BERKS CATHOLIC HIGH SCHOOL

955 East Wyomissing Boulevard
Reading, PA 19611-1799
Phone: 610-374-8361
Fax: 610-374-4309
www.berkscatholic.org

2026-2027
Student/Parent
Handbook

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MISSION STATEMENT

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

BELIEFS

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

BCHS Mascot

'Saints'

School Colors

Black and Gold

SCHOOL OBJECTIVES

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

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

SCHOOL SEAL AND MOTTO

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

PARENTAL RESPONSIBILITY

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

School weekly newsletters – *The Black & Gold*, report cards and CANVAS access are among the varied efforts made by BCHS to keep parents informed of their son's/daughter's progress in school.

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

PARENT CONTACT

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

CHANGE OF ADDRESS / PHONE NUMBERS/ E-MAIL ADDRESSES

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

If a change in parish is involved, the student must meet with the pastor of his/her new parish to arrange for parish subsidy.

BUCKLEY AMENDMENT

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

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

GUARDIANSHIP

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

PARENT INVOLVEMENT

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

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

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

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

PARISH SUPPORT

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

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

VISITORS

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

SCHOOL ROUTINE

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

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

SCHOOL SECURITY

We have made a significant investment to ensure that our students, staff, faculty, and our visitors are safe while on our campus. To maintain this safe environment, the following measures are consistently implemented:

- All entry doors are locked throughout the school day. Access to enter the building is controlled in the main office.
- All teachers, staff, students, and visitors wear ID badges.
- Security cameras continuously scan the entire campus and record all activity onto a computer hard drive.
- Students are not permitted to leave the building to go to their car without permission from an administrator. Students are continuously reminded to not open the exterior doors for anyone.
- Safety drills (lockdown, hold, secure) are conducted to ensure that we can safely respond if there is ever a security concern in our school.
- A security firm is hired to watch our parking lots and common areas during many events throughout the year.

The threat of terrorism has mandated that we maintain vigilance and that The Reading Police Department and the school's administrators have worked together closely to ensure that we have a strong program in place to ensure the safety of all those students, faculty, staff, and visitors who are entrusted to our care.

STUDENT GUESTS

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

FINANCIAL CONSIDERATIONS

Berks Catholic High School is supported primarily through the tuition and fees. The basic tuition for one student is $10,100 for the 2026-2027 school year. Discounts are applied for multiple children attending BCHS from the same family household. Students enrolled in a Career and Technology Center also receive a discounted rate.

BILLING AND PAYMENTS

All families must set up an account in Simple Tuition Solutions (STS) tuition management program. STS invoices all tuition and fees directly to the email address associated with each STS account. ***It is your responsibility to ensure your email address is correct on your STS account.***

Parents may choose a plan option from Annual payment, Semi-Annual ($15 one-time fee), Quarterly ($30 one-time fee), or Monthly ($45 one-time fee). One-time fees are automatically deducted from your first payment if not paid in advance.

The Payment Plan Option you choose on STS (Annual, Semi-Annual, Quarterly, or Monthly) is the schedule you are expected to follow and will be enforced.

Annual payments are due in July and receive a **2% Pay-In-Full discount** off the basic tuition rate only. Families who receive financial aid do not qualify for his discount. Payments made after the July due date may not be entitled to the discount.

Parents choose their payment method through their STS account. BCHS recommends automatic payment withdrawal from a personal checking or savings account. Please be aware that STS will assess a returned payment fee for failed payments.

Payment through STS is preferred, however payment may be made to BCHS by mail or in person. Tuition Office appointments are strongly encouraged. Walk-ins are seen as availability allows. A 3% processing fee is added to all credit and debit card charges placed through the Tuition Office.

ADDITIONAL FEES

Mandatory fees are assessed throughout the year including but not limited to:

- *Nonrefundable Registration Fee: $300.00 due with Registration Application*
- *Nonrefundable Course Selection Fee: $300.00 for returning students billed in March.*
- *Nonrefundable Class Change Fee: $100 for any changes made after scheduling is complete after June 30th.*
- *Nonrefundable Technology Fee: $375.00 – Fee for all students billed in July.*
- *Nonrefundable Activity Fee: $100.00 – Fee for all students billed in July.*
- *Graduation Fee: $200.00 – Fee for senior students billed in July.*
- *Technology Device Replacement: $429 for all device replacements*
- *Missing or Damaged Textbooks, Uniforms, or Equipment: Varies*
- *Advanced Placement Testing Fee: $99.00 per exam*
- *Dual Credit Fee:*
    - *$90.00 per credit – Dual Credit courses through our partnership with Alvernia University*
    - *$99.00 per credit – Dual Credit courses through our partnership with RACC.*
- *Parking Fee:* $70.00 for all licensed student cars parked in school parking area.
- *Transcript Fee:* $5.00 (per request)

DELINQUENCY

Academic records, including transcripts to colleges, will not be forwarded to another school for any student if financial obligations are not satisfied. STS accounts must be paid up to date for students to receive report cards and attend the Christmas Dance or Prom. Any outstanding balances not paid by August 1st, may result in the loss of financial aid for the upcoming school year or disenrollment of the student, unless payment arrangements are made with the Principal and Tuition Coordinator.

The principal will make the decision to disenroll a student for unpaid tuition and fees. **Both parents are jointly responsible for tuition. Divorces, separations, custody agreements etc. are not the responsibility of Berks Catholic High School and should be worked out among themselves.**

FINANCIAL AID

The primary source of funds used to support the financial aid that is awarded to students is the PA State Tax Credit program and private donations. We are pleased to be able to award financial aid as the mission of Berks Catholic High School demands that we help those who are unable to afford the full cost of tuition. However, there is not an unlimited source of funds for financial aid and, therefore, every family must contribute towards their student to attend Berks Catholic High School.

Parents requesting financial assistance must follow the following procedures:

1. An on-line application must be completed with honesty and integrity through STS **each year** for your student to be considered for tuition assistance. Application fee is $27.50.
2. Please COMPLETE your Financial Aid Application by April 15 for maximum financial aid consideration. Awards are not guaranteed.
3. Financial Aid may vary year to year especially if there is a significant change in your family's income.
4. Each family's unique financial circumstances are considered and as such financial aid will vary between students and families. Please DO NOT discuss your financial aid awards with other families. Doing so may result in the loss of your award.

Tuition and fees from the prior school year must be satisfied before aid for the next school year is awarded. Financial aid cannot be applied to any school fees.

Families receiving financial aid are expected to participate in some of the many volunteering opportunities available at the school.

If a student disenrolls mid-year tuition and financial aid will be prorated according to the number of academic days attended.

Poor academic performance or consistent discipline issues may result in the loss of financial aid consideration in subsequent years.

OPPORTUNITIES TO REDUCE TUITION

RaiseRight Scrip Program

At Berks Catholic, we offer a Tuition Assistance Program where individual families can reduce the cost of their tuition costs. We are partnered with the RaiseRight Scrip Program to offer families the opportunity to purchase gift cards for their regular family purchases. When you purchase any of the over 700 gift cards, there is a tuition credit applied that varies from 1.5% to 25%.

INSUFFICIENT FUNDS

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

ADMINISTRATION/SUPPORT STAFF

Principal.	Mr. John P. Petruzzelli, M.Ed.
Chaplain	Rev. Matthew Kuna, M.Div, M.A.
Campus Ministry	Deacon Rick Lanciano, M.A.
Assistant Principal/Athletic Director	Mr. William Hess, M.Ed.
Dean of Studies & Counseling	Mrs. Noelle Vilardo, M.Ed.
Student Counseling	Mr. Michael Piersol, M.Ed.
Dean of Students	Mr. David Jones, M.Ed.
Director of College & Career Counseling	Mr. Josh Ditsky, M.Ed.
College & Career Counseling	Mrs. Becky Eckenrode, M.Ed.
College & Career Counseling	Mr. James Van Blunk, M.Ed.
Director of Admissions	Mrs. Nicole Smith
Enrollment & Marketing Assistant	Ms. Laura Covely, B.S.
Educational Technology Specialist	Mr. Jeremy Kopp, M.Ed.
Director of Institutional Advancement	Mr. Robert Birmingham, M.Ed.
Development Officer	Ms. Mary Ann Conway
Director of Alumni Relations	Mrs. Sarah Hess
Administrative Assistant	Mrs. Sonia Perez
Main Office Secretary	Mrs. Stephanie Jones
Tuition Office	Mrs. Tracy Donoff
Extravaganza	Mrs. Danielle Fowler
Director of Facilities	Mr. Josh Ressler, B.S.
Facilities and Grounds	Mr. Scott Smith

FACULTY

	Mrs. Heather Biltcliff, BS	English
*	Mrs. Catherine Bobb, M.A.	Music/Theology
*	Mrs. Maria Dominguez, B.S.	Mathematics
	Mrs. Frances Eisenhofer, M.Ed.	English
	Mr. Robert Elzer, BS	Science
	Mrs. Marie Nicole Etienne, B.A.	French
	Mr. Brent Fenstermacher, B.S.	Physical Education
	Mr. Joshua Ford, B.A.	Social Studies
	Mrs. Karen Gandara, M.B.A.	Spanish
*	Miss Emanuela Giblin. B.A.	English
	Mrs. Jacqueline Hearing, B.A.	Aquinas
	Mrs. Christine Hennessy, M.A.	English/Art
	Miss Linda Hlodash, B.S.	Mathematics
	Mrs. Catalina Johnsen, M.Ed.	Spanish
	Mrs. Cassandra Jones, M.Ed.	Mathematics
	Miss Aubrey Kounelis, B.A.	Art
*	Mr. David Kuhns, M.A.	Theology
	Mr. Matthew Lackman, B.S.	Business
	Mr. Jake Latchum, B.S.	Mathematics
*	Miss Stephanie Marmarou, M.A.	Spanish
	Mrs. Coleen Mikucki, M.S.	Science
	Mrs. Amy Poe, M.A.	Theology
	Mrs. Laura Price, B.S.	Social Studies
	Mrs. Tricia Reber, B.S.	English
	Ms. Caroline Reedy, B.A.	Theology
	Mr. Greg Scanlon, B.S.	Mathematics
	Mrs. Heather Schaeffer, M.A.	Learning Support
	Mr. Joshua Schmeck, M.Ed.	Social Studies
*	Mr. Bryan Scollick, M.E.	Social Studies/Music
	Mr. Daniel Skalski, M.S.Ed.	Science
*	Mr. Derek Sola, M.S.	Physical Education
	Mr. Dallas Sowers, M.S.	Faculty Support
*	Mr. James Sparks, B.S.	Social Studies
*	Mr. David Stahler, M.Ed.	Science
	Mrs. Kimberly Staub, B.A.	Learning Support
	Mr. Timothy Stover, B.S.	Business
	Mrs. Noelle Tona, B.A.	Mathematics
	Mrs. Kimberly Wallace, M.A.	Science

