted to participate in any activity until that student has been readmitted to school.

DANCE/ACTIVITY POLICY

Music is provided by a disc jockey and dances are well chaperoned by parents and faculty alike. The following rules are in effect at all student dances.

- Dances are open to Wood students and their guests when designated by the Student Affairs Office. For non-Wood students, a Guest Dance form must be completed prior to the purchase of a ticket. No tickets will be sold the night of the dance. Also, no student may sell his/her ticket to another student.
- A review of the student's attendance and conduct will occur before being eligible to purchase a dance ticket. Any student who is not in good disciplinary standing may not be eligible to purchase a ticket to the Prom.
- The dance dress code will be determined by the Assistant Principal for Student Affairs prior to each dance. Students are reminded to wear clothing representative of the standards of young Christian men and women.
- The school's Drug/Alcohol Policy is in effect during all school events, including activities and dances (whether on or off campus). Please refer to the Drug/Alcohol Policy section of the Student Handbook.
- Wood students or guests causing trouble of any sort will be referred immediately to the Assistant Principal for Student Affairs. Students and/or guests will be escorted from the dance or activity and parents may be notified. A Wood student may face disciplinary action that may include loss of privileges including but not limited to prom and graduation ceremonies.

- Smoking or vaping and/or the use of tobacco is not permitted on school property or at school-related events.
- Food and drink are permitted only in the designated area.

JUNIOR/SENIOR PROM POLICY

A student who intends to be present at either the junior or senior prom must abide by the school regulations.

- A review of the student's attendance and conduct will occur before being eligible to purchase a prom ticket. Any student who is not in good disciplinary standing may not be eligible to purchase a ticket to the Prom. The student must also provide the school with information where parents can be reached on prom night in case of emergency.
- If students wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender.
- Students from Archbishop Wood may purchase a single ticket for a particular class dance.
- A student may bring a guest from another school, however, a completed permission form distributed by the Student Affairs Office must be returned one week before the tickets may be purchased. This permission form must be signed by an Administrator from the guest's school stating that he/she is in good standing in regards to conduct. If the student is homeschooled the school district must sign the form.
- The school's Drug/Alcohol Policy is in effect during both the Junior Prom and the Senior Prom. Please refer to the Drug/Alcohol Policy section of the Student Handbook.
- A senior who provides or possesses alcohol or drugs at any Prom, dance or activity may be denied official participation in Baccalaureate and Graduation ceremonies.

SPONSORSHIP AND FINANCE

No school clubs/organizations may conduct the sale of any items without the express permission of the Assistant Principal for Student Affairs. No items bearing the name of the school or its official insignia may be produced without the written permission of the school administration. No individuals or outside organizations may sell items in school without the express permission of the Principal or Assistant Principal for Student Affairs.

CLUBS/ORGANIZATIONS

Campus clubs include:

Student Council, National Honor Society, Students of Color Club, Ambassadors Club, Performing Arts, Band, String Ensemble, Choir, Jazz Band, Athletes Helping Athletes, CSC, Respect Life, Liturgy Club, HOSA, Robotics, Media Club, Newspaper, TV Studio, Yearbook, Chess, Creative Writing Magazine, Mock Trial, Speech and Debate, Photography, Pickleball, Esports, Wackies. This list is subject to change based on student interest and moderator availability.

SCHOOL NAME AND SEAL

Archbishop Wood High School and the School Seal are registered trademark/service marks with the Commonwealth of Pennsylvania. No items bearing the name or seal of Archbishop Wood may be used without the express permission of the school. Neither may the school name or seal be used in connection with any activity or organization without the express permission of the school itself.

STUDENT COUNCIL

The Student Council is a group of elected student leaders whose main contribution to learning is the development of good citizenship. The purpose of the Student Council is two-fold: to promote all student activities thereby increasing school spirit and unity; and, to serve the school and community. Student Council Executive Board Members must have and maintain a good GPA and a conduct grade of 90. Any student who has chronic absences or lateness will not be eligible for Student Council.

TELEVISION

The school possesses a complete closed circuit television system, which can handle all facets of modern TV. Students interested in learning more about TV programming and productions are under the guidance of the Director of TV Services.

ESPORTS Team Code of Conduct *(Adapted from NASEF)*

Participation in the Archbishop Wood High School Esports Team is a privilege. All members are expected to uphold the highest standards of sportsmanship, respect, and personal responsibility. The following Code of Conduct applies to all participants and spectators.

Expectations for Upholding the Code of Conduct

1.1 Safe Spaces - We are committed to creating a welcoming environment where everyone feels safe and valued.

1.2 Positive Participation - Members should support the Team and its community by communicating positively and respectfully. Concerns or suggestions should be brought to AWHS administration before sharing publicly on social media or other platforms.