*Department Chair

CAMPUS MINISTRY

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

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

THE HOLY SACRIFICE OF THE MASS

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

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

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

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

PRAYER

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

RETREAT

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

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

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

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

THE SACRAMENT OF RECONCILIATION

The Sacrament of Reconciliation (also known as Penance or Confession) is scheduled for the entire school community during the seasons of Advent and Lent in which many visiting priests come and hear confessions. Frequent reception of the sacrament is encouraged and is available on Tuesdays and Fridays when the Chaplain is at school.

COMMUNITY SERVICE PROGRAM

As Catholics, we are called to love and serve every human person, regardless of who they are and where they come from. This basic principle comes from the basic moral truth that every human life is precious, from conception until natural death. As disciples of our Lord Jesus Christ, we are called to humbly conform our entire life to Christ our Savior, Who said, "Rather, whoever wishes to be great among you shall be your servant; whoever wishes to be first among you shall be your slave. Just so, the Son of Man did not come to be served but to serve and to give his life as a ransom for many" (Matthew 20:26-28).

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

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

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

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

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

Number of community service hours required at Berks Catholic:

- Grade 9 minimum of 5 hours.
- Grade 10 minimum of 10 hours.
- Grade 11 minimum of 10 hours.
- Grade 12 minimum of 10 hours.
- Graduation Requirement of 35 hours.

Exclusions

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

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

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

§ Walking dogs or pet-sitting.

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

§ Baby-sitting.
§ Individual Tutoring.
§ Favors for family and friends.

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

Gold Service Honors cords and membership in the "Missionaries of Service" are awarded to senior students who have completed a minimum of 200 hours of service during their time as a student at Berks Catholic. These gold cords will be worn by the seniors at baccalaureate and graduation, and they serve as a mark of distinction that seeks to honor the graduates who strive to serve others.
Any student who actively participates in ministry (altar server, lector, choir, etc.) during the year at his/her parish will be given 100% credit toward the minimum hours for their respective grade level.

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

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

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

OTHER CAMPUS MINISTRY INITIATIVES

Other spiritual activities and events organized by Campus Ministry include:

- Eucharistic Exposition
- Weekday Masses in the Chapel
- Stations of the Cross during Lent
- Lenten Rice Bowl for Catholic Relief Services

- The Rosary and May Crowning
- Advent Vespers
- Vocation Awareness Day
- Many opportunities for Community Service
- Days of Prayer and other spiritual opportunities.

ATTENDANCE

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

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

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

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

The student will be unable to resume extracurricular activities until the parent/guardian notifies the school of this absence. If the parent has no knowledge of the student's absence, the student will be deemed truant. Appropriate disciplinary action will be taken. The school is authorized to consider an unexcused absence as truancy and may refer such cases to the local district magistrate's office. Students will be responsible for any court costs resulting from the truancy.

Upon returning to school, the student must present a written excuse from the parent or guardian to the Main Office before returning to class. Any student who is absent

three days in succession or who has a prolonged illness, or who is absent intermittently over an extended period of time, is required to submit a written explanation from a physician before returning to class.

A student who leaves school any time before 10:45 A.M. and does not return or any student who arrives at school after 10:30 A.M. will be recorded as absent for the day. Any student who is absent from school may not participate in any after-school activities (games, practices, performances, dances, etc.).

Extended Absence
Regular school attendance is essential for academic success and meeting graduation requirements. Students are expected to attend school daily unless excused for illness, medical appointments, family emergencies, or other approved reasons.

When a student is unable to attend school on a regular basis due to a medical condition, mental health concern, chronic absenteeism, or other circumstances that significantly interfere with attendance, the school may determine that the student is unable to successfully participate in the traditional in-person educational program. Berks Catholic does not offer alternative online schooling therefore, the school may require the student and family to explore alternative educational options, including enrollment in an approved online or virtual learning program. This determination will be made on an individual basis after reviewing attendance records, academic progress, medical documentation (when applicable), and interventions previously implemented by the school.

The school reserves the right to recommend or require withdrawal from the traditional educational setting when a student's attendance pattern prevents meaningful academic participation in classroom instruction, and no reasonable expectation exists that regular attendance can be restored. After 10 absences, a meeting will be held to discuss continued enrollment.

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

Early Dismissal from School – **Students who must leave school before the end of the day are required to bring a written excuse, signed by the parent or guardian, to the Main Office as soon as they arrive at school in the morning.** They will be issued a pass to leave class at the designated time. Students will sign

out in the Main Office (this includes students leaving the building because of illness) before leaving the building and sign in when returning from their appointment. It is very disruptive when a note is not received, and a parent/guardian comes unexpectedly to have their son/daughter excused for an appointment. In some instances, the student may be in Mass, assembly or outside for gym class and may not be readily available.

Lateness – Students are considered late to school after the second homeroom bell has rung at 7:50 A.M. **Students must be seated in homeroom by the 7:50 A.M. bell**. Students arriving late must report to the main office for a late pass that will allow them into homeroom. A detention will automatically be issued after 5 lates, after 10 lates you will be issued two detentions, after 15 lates you will be issued ISS. Any lates over 15 will require a meeting with the parent/guardian. The detention must be served on the next detention date. **Any student involved in extra-curricular activities after school is required to serve their detention**. *Students are reminded that excuses such as car problems, oversleeping, traffic problems, missing the bus or ride, etc., are unacceptable.* Only a medical or dental excuse, signed by a physician or dentist will be honored, notes or phone calls from parents/guardians will not excuse a student's lateness.

A phone call from the parents/guardian, before 8:00 a.m. is required when a student is late.

Attendance records including excessive unexcused absences and lateness will be provided to college admission offices, military recruiters, and employers seeking this information.

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

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

Funerals - All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family. A student wishing to attend a funeral of someone other than a member of his/her immediate

family must submit a written parental request to the Main Office the day before the funeral. The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way or known to the school community.

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

If this illness causes the student to go home, he/she may not attend nor participate in any extra-curricular activity or school-sponsored function for the remainder of that day or evening, except with the expressed permission of the principal.

College Visitation – Visiting campuses is an important part of the college search process. Students and families are encouraged to make official visits via weekend, and school holiday open houses and similar visit programs. Visits during the week are permissible but should be done on days when Berks Catholic is closed. Taking school days off to visit campuses should be done sparingly. Seniors are permitted up to four (4) outside college visitations throughout the course of their senior year. Juniors are permitted two (2) outside college visitation during the second semester of their junior year. **Students who miss school to visit colleges must submit to the Main Office a Planned Absence Form prior to missing school and a Verification of College Visit Form the day they return. Students not doing so will be charged with an unexcused absence.**

Senior Skip/Cut Day - In accordance with the Diocese of Allentown and the Pennsylvania Department of Education, Berks Catholic does not condone or recognize the practice known as Senior Skip/Cut Day. **Senior Skip Day is not an official school activity.** Any senior who is observed by administration, faculty, staff, or law enforcement in a public place during the school day and not under the direct supervision of a parent or legal guardian, regardless of whether the absence was reported by a parent or guardian, will receive a suspension recorded on the student's record for unauthorized school absence. The only exception to this policy is the submission of an official excuse from a licensed physician or health care provider. Thank you for supporting this policy and encouraging students to value their education and fulfill their responsibility to attend school as required by state law.

Attendance records including absences and lateness, for each academic year, are displayed on student transcripts, which are requested by colleges, military recruiters, and potential employers.

COLLEGE REPRESENTATIVES

College, career, and military representatives visit the school at scheduled times throughout the year. Saints are encouraged to take advantage of these educational and networking opportunities.

In order to meet with representatives, students must sign-up for themselves only, *no later* than 2:30pm one day prior to the visit. The day of the visit a pass will be sent from the Office of College and Career Counseling to the student's homeroom.

Saints must be in full BC Fall/Spring or Winter uniform, in compliance with all uniform rules regarding grooming, appropriate jewelry, etc. and in good academic and behavioral standing including no excessive tardiness, or absences. Teacher permission must be granted if a student is requesting to miss class time for a rep visit.

ACADEMICS

REQUIREMENTS FOR GRADUATION

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

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

Total: 26 credits required for graduation

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

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

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

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

ACADEMIC PROMOTION AND WITHDRAWAL

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

Students must receive a final grade of 70% in all subjects to be promoted. A student with a failure of one or two subjects must successfully complete make-up work done by going to summer school. Students must submit to the Dean of Studies & Counseling a satisfactory completion certificate from a summer school program prior to the first day of classes. Students who fail to comply with this requirement will be dis-enrolled.

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

CLASSROOM POLICY

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

ACADEMIC HONESTY: Cheating and Plagiarism

Academic honesty is essential to meaningful learning because it promotes integrity, personal responsibility, and fairness in the educational process. Berks Catholic High School is built on mutual trust and respect among all members of the community. Academic honesty means completing all assignments, assessments, and other academic work truthfully, using one's own work and giving proper credit to the ideas and work of others. Students are expected to demonstrate integrity and personal responsibility in all academic endeavors to maintain a fair and honest learning environment. By upholding Berks Catholic's Academic Honesty Policy, students develop a sense of honor and integrity that will serve them well beyond their high school years.

AFFIRMATION OF HONESTY

I affirm that the work I submit is my own. I have neither given nor received unauthorized assistance, and I will uphold the principles of academic honesty in all of my work. This will be posted in all classrooms.

EXPLANATION OF ACADEMIC HONESTY

As members of the Berks Catholic community, students are expected to conduct themselves with integrity and uphold the principles of academic honesty. Academic honesty requires students to complete their work truthfully, take responsibility for their own learning, and properly acknowledge the ideas and work of others. The

following examples, while not exhaustive, represent actions that violate the Academic Honesty Policy:

Cheating: Copying another person's work, allowing others to copy one's work, using unauthorized study aids or collaboration during assessments, obtaining or distributing test materials, or giving or receiving information about an assessment before, during, or after it is administered.

Plagiarism: Presenting another person's ideas, words, expressions, or work as one's own, whether intentionally or unintentionally, without proper citation or acknowledgment.

Falsifying Data or Citations: Creating false information, altering data, providing inaccurate citations, or buying, selling, sharing, or receiving papers, assignments, notebooks, or other materials from any source, including the Internet, in a manner that allows a student to falsely claim credit.

Purposeful Misuse of Technology: Using unauthorized technology or electronic devices, including cell phones, smartwatches, translators, graphing calculators, or other resources, to complete assignments or assessments. This also includes using artificial intelligence tools beyond the level permitted by the teacher's instructions.

Dishonesty During Investigations: Providing false information or intentionally misleading a teacher or administrator during an investigation of academic dishonesty.

RESPONSIBILITIES

Faculty/Administrator Responsibilities

Faculty and administrators share the responsibility of fostering an environment where academic honesty is valued and practiced. They will:

- Encourage students to develop strong moral values and understand the importance of academic honesty.
- Maintain an environment conducive to academic honesty by actively monitoring assessments, reviewing expectations with students, displaying the Academic Honesty Affirmation, circulating throughout the classroom, using appropriate iPad restrictions, and remaining aware of the testing environment.
- Communicate clearly and effectively with students and parents/guardians regarding academic honesty concerns.

Student Responsibilities

Students are expected to take ownership of their academic choices and contribute to a culture of honesty and integrity. Students will:

- Help create an academic environment where honesty and integrity are valued by themselves, their peers, and the school community.
- Uphold academic integrity by serving as examples to others.
- Take responsibility for their personal, academic, and social actions both in and outside of the classroom.
- Understand that their academic work represents their own effort and choices.

- Respect the decisions and consequences implemented by the school.

Parent/Guardian Responsibilities
Parents/guardians play an important role in supporting the school's commitment to academic honesty. They will:

- Support Berks Catholic's mission of helping students develop strong moral values by encouraging academic honesty and personal responsibility.
- Maintain open and respectful communication between home and school.
- Respect the decisions and actions taken by the school regarding academic honesty matters.

Excessive or patterns of cheating and academic dishonesty may appear on student discipline records or reported to college admission officers or others requesting this information.

CAREER AND TECHNOLOGY CENTER

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

1. PM Career Technology Students (at Berks Catholic in AM; at Career Tech in PM)
    a. Report to assigned homeroom as scheduled.
    b. Attend classes as scheduled
    c. Sign Out in Main Office at 11:20 am (Regardless of Bell Schedule in use) for departure to Career Technology Center.

2. AM Career Technology Students (at Berks Catholic in PM; at Career Tech in AM)
    a. Sign In in Main Office upon arriving at school
    b. Attend classes as scheduled

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

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

Students shall remain in their school uniform during that time.

Students interested in registering for one of the career and technology center programs may obtain information from the Dean of Studies & Counseling at the end of the first quarter.

Attendance

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

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

  *Please note any student attending BCTC is responsible for their own transportation to and from Berks Catholic High School.

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

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

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

GRADE POINT AVERAGE

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

Description of Levels:

College Prep Modified — Honors
College Prep — Advanced Placement

Diocesan Unified Grading Scale and Quality Point Conversion Chart

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

COLLEGE COURSES

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

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

COURSE CHANGES AND DROP POLICY

No students may change any class after the 1st week of school. Any class changes made after the 1st week of school will be reflected on the transcript as a dropped class and incur a $100 course change fee.

CURRICULUM

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

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

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

Once the form is handed in, the selections will be considered final so that we may start to finalize the number of classes and the teachers who will be required to teach. Any change requests after April 1st will be considered late and there is no guarantee that a student will be able to adjust his/her schedule at this time.

DUAL CREDIT & DUAL ENROLLMENT COURSES

Dual Credit Courses are upper-level high school classes, taught by BC Faculty, that may also earn college credits. Most of the courses are offered for 3-4 (in some cases 6-8) college credits. A student does not have to take the course as a dual credit but may take it for high school credit only. If it is taken for college credit, there will be an additional cost as set by Alvernia University and RACC. Dual Enrollment Courses are college classes taught by college faculty and are an option for academically qualified Berks Catholic Seniors through a partnership with Cedar Crest College, Lackawanna College, and Mt. St. Mary's University.

EXAMS

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

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

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

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

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

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

If there is an open balance due to Berks Catholic, no academic records including mid-year transcripts to colleges will be forwarded for any student if financial obligations are not satisfied. Participation in various activities is contingent upon financial satisfaction as well.

To better plan, please note the exam schedule for both January and June exams:

Semester 1: January 15, 19 – 21, 2027 – Mid-year Exams
Semester 2: June 1 – 4, 2027 – Final Exams

FAILURE FOR THE MARKING PERIOD

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

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

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

FAILURE OF ONE OR TWO SUBJECTS

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

1. Attendance at summer school.
2. Summer make-up work as approved by the Dean of Studies & Counseling/Principal.
3. Students will not be allowed to commence classes the next school year if they have not successfully completed courses in summer school.

FAILURE OF THREE OR MORE SUBJECTS

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

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

1. Anyone failing Theology for the year will be required to complete a summer packet. The summer packet must be completed by the end of July 31st.
2. No student will be allowed to carry seven majors; therefore, classes may not be repeated the following year. All failures must be made up during the summer for a student to have the required credits to graduate.

3. Students will have to make up a failed course through a summer school program approved by Berks Catholic High School. Students will not be allowed to commence classes the next school year if they have not successfully completed courses in summer school.

HONOR ROLL

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

REPORT CARDS

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

The first semester mark is a composite of 40% of the first quarter grade plus 40% of the second quarter grade plus 20% of the semester examination grade. The second semester mark is determined in the same manner as the first semester mark.

The final grade for a specific subject is the average of the first and second semester marks for a specific subject. The average of the final grade is the average of all final marks of the major subjects.

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

PROGRAM OF STUDIES

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

1. To select a particular subject, the student must meet the basic requirements of the course in achievement and ability. A teacher recommendation of the subject must be obtained.

2. Most of the courses are tracked according to achievement, ability and teacher recommendation. Conflicts that arise due to scheduling difficulty will be remedied by the Studies Office, keeping the school's resources and the student's abilities as compatible as possible.
3. The Studies Office, after conferring with the Department Chairperson, is the final arbiter in decisions relevant to student placement in courses. When a conflict occurs in scheduling, the Studies Office will consult with the student to finalize the schedule.
4. Lunch periods are not open to free choice on the part of the student. Lunch periods are based on the scheduled courses of each student and the seating capacity of the cafeteria.
5. It is highly recommended that students meet with either the Dean of Studies and Counseling or a member of the College and Career Counseling Staff to discuss appropriate course selections.

VALEDICTORIAN AND SALUTATORIAN

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

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

DANCE REGULATIONS

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

The following regulations must be followed:

1. Prior to the dance, student regulations for the dance including such details as the dress code, time, guest policy, cost, etc. will be promulgated.
2. If guests are permitted, they must be sponsored by a Berks Catholic High School student who will then be responsible for that guest. No guests over 21 years of age will be allowed. The Berks Catholic High School student bringing

a guest will be required to have a form that is available in the school office, filled out for the guest to attend the dance.

3. A minimum of eight adult chaperones, or more if necessary, must be secured by the moderator. Chaperones oversee various areas of the building: doorways, lavatories, etc.
4. School personnel reserve the right to search purses, backpacks and the like when students enter Berks Catholic High School dances. Students attending school dances must submit to an alcohol breathalyzer test prior to entering the dance facility.
5. Since dances are school-sponsored events, all Berks Catholic High School codes of conduct are in effect for both students and guests. Any violations will be dealt with by the moderator of the dance as well as by the administration.
6. Proper attire as promulgated below must be worn by both students and guests in order to be admitted to the dance.
    a. Girls may wear dresses, blouses, skirts, pants, sweaters, sweatshirts (with Berks Catholic High School designs only are permitted), jeans, shoes, sneakers. No bare midriffs will be allowed. Any female student who dresses immodestly as determined by the moderator will be asked to leave.
    b. Boys may wear dress shirts, sport shirts, sweaters, sweatshirts (with Berks Catholic High School designs only are permitted), pants, jeans, shoes, sneakers.
7. Tank tops, T-shirts, sweatpants, shorts, as well as ripped, torn or cut clothing, are not allowed to be worn by students or their guests.
8. Parents/rides are requested to be here no later than 15 minutes after the end of a dance to pick up a son or daughter. Students who are in the school or at the site of the dance after that time will be prohibited from attending future dances. Once a student has left the dance, he/she will not be permitted to re-enter.
9. The Prom may only be attended by **students who have completed all of their service hours, completed all retreat requirements, and are current on all financial responsibilities** to Berks Catholic High School.