1.3 Moderation - Members should help maintain a positive and safe environment in public channels (e.g., social media, forums, live chats). Offensive language, harassment, discrimination, violence, and unfair play will not be tolerated.
1.4 Reporting - All members are expected to report inappropriate behavior or violations of the Code of Conduct immediately to the moderator or to an AWHS administrator.
1.5 Conflict Resolution and Consequences

- Internal Team Conflicts: Breaches of this Code will be handled according to AWHS policies and the team's charter.
- Major Violations: AWHS reserves the right to review evidence and issue appropriate consequences, which may include removal from the team or additional school discipline.
- Honesty: All members are expected to cooperate truthfully with any investigations. Dishonesty may result in further penalties.

1.6 Confidentiality - Members may not share confidential information related to AWHS, the team, or its members on any platform without permission.
1.7 Compliance - All members must follow directions from AWHS staff and moderators promptly and respectfully.
Code of Conduct
2.1 Respectful Communication - Do not use offensive, disrespectful, or mocking language toward others. This includes nicknames, team names, and in-game communications. 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.
2.2 Harassment
Harassment—verbal, physical, or sexual—will not be tolerated. Examples include:

- Name-calling, spreading rumors, or spamming messages
- Unwelcome physical contact
- Sexual harassment, including unwelcome advances, jokes, or threats

2.3 Discrimination - Do not engage in words or actions that demean others based on race, ethnicity, gender identity, religion, sexual orientation, disability, or other personal characteristics.
2.4 Violence and Threats - Threatening or violent behavior, including references to sexual violence or other acts of harm, is strictly prohibited.
2.5 Privacy - Do not share personal account details, private information, or another person's information without permission.
2.6 Fair Play

- Cheating/Hacking: Any use of unfair advantages, including cheats, hacks, or unauthorized devices, is prohibited.
- Collusion: Members may not conspire with others to gain an unfair advantage, throw games, or share prizing inappropriately.
- Exploiting Bugs: Intentionally using in-game bugs for advantage is prohibited.

2.7 Criminal or Inappropriate Activity - Gambling, bribery, or any criminal activity is strictly forbidden.
2.8 Profanity and Hate Speech - Use of obscene, vulgar, threatening, or discriminatory language is prohibited both in and out of competition, including on social media and streaming platforms.
2.9 Respect for Others and Property - Members must treat opponents, officials, spectators, and property with respect at all times. Tampering with another player's equipment or personal belongings will result in consequences.
2.10 Ban Evasion - Members may not attempt to bypass disciplinary actions or account bans by using alternate accounts.
2.11 Discretionary Authority - AWHS staff and team moderators reserve the right to address any behavior not specifically listed here that undermines the values of sportsmanship, integrity, and respect.

Note: 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.

Consequences for Violations
Violations of this Code of Conduct may result in disciplinary actions consistent with AWHS Student Handbook policies. Consequences may include:

- Verbal or written warnings
- Loss of privileges (practice or competition)
- Suspension or removal from the team
- School disciplinary action (detention, suspension, expulsion)

FINANCIAL INFORMATION

Tuition and Fees

Students who are not current with their tuition or school fees will not be permitted to participate in the following school events: Senior Prom, Junior Prom, Sophomore and Freshmen Dances and Graduation Ceremonies. This can also include any Athletic or Activities Programs.

These students will not receive transcripts for transfer and/or college application, diploma, reports at the end of the year and rosters for the start of the new school year.

Parents are asked to keep the Business Office notified of any changes related to their child's account e.g. address, telephone numbers, parish, and school district.

- *Tuition for 2026-2027:* $11,600
- *International Students:* $11,600 plus International Fee $2,100; Total $13700
- *Graduation Fee* (for all 12th graders): $350

All tuition payments and fees are to be paid to FACTS TUITION. Your account will be billed on a monthly basis for all tuition and fees including such items as sport fees, parking permits, and any other charge that you may incur throughout the school year. FACTS TUITION will bill your account three weeks before the payment is due. Please be aware that all fees are subject to a $30.00 late fee if not paid on time.

Families can reduce their out-of-pocket tuition costs by participating in the RaiseRight gift card fundraising program. Simply purchase gift cards for everyday expenses such as groceries, gas, dining, and online shopping through RaiseRight, and a percentage of each purchase is credited directly toward your student's tuition. Since you are buying gift cards at their full value, there is no additional cost to your family—just an easy way to earn tuition credit on purchases you already make. We encourage all families to take advantage of this simple program to help make a Catholic education at Archbishop Wood even more affordable.

In addition to RaiseRight, the school can provide tuition assistance through school administered EITC funding. Application for school administered funding is made through the President's Office. Any family applying for tuition assistance must complete the FACTS AID Application which can be found on the school's website: www.archwood.org under the admissions tab.

To apply for the family rate discount, three or more students in an Archdiocesan High School, you must complete the Family Rate Discount form which is available in the Business/Tuition Office. Please note that the discount applies to tuition only.

Tuition and administrative fees will be billed once a month starting in June and continuing through April for a total of eleven months. Please note that if a student's account is 90 days delinquent he/she may not be permitted to return to school.

Saint Joseph Program for Learning Support Fee: $1525 per year

In order to provide enhanced services to address the needs of students with learning differences, there is a $1,525 charge per year for enrollment into the Saint Joseph Program beginning with the 2026-2027 school year. This charge will be listed on the FACTS account for all families of students who participate in the program.

Chromebook Fee: $650 per student (one time)

Archbishop Wood students are required to purchase a school issued Chromebook. Personal technology is not permitted. The Chromebook Fee is for all 9th grade students as well as transfer students. The fee covers use of the chromebook for the entire time a student is enrolled at Archbishop Wood. The chromebook is the student's to keep upon leaving/graduating from Archbishop Wood.

Sports Fees

After receiving a roster from the head coach, the school will invoice each rostered athlete through FACTS TUITION one month before the payment is due.

Please note that any student with an unpaid fee will not be able to participate. The Sport Fee payment schedule for each athletic team is as follows.

$525 SPORTS	$450 SPORTS
Baseball	Field Hockey
Softball	Bowling
Football	Lacrosse (Girls and Boys)
Basketball (Girls and Boy)	Soccer (Girls and Boys)
Cheer	Tennis (Girls and Boys)
Swimming ($500)	Volleyball (Girls and Boys)
Wrestling	Indoor Track
	Outdoor Track
	Cross Country
	Flag Football
	Golf

ROSTERS

Any student with an outstanding balance of any type will not receive his/her roster for the 2026-2027 school year. Please be aware that a student without a roster will not be permitted to participate in any sport or activity. Please note that no payments will be accepted at Archbishop Wood High School. Should you have any questions or need additional information please contact our Tuition Officer. All fees are non-refundable.

ATHLETICS

The aim of the athletic program is to develop initiative, school spirit, good sportsmanship, while maximizing the full physical potential of each student.

ATHLETIC PROGRAMS

The Interscholastic Athletic Program is administered by the Assistant Principal for Student Affairs and the Director of Athletics and includes the following sports: Baseball, Boys and Girls Basketball, Boys and Girls Bowling, Cheerleading, Boys & Girls Cross-Country, Field Hockey, Golf, Football, Boys & Girls Lacrosse, Boys & Girls Soccer, Softball, Boys & Girls Swimming, Boys & Girls Tennis, Boys & Girls Indoor & Outdoor Track, Boys Volleyball, Girls Volleyball, Wrestling, and Flag Football. An Ice Hockey Club is recognized but not financially supported or sponsored by the school.

Interscholastic Competitive Sports (League Commitment)

As of July 1, 2007, Archbishop Wood High School became a member of the PIAA and District XII. Wood is also a member of the Philadelphia Catholic League for both boys and girls competition. Contests scheduled with other schools other than PIAA members will be regulated by its rules and regulations. We subscribe to the rules and regulations of the PIAA as outlined in the Constitution, Bylaws and the Code of Conduct.

COMMITMENTS OF THE STUDENT ATHLETE

Student athletes are bound at all times to observe the rules and regulations of Archbishop Wood High School, as outlined in the Student Handbook. Additionally, the student athlete must:

- Maintain a satisfactory academic standing to be eligible for competition;
- Follow all written regulations of the Department of Athletics and the team of which he/she is a member;
- Complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) performed by an authorized medical professional before participating in any practices, inter-school practices, scrimmages, or contests. Physical evaluations for all sports may not be performed earlier than May 1.
- Complete the online sports registration process through Arbiter (see website www.archwood.org, Athletics tab).
- Complete a re-certification form for subsequent sports in the same school year, online through the school website under Athletics → Registrations → Arbiter.
- Attend all practices and games and abide by the written rules and guidelines of the team of which they are a member.
- Pay the applicable sports fee, as outlined in the Sports Fee Section. Once the roster is finalized, each student will be invoiced through FACTS. Late payments will incur a late fee. This non-refundable fee is required for any student who makes a team. Maintain all school-issued or personal sports equipment and/or uniforms in a way that properly represents Archbishop Wood High School and accept responsibility for restitution if school-issued equipment and/or uniforms are lost or damaged through neglect or inappropriate usage.
- Act at all times like a young Catholic Christian lady or gentleman.
- Sign an Overnight Trip Contract when participating in an overnight trip with a sports team. Participation in any optional overnight trip is contingent upon acceptable discipline and attendance records, tuition and fees being current, and good academic standing.