DRESS CODE

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

BOYS

DRESS CODE

- **Shirts** –

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

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

- **Ties** – Boys must wear the approved school tie which is available in the school store.
- **Socks** -Socks shall be worn.
- **Slacks** – Boys can wear either gray dress slacks or khaki dress slacks at a store of their own choice. They must be hemmed and not be frayed, ripped or stained.
- **Belts** – Fabric belts or leather dress belts are allowed. Acceptable colors are brown, khaki, cordovan, or black. Bizarre or large size (as determined by school administrators) belt buckles are not allowed. A belt must be worn with slacks.
- **Sweater** – School sweater to include a vest option, V-neck pullover, or V-neck cardigan with the official school seal. Sweaters shall have no holes. Only school sponsored pins, buttons, ribbons etc. are allowed on the sweater or uniform.
- **Quarter Zip** – The collar of the ¼ Zip must be unzipped at all times. The only approved ¼ zip for daily uniform wear is the black zip with the Berks Catholic Saints logo on the upper left chest, available from the school store or Flynn & O'Hara. Seniors are also permitted to wear their official black senior class ¼ zip. Team-issued ¼ zips are not considered part of the school uniform and may not be worn during the school day. No other sweatshirts,

hoodies, or outerwear are allowed to be worn with the uniform during school hours.
    - **Fall/Spring**: Golf Shirt must be worn under the ¼ Zip.
    - **Winter**: Shirt and tie must be worn under the ¼ Zip
- **Footwear** – Boys have a choice of three styles of approved shoes. Athletic shoes may only be worn in gym class or during "Dress-down days." Socks must be worn. Hey Dudes are not allowed to be worn with the school uniform.
- **Grooming** – Boys are to be clean-shaven. Sideburns that are longer than the bottom of the ear lobe, as well as mustaches and beards are forbidden. All male students, regardless of race or ethnicity, are expected to maintain a style of hair that does not go below the top of the collar. Hair is not to be tied up. No unnatural colors are allowed. Hair must be above the collar and may not extend below the eyebrow or over the tops of the ears. No ponytails, top-knots, man-buns, bizarre hair-dos (as deemed by the administration), bleached hair and make-up (example: mohawks, spiked, unnaturally colored dyed; i.e., hair must be natural looking) are not acceptable. Boys who are required to shave after arriving at school will receive demerits and shall be fined $1.00 to pay for shaving supplies.
- **Jewelry** – Watches and one ring are the only jewelry items allowed. Boys may not wear earrings. Visible body piercings (nose, lip, tongue studs, eyebrow, etc.) are NOT permitted. Clear piercing retainers, also known as spacers, are not allowed to be worn in school. Exceptions will NOT be made for new piercings. Visible body piercings may NOT be covered with a band-aid.
- **IDs** – As part of Berks Catholic's safety protocol, all students are required to wear their current school ID throughout the school day, except during gym class. If a student forgets their ID, they can get a temporary ID for $1. This temporary ID must be returned at the end of the day. If a student loses their ID, a replacement can be purchased for $10. All ID-related transactions, temporary or replacement, are cash only and must be completed at the 1st floor marketing office, located next to the main office.
- **Gym Uniform** – The uniform for Physical Education classes includes sneakers, a Berks Catholic t-shirt or sweatshirt, and Berks Catholic gym shorts or sweatpants, which can be purchased in the school store. Tank tops and leggings are not allowed to be worn. Students in violation of the gym uniform are not allowed to participate in class that day, and their grade could be affected.
- **Prohibited Items** – Headbands, suspenders, scarves or bandannas, non-uniform shirts (chambray, denim), tank tops, any necklaces that are visible when wearing the school uniform to include religious medals, rolled up or spiked trouser cuffs, ankle-length coats ("Gothic Look"), spiked bracelets, visible key chains either on a belt clip or worn on lanyards, hats inside the

school, earrings, nose rings, nail polish, and **visible tattoos**, are all prohibited.

GIRLS

- **Blouses** –

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

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

- **Uniform Skirt** – All girls must wear the official khaki skirt, plaid pleated kilt, or pleated gray skirt from Flynn O'Hara Uniforms.
  - Skirts should be no more than 3 inches from the top of the knee. Skirts must be corrected by September 30th. If skirt cannot be corrected it must be replaced by a dated given by the administrator. Consequences will be done by a case-by-case basis. If not corrected after numerous warnings, student may have to wear pants. Parents will be notified via email.
  - Skirts are **not permitted** to be rolled.
- **Slacks:** Girls may wear khaki dress slacks. They must be hemmed and not be frayed, ripped or stained.
- A belt must be worn with slacks.
- **Belts:** Fabric belts or leather dress belts are allowed. Acceptable colors are brown, khaki, cordovan, or black. Bizarre or large size (as determined by school administrators) belt buckles are not allowed.

- **Footwear** – Girls have a choice of two styles of approved shoes. Athletic shoes may only be worn in gym class or during "Dress-down days." Socks must be worn. Hey Dudes are not allowed to be worn with the school uniform.

- **Socks**:
  Fall/Spring: No shorter than ¼ length socks may be worn, only black socks are acceptable.
  Winter: Black opaque tights.
- **Sweater** – School sweater to include a vest option, V-neck pullover, or V-neck cardigan with the official school seal. Sweaters shall have no holes. Only school sponsored pins, buttons, ribbons etc. are allowed on the sweater or uniform.
- **Quarter Zip** – The collar of the ¼ Zip must be unzipped at all times. The only approved ¼ zip for daily uniform wear is the black zip with the Berks Catholic Saints logo on the upper left chest, available from the school store or Flynn & O'Hara. Seniors are also permitted to wear their official black senior class ¼ zip. Team-issued ¼ zips are not considered part of the school uniform and may not be worn during the school day. No other sweatshirts, hoodies, or outerwear are allowed to be worn with the uniform during school hours.
  - **Fall/Spring**: Golf Shirt must be worn under the ¼ Zip.
  - **Winter**: Golf shirt or white oxford shirt must be worn under the ¼ Zip
- **Jewelry** – Watches, three rings, one necklace, three wrist bracelets and three pair of earrings maximum worn only in the ears (diameter not to exceed two inches or no longer than two inches) are the only jewelry items allowed. Visible body piercings (nose, lip, tongue studs, eyebrow, etc.) are NOT permitted. Exceptions will NOT be made for new piercings. Visible body piercings may NOT be covered with a band-aid. Clear piercing retainers, also known as spacers, are not allowed to be worn in school. Any eccentric, excessive or unbecoming jewelry (As determined by the school administrators) is unacceptable.
- **IDs** – As part of Berks Catholic's safety protocol, all students are required to wear their current school ID throughout the school day, except during gym class. If a student forgets their ID, they can get a temporary ID for $1. This temporary ID must be returned at the end of the day. If a student loses their ID, a replacement can be purchased for $10. All ID-related transactions, temporary or replacement, are cash only and must be completed at the 1st floor marketing office, located next to the main office.
- **Gym Uniform** – The uniform for Physical Education classes includes sneakers, a Berks Catholic t-shirt or sweatshirt, and Berks Catholic gym shorts or sweatpants, which can be purchased in the school store. Tank tops and leggings are not allowed to be worn. Students in violation of the gym

uniform are not allowed to participate in class that day, and their grade could be affected.

- **Prohibited Items** – Bizarre hair-dos (example: mohawks, spiked, unnaturally colored dyed hair), hats, ankle-length coats ("Gothic Look") may not be worn. Any type of excessive or unbecoming cosmetics (including bizarre nail polish or lipstick/gloss), and visible tattoos are prohibited. Sweatpants or pajama style pants may not be worn in the school with the school uniform.

SAINTS SPIRIT WEAR FRIDAYS

On Fridays, students may wear any Berks Catholic shirt in place of the regular school uniform shirt. The only exception is for students who participate in a sports co-op with Reading High School for aquatic sports; they may wear a shirt from their Reading High aquatics team instead. However, uniform bottoms and shoes must still be worn. If a school Mass is scheduled on a Friday, students must wear their full regular school uniform and are not permitted to wear spirit wear on that day.

DRESS DOWN DAYS

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

On dress down days, the following items are NOT PERMITTED: skirts that are shorter than the uniform length, tight-fitting clothing, leggings, half-skirts, and pajama pants. Jeans may be worn but must fit properly and may not have holes or tears. Shoes must have hard soles, completely cover the foot, and provide proper support for the heel. Footwear such as Crocs, slippers, and sandals are also not allowed. Additionally, all regular rules regarding jewelry and shaving remain in effect on dress down days.

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

NOTES:

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

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

DRESS DOWN PASSES

Students can earn Dress Down Passes throughout the school year for various reasons. To use a pass, the student must submit it signed to the Principal or Dean of Students before entering their homeroom. The Dean of Students will enter daily dress down pass approvals into Minga so faculty and staff can verify which students are permitted to dress down. All dress down day rules must be followed when using a pass. Dress down passes may not be used on days when Mass is scheduled: students are required to wear their full uniform on those days.

ELEVATOR

The elevator may only be used by students who have a written order from their doctor. **Students requiring the use of the elevator must present a written request on a physician's stationery or prescription form. The time period (*starting date and ending date*) for the need for the elevator must be included on the request ("*until further notice" is not acceptable*).** The elevator cannot be used by students who have minor injuries such as sprained ankles. A $20.00 deposit is required to get an elevator key. This deposit will be refunded when the key is returned. If a key is lost or stolen, the student will forfeit their deposit. **No student should be accompanied by another student in the elevator.** Exceptions, as appropriate, shall be submitted to the Dean of Students for his approval.

FIRE DRILLS

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

FOOD AND BEVERAGES – CAFETERIA

Although the cafeteria period provides an opportunity for relaxation and pleasant companionship, all students must be mindful of the fact that many people use the same facilities and, therefore, they are expected to keep their places clean. Students must follow the instructions of the cafeteria proctors in order to facilitate the serving of food and to maintain order. Lunch period expectations are as follows:

1. Students must arrive in the cafeteria, for their lunch period, within two minutes after the late bell rings. This allows students to go to their lockers at the beginning of their lunch period without being late. This does not allow students to loiter in the hallway or other school areas during this time.
2. Students are assigned, by class, to an area they can sit at their assigned table.
3. Students must be seated at all times, unless they are purchasing food.
4. Students must throw their trash away no later than five minutes before the end of their lunch period. Students are also responsible for cleaning their table before the end of the lunch period.
5. Students may not chew gum in the cafeteria, or any other area in school.
6. During their lunch period, students may use either restroom in the bottom floor of the school. No more than four students are allowed in the restroom at one time.
7. Throwing or tossing any item in the cafeteria is not permitted.
8. The school dress code is in effect in the cafeteria.
9. Students must have a valid hall pass to leave the cafeteria.
10. During the school day, students are only allowed in the cafeteria during their assigned lunch period.

Any violations of the cafeteria rules (above) will be subject to disciplinary action, including detention. Food purchased/ordered from an outside vendor for any reason, including sharing with other students, is not permitted. Food deliveries, either from a restaurant directly or from an app such as DoorDash, GrubHub, Uber Eats, etc. are not permitted and will be turned away.

No food (including candy) or beverages are permitted outside of the cafeteria (i.e., not in hallways or classrooms). **Drinks, other than water, may not be brought into the building.** Water must be in a clear plastic bottle. Due to breakage hazards, beverages in glass containers are not permitted at anytime, anywhere on school property. **Students are not permitted to carry beverage containers (e.g., bottled water, juices, soft drink cans, coffee, etc.) with them to the classroom or other instructional areas unless a valid medical reason exists.**

HALL PASSES

All students are required to have a current hall pass whenever they are in the hallways when classes are in session. Berks Catholic now uses a hall pass app, Minga, for all student hall passes. **Students must have a fully charged iPad to make use of this system to leave class for any reason.** Leaving a class without a Minga notification is considered leaving class without permission and subject to disciplinary action. To be excused from attending class, cafeteria, or study period, a student must have official permission from the Dean of Studies & Counseling or Dean of Students and the teacher involved. In these instances, the appropriate staff

member will issue the student a pass using Minga. Students are expected to end their hall pass on Minga, using their iPad, when they return to class.

HEALTH SERVICES

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

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

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

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

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

HOMECOMING CRITERIA

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

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

INCLEMENT WEATHER

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

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

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

LIBRARY PROCEDURES

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

LOCKER ROOMS

Except for students changing for Physical Education class or an athletic contest, locker rooms are off-limits during the school day. Students enrolled in Physical Education are responsible for securing their personal belongings and are encouraged to leave valuables in their school-issued locker during class.

Students participating in after-school athletics may leave equipment bags in the gym near the stage stairwells. These areas are monitored by the school's security camera system and supervised during Physical Education classes. The school assumes no liability for valuables left in the locker room or athletic storage areas at any time.

LOCKERS

Each student is assigned a locker and may not change lockers without approval from the Dean of Students or Principal. Lockers must be kept locked, neat, and in good condition. Students may not alter lockers in any way, including jamming locks with pencils or other objects. Writing on lockers, decorating lockers with stickers, or applying tape to the outside of lockers is prohibited; only magnets may be used to attach notes to the outside of lockers. Food may not be stored in lockers overnight.

Students are responsible for any damage to their lockers and will be charged for repairs. Any locker damage must be reported to the Dean of Students as soon as it is discovered.

Lockers are school property and may be searched at any time by appropriate school authorities. At the discretion of the administration, local law enforcement may conduct a canine search of the building, including lockers and student belongings.

Although some teachers may allow students to store personal belongings in classrooms during the school day, the school assumes no responsibility for the security of those items. Substitute teachers or other staff using a classroom cannot reasonably be expected to identify student belongings, and items may become inaccessible if a classroom is locked, including overnight. Students are encouraged to secure personal belongings in their assigned lockers.

LOST AND FOUND

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

NATIONAL HONOR SOCIETY

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

The selection procedure is as follows:

1. Students' academic records are reviewed to determine scholastic eligibility. Academic qualifications: GPA of 3.6 beginning with the class of 2029, as approved by the principal. Students become eligible at the end of their sophomore or Junior years. Maintenance of a GPA of 3.6 is mandatory to remain a member in good standing, if other criteria are met.
2. Students who are eligible academically are notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form, which must be returned by the specified date.
3. Faculty members who have taught or worked with the student are invited to judge the candidates on the attributes of leadership, service and character. The faculty is provided with a description of these attributes as delineated by the national association. Faculty must vote using the criteria of highly recommend, recommend, recommend with reservation or not recommend. Additional comments are encouraged to better describe the rationale for each teacher's judgment.
4. All information is then carefully processed, weighted according to the teachers' judgment and weighted according to the number of teacher votes cast.
5. Each student is additionally required to have participated in a minimum of five activities during their time at Berks Catholic High School. Three of the activities must be school-related.
6. The final scores are then presented to the Department Chairpersons of the school. Candidates are discussed individually, and a recommendation is given to the Principal, who makes the final decision.
7. Please note the above procedures are consistent with the guidelines as established by the national association. The selection process is monitored very carefully with due consideration for appropriate confidentiality and the feelings of the candidates. The moderators of this serious selection process will handle these matters with the delicate manner that such requires.

8. A National Honor Society member who transfers from this school will be given a letter, signed by the principal, indicating the status of his/her membership.
9. A National Honor Society member who transfers to this school will be automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain his/her membership.

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

It is the responsibility of the chapter advisor(s) to periodically review the standing of members for compliance with Society standards. The advisor(s) should inform the errant member of the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measure(s) are considered appropriate by the faculty council—usually dismissal.

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

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

PARKING

Students who drive to school and park on the school property must purchase a parking permit. Any student purchasing a parking permit must have a valid driver's license. The cost of the permit is $70.00. Permits are non-transferable. If this occurs, both parties will lose parking privileges. Cars not parked in the assigned space or parked on school property during school hours and are not registered may be towed away at the owner's expense. **PLEASE NOTE:** Students will not be allowed to park at St. Constantine and Helen Greek Church or at The Wyomissing Nursing and Rehab Center. ***Cars in those lots are subject to towing***.

Parking in the school lot is a privilege granted only to properly registered students. Any student, registered or not, who is caught speeding, entering the lot the wrong way, driving carelessly, or driving or parking on unpaved areas, especially grass, is subject to disciplinary action and may lose parking privileges. Parking on school property is at the student's own risk. Students should lock their vehicles during the school day. The school assumes no responsibility or liability for vehicles or their contents. Valuables should not be left in plain view and should be secured in the trunk. By using the school parking lot, students consent to vehicle searches without notice or stated reason. Students may not change clothes in the parking lot and may receive multiple detentions for doing so. Students are also prohibited from returning to their vehicles during the school day without permission from an administrator.

PERSONAL PROPERTY

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

SEXUAL INTEGRITY

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

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

Parenting a child – Berks Catholic High School wishes to provide for the spiritual, physical, psychological and social well-being of all students. As a Catholic High School, Berks Catholic is unapologetically and strongly pro-life, and we lovingly cherish the lives of both the mother and her preborn baby. In keeping with our Catholic faith and identity, any student who experiences an unplanned pregnancy should be treated with love, compassion, and mercy. The student should know that they are not alone, and that there is help, hope, and life-affirming options. Berks Catholic actively promotes and shares the life-saving and compassionate work of local pregnancy care centers that uphold the equal dignity of both the mother and her preborn child.

In the case of a known unplanned pregnancy, the Principal and Chaplain will arrange a meeting with the students and parents. During her pregnancy, a student may

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

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

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

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

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

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

GENDER IDEOLOGY

1/15/26

The Catholic Church celebrates the equal and intrinsic dignity of every human person, and we affirm that each person has received from God a natural, unchanging sexual identity as male or female. As a Catholic school, we uphold

what has been revealed to us through Sacred Scripture that "God created mankind in his image; in the image of God he created them; male and female he created them" (Genesis 1:27). This fundamental truth about human beings, accessible to reason, was reaffirmed by our Lord Jesus Christ within the context of His teaching on marriage (Matthew 19:4; Mark 10:6). In championing the dignity of the human person, we uphold the basic truths of sexual complementarity and difference between men and women as willed by God in His loving plan for human sexuality and marriage.

Moreover, we believe that all our students must be treated with love and respect in accord with their human dignity. We want all our students to be safe, healthy, truly happy, and to flourish as the young man or woman God created him or her to be. Our Catholic school is dedicated to providing an environment that is consistent with these principles and that nurtures our students' understanding of the goodness which they possess.

If a student is questioning his or her sexual identity as male or female, our school is committed to guiding him or her in truth and charity. If a student were to bring this issue to the attention of an employee, volunteer, or other adult associated with the school, the Principal must be immediately informed. Then the Principal will inform the Chaplain/Pastor and the student's parents/guardians immediately, as they are the child's primary educators and caretakers. The school is committed to the student's overall well-being and can connect the family with appropriate resources for their child, including information on counselors and professionals that reflect Catholic teaching on this matter. The school's Chaplain/Pastor and counseling services are always available to help in this regard as well. As a school, we will lovingly accompany our students and families in these difficult situations.