RULES OF PARTICIPATION

- All student athletes must meet the eligibility regulations of the PIAA, Archbishop Wood High School, and the Philadelphia Catholic League.
- All student athletes must be academically eligible to participate. If a student has a failure in two or more subjects during the weekly grade review, the student will be ineligible to participate from Monday through Sunday the following week.
- Any student with two failures at the end of any marking period will be placed on Academic Probation. The student is not eligible to participate in co-curricular or extra-curricular activities for a minimum of four weeks. At the end of four weeks, the case will be reviewed.
- Any student athlete in violation of the drug/alcohol policy or of the smoking policy of Archbishop Wood will be recommended to the Administration of the school for immediate dismissal from athletic participation.
- Any athlete charged and convicted of drug/alcohol usage in a non-school situation will be subject to the same penalty as listed above.
- Student athletes are expected to be on time for school on the day of any scheduled weekday athletic event. An athlete who is late to school or not present for the entire school day may not participate in any athletic activity that day. This applies to practice and/or games/contests. This policy does not apply to students who are absent from school on school-sponsored trips.
- The Assistant Principal for Students Services will consider and decide any question regarding an athlete's attendance or lateness.
- No student athlete may be excused from school detention in order to participate in any athletic practice.
- No student athlete who is suspended from school may participate in any activities of the Department of Athletics.
- Student athletes must abide by the written rules and guidelines of the team of which they are a member. All such rules must be approved by the Director of Athletics and distributed to all team members at the beginning of each season.
- Any student athlete who commits a serious disciplinary violation, including but not limited to, any physical altercation, cutting school, disrespect to faculty, staff or other students, or conduct resulting in conduct probation, may be suspended from participation in one or more games.
- Any form of hazing (as defined herein) is strictly forbidden and strict disciplinary action will be taken resulting in suspension and/or expulsion.
- All athletes must adhere to the rules and guidelines of the Archbishop Wood Concussion Policy and must cooperate in the completion of a Concussion Impact Test at the request of the Athletic Trainer or Athletic Director.

- The Director of Athletics and the Administration have the final responsibility for determining the eligibility of any athlete to compete.

CONDUCT OF ATHLETES & STUDENT SPECTATORS

The PIAA has established rules of appropriate behavior to which Archbishop Wood High School, its athletes, and student spectators subscribe. At any athletic contest athletes and student spectators must:

- Realize that they represent AWHS, the tradition of good sportsmanship and friendly competition as embodied in the Philadelphia Catholic League;
- Appreciate and give suitable recognition to the good in others;
- Cheer positively and avoid "booing," abusive language, remarks dealing with the physical or personal characteristics of opposing athletes or coaches, or vulgarity, since these behaviors lack charity and may promote inappropriate similar behavior in opponents;
- Avoid the use of noisemakers, musical instruments (except by organized bands), signs and streamers, since these are annoying and may prove inflammatory to others;
- Regard officials and opponents as honest; officials' decisions should be abided by, even when they seem to be unfair;
- Be aware that if they show poor sportsmanship, they may be ejected from the site of the competition and banned from attendance at future athletic contests;
- Realize that a contest ends with the "final whistle" or some other signal; post-game injury to others, or damage to property, is both un-Christian and irrational behavior. Inappropriate behavior with respect to such situations may lead to both civil and school sanctions;
- Be aware that alcohol and other regulated substances have no part in any athletic contest. Any student athlete or spectator in violation of Drug/Alcohol Policy will be ejected from the site of competition and dealt with to the full extent of both school and civil law;
- Extend the same respect and courtesy to anyone acting on behalf of the school as to any officially appointed authority.

Note: No student athlete or spectator may ever approach an official to argue an official call, or touch an official either directly or indirectly. Any violations of this regulation will be cause for suspension.

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.

Bullying, intimidation, humiliation, and/or disrespect on campus or off–on social media or in person–is strictly prohibited and may result in suspension from the team, suspension for one or more games, or dismissal from the team.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia - *Revised August 2026*

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 better people!

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 wearables and 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 AND PERMISSIONS

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.

Educational Applications and Online Services: To empower students with the technical skills necessary to participate in a modern culture, our schools utilize various third-party educational applications and "cloud-based" services to enhance teaching and learning. These include, but are not limited to, Google Workspace for Education Core and Additional Services, Learning Management Systems, and other teacher-curated web-based tools.

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.