The school will not affirm a change of gender for any student, whether social or physical, as this distorts the gift of the student's sexual identity and is contrary to his or her dignity as a human person. Our school will refer to students only by the names and pronouns that are in accord with their biological sex. This applies to all communication, including interpersonal interactions at school, written messages, and official school documents, such as diplomas and academic transcripts.

With respect to experiences and protocols within the school that differentiate between sexes (e.g. use of restrooms, adherence to uniform dress code, involvement in athletic teams), students are expected to act and participate in accord with their biological sex. To ensure the Catholic identity and mission of the school, the Administration reserves the right to make enrollment decisions based upon this policy.

For situations that are not specifically addressed in this handbook, the school's approach will be to adhere to the official teachings of the Church, respect the unchanging reality of each student's biological sex, and to treat each person in a manner consistent with that reality, while always having compassion for students and their families. To learn more about what the Catholic Church teaches about

Gender Ideology/Transgenderism, please consult The Person and Identity Project: personandidentity.com.

STUDENT SERVICES

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

College & Career Guidance Office – College and Career Counseling is a 4-year comprehensive program at Berks Catholic. Throughout a student's time at Berks Catholic, they will have opportunities to explore post-high school educational and career options best suited for them. These opportunities include but are not limited to online assessments, in class presentations, evening and daytime information session, campus visits, a robust Career Day, job shadow opportunities, and more. The Office of College and Career Counseling offers these opportunities throughout the calendar year.

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

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

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

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

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

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

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

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

STUDENT INSURANCE

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

School Time Accident Coverage for all students: insurance coverage for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises; includes participation in interscholastic sports when specifically provided

by the master application; during the school year; includes summer recreation activities; travel to and from school; includes religious services and necessary travel.

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

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

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

STUDY PERIODS

Study periods are conducted in silence. Students assigned to study periods are expected to be in their assigned places when the bell rings to begin the period. In Study Halls students may work on academics only.

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

TEXTBOOKS

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

STUDENT DISCIPLINE

Every school community requires rules and expectations to fulfill its mission while protecting the rights, safety, and well-being of all its members. At Berks Catholic High School, students are expected to demonstrate respect, integrity, responsibility, charity, and concern for others in accordance with the teachings of the Catholic Church. Conduct that undermines these values or violates school policies may result in disciplinary action.

Disciplinary action is intended to promote personal growth, accountability, and the well-being of the school community. Depending on the nature and severity of the

offense, consequences may include a warning, classroom detention, administrative detention, suspension, disciplinary probation, loss of privileges, removal from leadership positions or extracurricular activities, required withdrawal, or dismissal from the school. Students who represent Berks Catholic High School through athletics, clubs, or other school-sponsored activities are expected to uphold these standards and may lose the privilege of participation as a result of misconduct.

Students are expected to conduct themselves appropriately at school, at school-sponsored events, and in all interactions involving members of the Berks Catholic community, including those that occur online or through personal devices and social media. Off-campus conduct may be subject to school review and disciplinary action when it negatively affects the school community, targets or harms a student, employee, or member of the Berks Catholic community, disrupts the educational environment, damages the school's reputation or mission, involves illegal activity, or is inconsistent with the values and teachings of Berks Catholic High School.

State law requires the school to forward discipline records to any school to which a student transfers. In addition, many colleges and universities request discipline records as part of the admissions process.

General Detentions – will be held Tuesday and Thursdays from 2:40 to 3:15 p.m. Students are to report to detention in complete school uniform and on time. Detentions will be determined by the number of demerit points accumulated at any given time or determined as an automatic detention under certain circumstances. Coaches and activity moderators will be notified by the Dean of Students. **Missing practice or work is not a legitimate excuse for missing a detention.** The students will have 24 hours to make arrangements for missing work/practice. Failure to meet on the scheduled day of detention will result in another detention being issued. However, if a student has a legitimate excuse for missing detention such as a doctor or dentist appointment, a note from a parent or guardian will be required. Also, the student will report for detention the following day after the appointment.

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

While a student is suspended from class, he/she must contact each teacher to receive assignments for each class that is missed. Students may not participate in any extracurricular activities until the suspension has been completed. Any student who is issued a suspension (In-School or Out-of-School) will automatically be issued three (3) consecutive days of detention, at the discretion of the Dean of Students.

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

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

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

ACCUMULATION OF DEMERIT POINTS

40 Points……...……..1 Day In School Suspension
70 Points…….……1 Day Out of School Suspension

EXPULSION

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

DRUGS AND ALCOHOL

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

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

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

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

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

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

Drug/Alcohol violations include but are not limited to:

1. Wrongful possession of drugs
2. Abusing drugs
3. Buying or selling drugs
4. Vaping
5. Possessing or smoking marijuana
6. Drinking, selling or buying alcoholic beverages
7. Possession of alcoholic beverages
8. Being under the influence of drugs or alcohol.

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

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

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

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

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

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

Catholic education seeks to encourage and teach students to respect themselves and others. The virtues of charity and justice demand that this regulation be issued and enforced to protect the Catholic school learning environment and to enable the school to achieve its Christian purpose.

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

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

GAMBLING

(BOOKMAKING, CARD PLAYING, DICE, etc.)

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

BULLYING

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

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

Berks Catholic High School maintains the Olweus Bullying Prevention Program. This program is the most researched and best-known bullying prevention program available today. It was developed by Dan Olweus, Ph.D. of Norway and the program has over 35 year of research behind it and has been implemented throughout the

world. OBPP is recognized by the Center for the Study and Prevention of Violence as one of only 11 Blueprint Model Programs and by the Substance Abuse and Mental Health Services Administration as a Model Program – two of the high honors a prevention program can attain.

The goals of the program are:

- to reduce existing bullying problems among students
- to prevent the development of new bullying problems
- to achieve better peer relations at school

Bullying includes three components:

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

Students are reminded:

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

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

HARASSMENT/BULLYING

(Diocesan Policy #4119)

Harassment Prohibited — The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All employees and students are required to ensure that the dignity of others is not abused through unlawful objectionable and offensive behavior of any kind. The schools will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work or school performance, or that creates an intimidating, hostile, or offensive behavior of any kind will not be tolerated. Such conduct is prohibited by this policy and by law. Please report all incidents of bullying or harassment to the Dean of Students.
Persons Covered – This policy prohibits discrimination or unlawful harassment of any diocesan school employee or student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct that violates this policy.

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

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

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

1. Staring at someone in a sexual manner.
2. Staring at someone's body parts.
3. Pressuring for dates.
4. Demands for sexual favors with implied threats related to job opportunities
5. Physical contact — for example, hugging, holding, patting, neck massages or intentional brushing up against someone.
6. Continual comments about appearance.
7. Telling obscene or off-color jokes.
8. Verbal harassment referring to a person's gender, religion, sexual preference or sexual activities.
9. Making sexual comments about a person's body.
10. Asking about someone's sexual history or sex life.
11. Making kissing sounds, howling, smacking lips, licking lips.
12. Telling lies or spreading rumors about someone's sex life.
13. Blocking a person's path or stalking.
14. Posting or sharing of pictures without consent.

ANTI-HAZING POLICY

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

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any

other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

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

Superintendent's Regulation - Adopted: August 1, 2016

LEADERSHIP POSITIONS

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

SMOKING/TOBACCO/VAPING

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

In an attempt to curtail the vaping issues prevalent among young people, vape detectors have been installed in all student bathrooms. Students present in the bathrooms when a vape is detected are subject to a search of their person and

personal items by the Dean of Students or another administrator. Such searches will take place in the Dean of Students' or Principal's Office.

CELL PHONE POLICY

To support student learning and prepare for future Pennsylvania state regulations, the school will implement the Yondr Program to eliminate cellphone distractions, from bell-to-bell (defined below), during the school day. Several high schools within the Allentown Diocese have already implemented Yondr successfully.

Yondr cases fit over cell phones and temporarily lock once a student places the phone inside. While locked, phones will remain silenced and inaccessible; however, notifications, calls, and messages will still be received. Yondr allows students to keep possession of their phones while reducing distractions such as texting, social media use, and contacting friends during class time. If a parent/guardian needs to contact a student during the school day, they should call the school office. If a student feels they need to access their cell phone, they must request permission from the Dean of Students or Principal, who will decide on granting access. Teachers may not unlock a student's phone or permit access to it for any reason. In the event of an emergency, students may call parents using the phone in the main office.

Students who bring a cell phone to school must place it in their assigned Yondr case and lock it at the beginning of homeroom, *at the 7:50 bell*, each day. Students must either **power their phones off** or place them in **silent and airplane mode** before locking them in their Yondr pouch. Students will be assigned an individual case that may remain at school or travel home but must be brought to school daily. Phones remain secured until the end of the school day, when students may unlock their cases using an unlocking base, located in each classroom, during the final five minutes of the day, *before the 2:30 bell*. Unlocking bases are available in the main office for students leaving school early.

Yondr cases are school property. Students will be charged a $40 replacement fee for lost or damaged cases. **This policy applies not only to cell phones, but also to smart watches, AirPods, Meta glasses, personal computers, and other electronic devices not required for instruction**.

If a student forgets their Yondr case, they must report to the main office, where their phone will be stored for the school day and returned at dismissal. Repeated failure to bring a case will result in the pouch being considered lost. Parents/guardians will be notified, and a replacement case will be issued at the student's expense ($40).

Intentional damage to a Yondr case will result in the following consequences:

- 1st Offense: 1 day In-School Suspension (ISS) and $40 replacement fee
- 2nd Offense: 2 days ISS, $40 replacement fee, and parent meeting
- 3rd Offense: 3 days Out-of-School Suspension (OSS) and possible expulsion

Students observed using a cell phone during the school day, without permission, will have their phone confiscated and receive the following consequences:

- 1st Offense: Detention
- 2nd Offense: Two Detentions, Parent must pick phone up at school
- 3rd Offense: 1 day In-School Suspension, Parent must get phone at school
- Additional Offenses will result in increased days of suspension (in-school or out of school)

Additionally, if a student intentionally damages a Yondr case or uses a cell phone without permission during the school day, the phone will be confiscated until it is picked up by a parent/guardian.

Students who require access to a cell phone for medical reasons must submit a doctor's note to the office. Once received and reviewed by the school nurse, the student will be issued a medical Yondr case that does not require use of an unlocking base.

CONTRABAND

Students are prohibited from bringing to school or possessing items that are unrelated to schoolwork, disruptive, or contrary to the common good. Prohibited items include, but are not limited to, materials forbidden under the school's drug policy (including e-cigarettes, vape products and devices, drugs, alcohol, cigarettes, and other tobacco products), water pistols, firecrackers, laser devices, non-operating cell phones, and similar items. These items are subject to confiscation and additional disciplinary consequences in accordance with the Discipline Code. Confiscated contraband will not be returned to the student. Students may also be referred to the District Magistrate when deemed necessary.

DROP-OFF ITEMS POLICY

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

If a student forgets his/her lunch or lunch money, they should see a cafeteria employee for a charged lunch. The student will have 48 hours to pay the cafeteria for the charged lunch. No student will be refused a meal if one is needed. Please

inquire about our Point of Service Lunch Program, deposits for your student's lunch account may be made on-line.

RESTROOM USE

Teachers may dismiss only one student at a time to use the restroom. During Study Hall and Physical Education, one student of each gender may be dismissed at a time. All students leaving class must submit a hall pass through Minga on their iPads and are responsible for ending the pass when returning to class. Teachers should use their discretion when granting restroom requests, recognizing that class time is intended for learning. Students who abuse restroom privileges will be required to meet with the Dean of Students and their parents to address possible medical concerns.

WEAPONS

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

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

Any person violating this policy, in addition to being subject to their civil or criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall be liable for immediate expulsion. Any person discovered to have

any weapon or other item in violation of this policy in his/her possession, or who threatens to use a weapon on another person shall not be permitted to remain in the school building, on its premises, or its transportation, at any school activity, event or function held on or off the school premises.

DISCIPLINE SUMMARY

While it is impossible to enumerate all possible violations of school regulations, students who by their attitudes, actions or conduct tend to disrupt the normal activity of the school or classroom are subject to sanctions issued by members of the faculty and administration.
In all circumstances the good of the individual and the school community are taken into consideration when disciplinary decisions are made. Some violations, along with the disciplinary action and the demerit points, are listed:

VIOLATION	ACTION	DEMERITS POINTS
Alcohol/Drug Offense	Parent Notified/Suspension/ Liable to Dismissal	30
Bus Misconduct	Parent Notified/Detention/Possible Loss of Transportation	20
Cheating	Dept./Teacher's Classroom Policy	Teacher's Discretion
Chewing Gum		5
Cutting Class/Café/Study	Automatic Detention	20
Disrespect to Faculty	Parent Notified/ Suspension	30
Disturbance in Liturgy/ Class/Study/Lunch		10
Dress Code	Must be corrected ASAP	5
Failure to Report to Detention	Additional detention	30
Fighting	Parent Notified Suspension Liable to Dismissal	30

Food/Drink Outside Cafeteria		5
Forgery	Automatic Detention	5
Harassment/Intimidation of Student/Bullying	Parent Notified/Suspension Liable to Dismissal	30
Inappropriate Conduct	To Be Determined	5 Minimum
Inappropriate Language	To Be Determined	5 Minimum
Late to Homeroom / Class/Study/Lunch		5
Leaving Class w/o Permission	Parent Notified/Detention	20
Leaving School w/o Permission	Parent Notified/In School Suspension	30
Lying	Automatic Detention	20
Misuse of Hall Pass		5
Possession of Electronic Device	Device Confiscated/Penalties Listed in Cell Phone Policy	20
Smoking/Vaping/Tobacco Use	Parent Notified/In School Suspension/$50 Fine	30
Stealing	Parent Notified/Suspension/ Restitution	30
Truancy	Parent Notified/In School Suspension	35
Vandalism	Parent Notified/Suspension/ Liable to Dismissal/Restitution	20
Weapon	Immediate Dismissal	
Other	To be Determined	

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

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

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

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

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

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

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

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

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

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

Violence, Bomb Threats, Arson: Such threats of violence against others and against the school or the mere discussion of such threats are criminal acts that are subject to criminal prosecution including substantial fines and imprisonment even if such threats are a hoax. Any student who is a suspected perpetrator may not return

to school until he/she receives a psychiatric evaluation, and the school has received the psychiatrist's written statement that it is safe for the student to return and recommendations are given for follow-up treatment, if necessary. For continued enrollment, the student and parents/guardians will be required to sign a contract stating the conditions that must be followed. Additionally, the student must attend weekly meetings with the Dean of Studies & Counseling or Chaplain for at least one marking period or until the school official deems it necessary.

Vo-Tech Students: Berks Catholic accepts the decision of the Vocational Technical School in handling discipline problems incurred while the student is attending that school. The student's conduct grade will reflect all conduct violations incurred at either school. If a student receives a suspension from the Vo-Tech school, they will also be assigned an in-school suspension at Berks Catholic for the same duration. If the Vo-Tech suspension is an out-of-school suspension, the student must serve an in-school suspension at Berks Catholic for the full school day on each day of the Vo-Tech suspension.

ATHLETIC AND ACTIVITY ELIGIBILITY

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

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

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

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

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

Lateness – Students arriving to school **after 10:30 am** are not eligible for practice or event participation.

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

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

Traveling to and from games with the coach and the team when transportation is provided is part of the Berks Catholic High School team experience.
It is understood that Berks Catholic High School does not provide transportation to and from athletic practice facilities. Therefore, parents/guardians and students have the responsibility for arranging this transportation.

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

FAN CONDUCT AT ATHLETIC EVENTS

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

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

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

ATHLETIC AWARDS

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

CRITERIA FOR ATHLETIC LETTERS

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

DUE PROCESS

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

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

TECHNOLOGY POLICY

Purpose and Scope

As part of Berks Catholic High School's commitment to academic excellence, students have access to a variety of high-quality technology resources. These tools support learning, creativity, communication, collaboration, and responsible participation in the digital world. Technology use at Berks Catholic High School should reflect the school's mission, Gospel values, academic expectations, and commitment to the dignity of every person.

All school-issued technology resources are intended primarily for educational purposes. Students are expected to use school technology, school accounts, the school network, school-issued devices, and personal technology in ways that are safe, respectful, ethical, and appropriate for a Catholic educational environment. Access to school technology may be limited, suspended, or revoked when student use interferes with learning, compromises safety or privacy, violates school policy, or harms the school community.

This policy applies to:

- School-issued devices, including iPads, chargers, accessories, and related equipment;
- School-managed accounts, email, cloud storage, learning platforms, applications, and digital resources;
- Use of the Berks Catholic High School network, internet access, printers, servers, and related systems;
- Student use of personal devices during the school day or at school-sponsored events;
- Online conduct, including off-campus conduct, when the conduct involves school-issued devices, school-managed accounts, school

platforms, school events, members of the Berks Catholic High School community, or when the conduct substantially disrupts school operations, threatens student safety, contributes to harassment or bullying, or negatively affects the school environment.

School Accounts, Access, and Monitoring

Students may receive a user account, email address, and password that allow access to the school's computer network, internet resources, learning platforms, and digital tools. Each student is responsible for all activity conducted through the use of his or her account.

Students may not share passwords, use another person's account, attempt to access another person's files or messages, or allow another person to use their school account. Students should use their Berks Catholic High School account for school-related communication, assignments, shared documents, and access to school platforms unless a teacher or administrator authorizes another method. Personal accounts may not be used during the school day for non-school purposes without permission.

Berks Catholic High School may monitor, review, restrict, or access school-owned devices, school-managed accounts, network activity, internet history, files, email, and school-provided technology resources in accordance with school policy and applicable law.

Any information stored on a school-owned device, school-managed account, school server, school cloud platform, or school network is considered school property and may be subject to review.

Students should immediately report suspected account misuse, lost devices, security concerns, inappropriate messages, cyberbullying, or other technology-related concerns to a teacher, administrator, or the Technology Department.

iPad Acceptable Use Policy

Berks Catholic High School implements a 1:1 iPad program as part of the school's commitment to preparing students for learning, college, career, and responsible participation in a digital world. Having access to school-issued technology allows learning to extend beyond the classroom and supports student engagement, organization, creativity, communication, and collaboration.

The policies and procedures listed below apply to all iPads used by Berks Catholic High School students as part of this program. Teachers may set additional requirements within their classrooms, provided those requirements are consistent with school policy. All terms of the Acceptable Use Policy contained in the Parent/Student Handbook apply to the iPad program.

Ownership
Berks Catholic High School retains ownership of the iPad, charger, accessories, installed applications, device management settings, and school-provided digital resources at all times. The iPad assigned to a student remains the property of Berks Catholic High School and must be used, stored, and cared for in a responsible and respectful manner.

Use, Storage, and Device Management
The primary use of the iPad is for educational purposes. Students may use the iPad for other appropriate purposes only to the extent that such use does not interfere with learning, school responsibilities, device performance, network safety, or school policy.

- Students are responsible for bringing their iPad to school each day fully charged and ready for learning.
- iPads are to be kept with the student or locked in a secure place, such as a locker, when not in use. iPads should never be left unattended.
- iPads may not be loaned to other students, and passwords or passcodes may not be shared.
- Students may not remove, disable, bypass, alter, or interfere with device management settings, restrictions, filters, profiles, applications, or security features installed by Berks Catholic High School.
- Students may not connect school-issued iPads to a personal hotspot, VPN, proxy, or other internet connection intended to bypass school filters or monitoring without permission from the Technology Department.
- While filters are in place at Berks Catholic High School, parents/guardians are encouraged to monitor student technology use when off campus. School policies apply to school-issued iPads both on and off campus.