BYOD Program: Schools participating in a Bring Your Own Device (BYOD) program shall adopt local BYOD policies which adhere to the most current AoP BYOD guidelines. Students must sign and adhere to their school's BYOD responsible use policy. For more information, please refer to the BYOD contract provided by your local school.

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.

Privacy Policy: All schools must maintain a current privacy policy that is clearly visible and easily accessible on their school website. A publicly available privacy policy is an important component of responsible data stewardship and constituent trust. A basic template for a privacy policy is linked here https://tinyurl.com/3txfzsj8

- At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: student records, Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.
- All school-owned data both in paper or digital form, including all student, teacher, donor, alumni, and parent / guardian information, is confidential and may not be shared, exported, or disclosed to outside entities, including consultants, vendors, volunteers, or partner organizations, without proper authorization and privacy safeguards.

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 but not limited to ChatGPT, Google Gemini, and MS Co-Pilot for any academic or assessment-related purposes. This includes but is 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 AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use any AI 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 available to assist in the evaluation of any AI tools or programs.

For more information, please refer to the AI policy provided by your local school.

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@archwood.org
- 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 privacy policy confidentiality obligations of school community members.
- 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 should be aware that all computers, network traffic, and internet usage will be monitored. All data users create and store on AoP systems remains the property of the AoP. There is no expectation of privacy or guarantee of confidentiality of the information stored on or accessed via any network, computer, or an electronic device owned by or used for the completion of AoP work and duties.

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.

The widespread reach of negative posts impacts our classrooms and school communities. They also impact how prospective families and community members perceive our values and morals.

- 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.
    - Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.

"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.

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.

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 esport 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 esport 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) https://tinyurl.com/mu2mhv35
- Code of Conduct NASEF (Webpage) https://tinyurl.com/mw5erus7

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

Archdiocese of Philadelphia Schools
Artificial Intelligence (AI) Policy

A Faith-Based Vision for Technology

At the Archdiocese of Philadelphia, we believe that every person is created in the image and likeness of God and endowed with a unique intellect. Our primary mission is to equip saints for life in this world and the next.

As we navigate the emergence of Artificial Intelligence (AI), we hold fast to the guidance of *Antiqua et Nova* (2025), which tells us that "access to data must not be confused with intelligence." We recognize that this technology is, above all else, a powerful tool that is a gift of human ingenuity that must always serve the integral development of the human person. Our use of AI must honor the inherent dignity of students, teachers, and staff, ensuring that digital innovation always serves the higher purpose of seeking the true and the good. Artificial Intelligence can support curiosity and creativity in our classrooms. It can provide pathways to support the dignity of every person by enhancing learning and more effectively meeting students' diverse needs.

AI can never replace the unique human spirit, the wisdom of a teacher, or the personal relationships and community that are at the heart of Catholic education.

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure both academic integrity and the effective ethical use of all digital resources. We are reminded in Pope Leo XIV's encyclical *Magnifica Humanitas* (2026), that "it will always be human intelligence, with its conscience and freedom, that guides technical innovations and responsibly determines their use and limits." By anchoring our technical advancements in this truth, we ensure that our deployment of artificial intelligence remains aligned with our faith, our values, and our commitment to forming responsible digital citizens.

The Human-Led Classroom - Guidance for Educators

The core of Catholic education is the human relationship and the community of faith, which no technology can replace. We view AI as a tool to support teacher effectiveness and

efficiency, allowing educators to devote more time to the spiritual and intellectual formation of their students.
Teachers are encouraged to use school-approved AI platforms to enhance personalized learning and meet the diverse needs of all students through differentiated instruction. This includes using AI for administrative tasks, lesson planning, and creating assessments that accurately measure student growth. Teachers will prioritize Google Gemini and other Google Workspace for Education tools, as these provide a protected ecosystem that addresses the security and data privacy concerns inherent in many AI platforms. By utilizing these preferred platforms, the school ensures that all data, both student and teacher, is handled in compliance with COPPA and FERPA regulations. Additionally, with the school's right to monitor all digitally accessed content, administrators may utilize Google Vault as a digital investigation tool to review a 30 day history of Google Gemini prompts and responses.

These tools can help our educators focus on what matters most: the holistic formation of young minds and hearts. However, it is essential that teachers maintain a "human-in-the-loop" approach, reviewing and "owning" all AI-generated content for accuracy, bias, and alignment with Catholic values before it is presented to students.

Educators are called to model responsible use of Artificial Intelligence. Before engaging with AI tools, educators and administrators are encouraged to refer to the Catholic AI Discernment Rubric, asking:

- Does this tool respect the privacy and worth of every person?
- Does this tool help me support my students' needs and amplify the voices of the marginalized?
- Is the AI output accurate?

Teachers are responsible for providing students and their families with specific guidelines indicating whether AI use is permitted on a specific activity, assignment, or project. The following scale may be used for guidance:

Level	Permission Status	Requirements & Expectations
Red	Prohibited	AI tools are not permitted for the activity, assignment, or project. This aligns with the general prohibition of AI for academic or assessment purposes without express authorization
Yellow	Permission Required	Students must obtain teacher permission before use. Any AI-assisted work must be cited appropriately to maintain academic integrity
Green	Permitted with Plan	Students may use AI tools but must discuss their usage plan with the teacher. AI use must be cited appropriately, and students may not submit AI-generated content as their original work.

As this technology evolves, there may be a shift toward assessing the learning process, including drafts and reflections, rather than just the final product, to verify the authenticity of the student's original work.

Academic Integrity and Authorship - Guidance for Students

Students are called to a Christ-like presence in digital spaces, where every interaction is an outward expression of their inner character. The goal is for students to navigate complex digital landscapes with honesty and empathy. Students must come to value and prioritize the authenticity of the human voice over the speed of a digital output. As students use Artificial

Intelligence tools for educational assistance, research, or brainstorming, they must, with teacher permission and guidance, remain the primary drivers of their learning journey.

As AI policies are developed, it is essential to distinguish between the mechanics of the tool and the student's intent.

Most modern educational software now features integrated AI, such as automated grammar suggestions, layout assistance, or image formatting, where the AI technology is often an unavoidable part of the product's ecosystem.

In contrast, a clear distinction must be made when students utilize Generative AI tools (GenAI) such as Large Language Models e.g. ChatGPT, Google Gemini, Claude. In these instances, the risk is that a student may prompt a tool to manufacture an end product or complete an entire assignment from scratch. Such use bypasses the learning process and fails to honor the unique, God-given intellect and spiritual guidance with which each student has been blessed.

Developmental Distinctions

We recognize that the use of AI must be developmentally appropriate for the age and maturity of our students. Expectations appropriate for high school students may not be suitable for middle or elementary students. Local school AI committees should create methods for evaluating and approving new AI tools.

- Elementary (K-8): The focus in these grades should be on building foundational digital literacy and "digital character." Student AI use in these grades should be highly structured and closely monitored by the teacher. Students under the age of 13 should not create individual accounts on any Generative AI site. Students struggle distinguishing between human beings and anthropomorphic chatbots. Teachers may choose to model AI usage for students and teach AI literacy concepts using AI tools specifically designed for safe, secure student interaction.

- Secondary (9-12): High school students may be granted greater flexibility with the use of AI, accompanied by explicit instruction in ethical use, attribution practices, and intellectual responsibility. Academic integrity is maintained through transparency; students must clearly disclose when AI has been used to assist with an assignment. These students are expected to engage in deeper ethical discernment, and utilize the Student AI Use Self Reflection Checklist to evaluate their use of AI tools for any given assignment.

Accountability of AI Use

Violations of this policy—including academic dishonesty involving AI or the creation of harmful or inappropriate content—will be handled in accordance with the school's disciplinary code. Students may be subject to disciplinary action even if they view their use of GenAI as humorous or harmless. Our response to misuse is designed to help students understand the importance of integrity and the impact of their actions on the community. Consequences are determined based on the severity of the violation and in accordance with the school's Academic Integrity Policy.

Furthermore, the unauthorized use of any individual's Name, Image, or Likeness (NIL)—including the creation of AI-generated "deepfakes," voice cloning, or the non-consensual manipulation of photos and videos—is a grave violation of our community standards. Students are strictly prohibited from inputting Personally Identifiable Information (PII) belonging to themselves or others into GenAI prompts, as this compromises digital privacy and data security. Any attempt to use AI to impersonate faculty or peers, or to expose private information, will be treated as a significant disciplinary matter. Because these actions can cause lasting reputational and emotional harm, the school reserves the right to impose consequences ranging from loss of technology privileges to suspension or expulsion. Our priority is to protect the dignity and privacy of every member of our school.

**Portions of this document were developed with the assistance of Google Gemini, (February 2026), in drafting language regarding AI policies, which was subsequently reviewed and edited by the AoP Office of Catholic Education, AoP Tech Team, AoP Tech Committee.*

I agree to the following rules regarding the use of Generative Artificial Intelligence (GenAI) tools in connection with schoolwork:

1. I understand that GenAI is a tool, not a human, and therefore does not possess the moral and ethical discernment that God has granted me.
2. I will only use GenAI tools to help complete school assignments or assessments when a teacher has given permission.
3. I will use GenAI to deepen my understanding of concepts.
4. I will ask my teacher before using GenAI if I am unsure whether GenAI is allowed or appropriate for an assignment.
5. I will be honest about when and how I use GenAI in my schoolwork. I will follow my teacher's directions for citing GenAI.
6. I understand that GenAI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
7. I will use GenAI tools responsibly, avoiding content or actions that could cause emotional or reputational harm to myself or others. I will not use GenAI to manipulate the likeness (photos, videos, etc) of anyone without permission. This includes but not limited to faculty, staff, and students from any school, or any community member in a way that is disrespectful, dishonest, or harmful.
8. I agree to use the designated GenAI tool(s) if my teacher or the school recommends a specific tool.
9. I will not share personal, sensitive, or confidential information with GenAI tools.
10. I will not use GenAI carelessly or without purpose. GenAI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
11. I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
12. I will protect my digital identity and the privacy of others by never inputting Personally Identifiable Information (PII)—such as names, home addresses, phone numbers, or ID numbers—into GenAI tools. I understand that information shared with these tools may be stored or seen by others, and I will act as a responsible steward of the private details of my life and my community.

Misuse of GenAI in academic work is considered a violation of academic integrity and will be addressed by the school administration and faculty. Students may be subject to disciplinary action even if they think their use of GenAI is humorous or harmless. School administration and faculty will decide on the consequences of AI misuse.

Our goal is to foster a partnership between home and school that encourages innovation while maintaining the high standards of integrity outlined in this AI policy document as well as the Responsible Use Policy (RUP). Please refer to the parents section of aoptech.ai for parent and guardian resources.

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP; rather, both policies work in tandem to ensure academic integrity and the effective, ethical use of all digital resources.

Appendix A: Student AI Use Self Reflection Guide

Alignment with Teacher Guidance

- Did I confirm that my teacher allowed AI for this specific assignment?
- Do I know which level of use is permitted for this task? Is it for brainstorming, editing, feedback, or content generation?
- If I am unsure about how much AI help is "too much", have I asked my teacher for clarification?

Academic Integrity and Authorship

- Is this work a true reflection of my own creativity and effort?
- Have I clearly cited the AI tool and described exactly how it helped me?

- Did I use AI to help me understand the material rather than just to generate an answer?
- Am I prepared to provide a verbal or written explanation of my process if asked?
- Did I keep my drafts and reflection logs to show how my own thinking evolved?

Ethical Reflection

- Has my use of AI respected human dignity and promoted kindness?
- Have I acted as a "human-in-the-loop" by personally reviewing every piece of information the AI provided for accuracy?
- Did I check the AI's output against my textbook or other trusted sources to ensure it is true?
- Does the content I generated respect the dignity of others and avoid any language or image that may be harmful or offensive?
- Does this use of technology help me to learn or am I just looking for a shortcut?
- Am I certain that I haven't shared "personally identifiable information" about myself, my classmates or teachers?

Student Self Reflection Adapted from Student AI Policy Template, Lewis Poché, Higher-Powered Learning at the University of Notre Dame.

Appendix B: A Parent's and Guardian Guide to Supporting their Child's Use of AI

Key Principles for Home Support

To ensure AI tools remain a bridge to learning rather than a shortcut, we ask parents to reinforce the following pillars of ethical use:

- Prioritize Academic Integrity: AI should be viewed as a tutor or a brainstorm partner, not a ghostwriter. Students must ensure that the final product of any assignment reflects their own understanding, voice, and effort.
- Transparency is Mandatory: Encourage your child to be open about their use of AI. If a tool was used to help structure an essay or explain a complex math problem, it should be disclosed to the teacher according to the specific guidelines of that assignment.
- Verify, Don't Just Trust: AI can "hallucinate" or provide confident but incorrect information. Ensure your child fact-checks all AI-generated claims using reliable primary sources and school-provided databases.
- Data Privacy & Safety: Remind students never to input personal identifiers (full names, addresses, or private family information) into AI prompts. These tools often use input data for further training.

How to Help Your Child Use AI Effectively

(Examples may be customized to reflect the local school's / departmental AI policies.)

The "Tandem" Approach

Use Case	Recommended Approach	What to Avoid
Studying	Asking AI to "Explain the laws of thermodynamics like I'm 10."	Asking AI to "Write a summary of the chapter for me."
Writing	Using AI to generate an outline or suggest transition words.	Copying and pasting AI-generated paragraphs into an essay.
Problem Solving	Asking for the *steps* to solve a calculus problem.	Asking for just the final answer to a homework set.
Coding	Using AI to debug an error in a line of code.	Generating an entire program without understanding the logic.

As noted in our policy, this AI guidance works in conjunction with the school's broader RUP. We encourage parents to review both documents with their children.

A Note on Critical Thinking: The most valuable skill a student can develop is the ability to ask the right questions. By guiding your child to use AI as a tool for inquiry, you are helping them develop the "AI Literacy" essential for their future careers.

If you are ever unsure whether a specific use of AI is permitted for a project, we encourage you or your child to reach out to the classroom teacher for clarification before submission.

Alma Mater

We salute you Alma Mater
Hail with pride our honored seal
And beneath our glowing colors
Pledge to you our Faith and Zeal.

With our banner's cross to guide us
Bringing wisdom to the world
Ever by our faithful striving
Will our colors stand unfurled.

Hail the black, green and gold
Of Archbishop Wood
May we bring to your banner renown
For in Youth's loyal might
Serving God and the right
Is Alma Mater's radiant crown
Is Alma Mater's radiant crown.

Bell Schedules

A Bell

Class	45 minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 7:43
Period 1	7:47 - 8:32
Period 2	8:36 - 9:21
Period 3	9:25 - 10:10
Period 4	10:14 - 10:59
Period 5	11:03 - 11:48
Period 6	11:52 - 12:37

B Bell

Class	41 minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 8:15
Period 1	8:19 - 9:00
Period 2	9:04 - 9:45
Period 3	9:49 - 10:30
Period 4	10:34 - 11:15
Period 5	11:19 - 12:00
Period 6	12:04 - 12:45

Period 7	12:41 - 1:26
Period 8	1:30 - 2:15

C Bell

Class	35 minutes
Report Directly to Period 1	
Warning Bells	7:20 - 7:25
Period 1	7:30 - 8:10
Period 2	8:14 - 8:49
Period 3	8:53 - 9:28
Period 4	9:32 - 10:07
Period 5	10:11 - 10:46
Period 6	10:50 - 11:25
Period 7	11:29 - 12:04
Period 8	12:08 - 12:43
Homeroom	12:47 - 2:15

G Bell

2 Hr. Delay	
Class	29 minutes
Warning Bells	9:20 - 9:25
Homeroom	9:30 - 9:51
Period 1	9:55 - 10:24
Period 2	10:28 - 10:57
Period 3	11:01 - 11:30
Period 4	11:34 - 12:03
Period 5	12:07 - 12:36
Period 6	12:40 - 1:09
Period 7	1:13 - 1:42
Period 8	1:46 - 2:15

I Bell

Assembly	
Class	35 minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 9:03
Period 1	9:07 - 9:42
Period 2	9:46 - 10:21
Period 3	10:25 - 11:00
Period 4	11:04 - 11:39
Period 5	11:43 - 12:18
Period 6	12:22 - 12:57
Period 7	1:01 - 1:36

Period 7	12:49 - 1:30
Period 8	1:34 - 2:15

E Bell

Early Dismissal	
Class	29 minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 7:51
Period 1	7:55 - 8:24
Period 2	8:28 - 8:57
Period 3	9:01 - 9:30
Period 4	9:34 - 10:03
Period 5	10:07 - 10:36
Period 6	10:40 - 11:09
Period 7	11:13 - 11:42
Period 8	11:46 - 12:15

H Bell

Assembly	
Class	39 Minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 8:29
Period 1	8:33 - 9:12
Period 2	9:16 - 9:55
Period 3	9:59 - 10:38
Period 4	10:42 - 11:21
Period 5	11:25 - 12:04
Period 6	12:08 - 12:47
Period 7	12:51 - 1:30
Period 8	1:34 - 2:15

J Bell

Assembly	
Class	33 Minutes
Warning Bells	7:20 - 7:25
Homeroom	7:30 - 9:19
Period 1	9:23 - 9:56
Period 2	10:00 - 10:33
Period 3	10:37 - 11:10
Period 4	11:14 - 11:47
Period 5	11:51 - 12:24
Period 6	12:28 - 1:01
Period 7	1:05 - 1:38

Period 8	1:40 – 2:15

K Bell

Early Dismissal	
Class	20 minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 7:48
Period 1	7:52 – 8:12
Period 2	8:16 – 8:36
Period 3	8:40 – 9:00
Period 4	9:04 – 9:24
Period 5	9:28 – 9:48
Period 6	9:52 – 10:12
Period 7	10:16– 10:36
Period 8	10:40 – 11:00

Period 8	1:42 – 2:15

M Bell

Class	35 Minutes
Report Directly to Period 1	
Warning Bells	7:20 – 7:25
Period 1	7:30 – 8:05
Homeroom	8:09 – 9:42
Period 2	9:46 – 10:21
Period 3	10:25 – 11:00
Period 4	11:04 – 11:39
Period 5	11:43 – 12:18
Period 6	12:22 – 12:57
Period 7	1:01 – 1:36
Period 8	1:40 – 2:15