Any content added by the student, including photos, videos, audio, files, notes, drawings, or downloaded materials, must be appropriate for Berks Catholic High School students and consistent with school policy. Inappropriate content may not be stored, created, displayed, or distributed using a school-issued iPad.

Backups, Files, and Technical Issues
Students are responsible for routinely backing up schoolwork to an approved cloud storage solution such as OneDrive or another school-approved service. If an iPad has a technical issue, it may require re-imaging, which can erase content stored locally on the device.
Berks Catholic High School is not responsible for lost personal files, photos, music, videos, or other personal content stored outside approved school platforms.

If there are technical issues, the iPad should be taken immediately to the Instructional Technology Specialist. Students who experience a device, charger,

internet, app, or access issue should report the issue to the Technology Department and notify their teacher as soon as possible.

A student who promptly reports a legitimate technology issue should not be academically penalized solely because of temporary lack of access to a functioning device, charger, app, or internet connection. Teachers may provide reasonable alternatives, such as printed materials, extended access time, use of a school device, or another approved method for completing the assignment.
Repeated failure to bring a charged iPad to school, repeated failure to report issues promptly, or misuse of technology access may result in school consequences.

General Care and Use

Students are expected to care for the iPad in a proper and respectful manner. The school may charge for loss or damage to the device and/or any accessories.
Students must follow these care guidelines:

- Keep the iPad in a protective case at all times;
- Use only a clean, soft, dry cloth to clean the iPad screen;
- Do not use cleansers, sprays, liquids, or chemicals on the iPad;
- Insert and remove cords and cables carefully to prevent damage to connectors;
- Do not write, draw, carve, engrave, or apply stickers or labels to the iPad or case unless approved by the school;
- Handle the iPad carefully, as screens can crack when dropped, twisted, stepped on, leaned on, or placed under pressure;
- Do not leave the iPad in places of extreme temperature, humidity, or limited ventilation for an extended period of time;
- Do not leave the iPad unattended in classrooms, hallways, bathrooms, the cafeteria, athletic areas, buses, or other public spaces;
- Keep food and drinks away from the iPad;
- Report damage, loss, theft, malfunction, or technical problems immediately to the Technology Department;
- Do not attempt to repair, alter, open, or modify the iPad or accessories.

Failure to care properly for a school-issued device may result in repair or replacement fees and/or school consequences.

Device Replacement

In the event of theft, loss, or destruction of a school-issued device or accessory, the following replacement fees may apply:

- Device Replacement Fee: $429
- Charger Replacement Fee: $48

All incidents must be reported immediately to the Instructional Technology Specialist. The circumstances surrounding a damaged, lost, or stolen device will be taken into consideration before fees are assessed.

Loaner Devices

The school maintains a limited number of loaner devices that may be available to students whose iPads are in need of repair. However, the school cannot guarantee that an iPad will be available at the time a student may need one or that a loaner will have all necessary apps, settings, or materials installed.

Students using loaner devices are responsible for caring for the device and returning it in the condition in which it was issued. The Technology Department may deny or limit access to a loaner device if a student chronically fails to bring a device to school, repeatedly fails to charge the device, misuses loaner equipment, or fails to follow school technology procedures.

When a loaner device is not available, teachers and school staff should provide reasonable alternatives when appropriate so that a student with a legitimate reported technology issue can continue participating in learning.

Internet Access and Internet Safety

Internet access is available to faculty, staff, and students at Berks Catholic High School. The purpose of providing internet access is to promote educational excellence by supporting research, communication, collaboration, creativity, innovation, and access to learning resources.

Berks Catholic High School will take reasonable precautions to supervise the use of internet resources and restrict access to inappropriate materials through firewalls, filtering, monitoring, and student education. However, no filtering system is perfect, and it is not possible to control all content available through the internet. Students are expected to use good judgment and immediately leave and report any site, message, image, or content that is inappropriate, unsafe, or inconsistent with school expectations.

The use of school internet access must be consistent with the educational objectives and mission of Berks Catholic High School. Each user is personally responsible for using network resources in an efficient, ethical, respectful, and legal manner.

It is the policy of Berks Catholic High School to:

- Prevent school network access to or transmission of inappropriate material via the internet, electronic mail, or other forms of direct electronic communication through firewalls, filters, and related safety tools;
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA);
- Educate students about responsible, ethical, and safe online behavior;

- Monitor student use of school technology resources through direct supervision, network monitoring, device management tools, and review of internet use history when appropriate;
- Protect student safety, privacy, and dignity in digital spaces.
- In compliance with CIPA, students will engage in coursework or instruction related to internet safety and digital citizenship. This instruction may include:
    - Appropriate online behavior;
    - Interacting with others on social networking websites and digital platforms;
    - Cyberbullying awareness, prevention, reporting, and response;
    - Digital privacy and personal information protection;
    - Evaluating online information for credibility, accuracy, bias, and reliability;
    - Responsible use of artificial intelligence tools;
    - Copyright, plagiarism, citation, and academic integrity;
    - Safe and respectful communication in digital spaces;
    - The impact of digital choices on personal reputation, school community, and future opportunities.

Berks Catholic High School staff may monitor student use of the internet through direct supervision, internet use history, device management tools, filtering reports, or other appropriate methods to ensure that network services are used within the context of the school's instructional program, educational goals, Internet Safety Policy, and Acceptable Use Policy.

School-issued iPads will be filtered both on and off campus. Students may not attempt to bypass filtering, monitoring, restrictions, or management systems.

Berks Catholic High School makes no warranties of any kind, whether expressed or implied, for the technology services it provides. The school is not responsible for loss of data, delays, service interruptions, non-deliveries, misdeliveries, or damages that may result from the use of school technology resources. Use of information obtained through school technology resources is at the user's own risk. Berks Catholic High School is not responsible for the accuracy or quality of information obtained through internet services.

Student Email

Account Creation, Ownership, and Acceptable Use

Email accounts will be created for all enrolled students. Student email accounts are the property of Berks Catholic High School and should be used primarily for educational purposes. Students are responsible for all activity conducted through the use of their email account.

Students must use their school email accounts responsibly, respectfully, and ethically. Email should be used for communication related to school activities,

assignments, school programs, and other educational purposes. Students should use their Berks Catholic High School email account when communicating with teachers, staff, coaches, administrators, and school offices.
Prohibited email uses include, but are not limited to:

- Sending or forwarding inappropriate, offensive, threatening, deceptive, or discriminatory content;
- Engaging in cyberbullying, harassment, intimidation, or impersonation;
- Conducting personal business, commercial activities, or unauthorized fundraising;
- Sharing personal information, private information, passwords, or confidential school information;
- Sending spam, chain messages, unauthorized bulk messages, or messages unrelated to school purposes;
- Using school email to create unauthorized accounts on outside services;
- Using school email in a way that damages the reputation, safety, or learning environment of the school community.

Security, Privacy, and Etiquette
Students must not share their email passwords or login credentials with others. Unauthorized access to another person's email account is strictly prohibited.

Students should report suspicious emails, login prompts, shared files, or messages to the Technology Department. Students should not click unknown links, download unexpected attachments, approve login requests they did not initiate, or provide passwords through email, forms, chats, or websites.

The school reserves the right to monitor and access student email accounts to ensure compliance with this policy, protect student safety, investigate concerns, and maintain the security of school systems.

Students should use polite, respectful, and appropriate language in all email communications. Email correspondence should be clear, concise, and relevant to the subject matter. Students should use appropriate subject lines, greetings, grammar, punctuation, and tone when communicating through school email.

Students must comply with all applicable local, state, and federal laws related to email use. Violations of this policy may be referred to the appropriate authorities if necessary.

Misuse of email accounts may result in temporary or permanent restriction of email privileges, parent/guardian notification, detention or other school-imposed consequences, administrative conference, and/or referral to appropriate authorities when necessary.

Artificial Intelligence Acceptable Use Policy

Berks Catholic High School recognizes that artificial intelligence tools, including generative AI, are increasingly part of education, work, and daily life. Berks Catholic High School does not prohibit the responsible use of AI. Instead, students are expected to use AI ethically, honestly, safely, and in ways that support learning rather than replace it.

It is the responsibility of the school to help students understand both the opportunities and limitations of AI. Students should learn to use AI tools with integrity, critical thinking, respect for privacy, and awareness of bias, accuracy, and authorship.

Definition, Access, and Teacher Direction

AI tools include, but are not limited to, chatbots, writing assistants, image generators, translation tools, grammar tools, code generators, summarizers, tutoring tools, audio/video generators, and any software that can generate, revise, translate, analyze, or transform content.
Berks Catholic High School may provide or approve access to specific AI tools, applications, or software for educational purposes. Students are permitted to use AI tools for academic purposes only when allowed by a teacher or school administrator.

Teachers may allow AI tools within the curriculum for specific assignments or projects when the use aligns with educational goals and school policy. New third-party AI tools, applications, or software that require student accounts, student data, student uploads, or personal information should be reviewed and approved according to school procedures before classroom use. Any AI tools used with students must be consistent with applicable privacy, safety, age-appropriate use, CIPA, COPPA, FERPA, and school data privacy expectations.

Teachers will determine when and how AI may be used for a specific assignment. Unless a teacher gives permission, students should assume that AI-generated work may not be submitted as their own work. Teachers may identify AI use according to the following levels:

- Level 0: No AI Use - Students may not use AI for any part of the assignment.
- Level 1: AI for Support Only - Students may use AI for brainstorming, studying, explaining concepts, generating practice questions, receiving feedback, or organizing ideas, but the submitted work must be the student's own.
- Level 2: AI-Assisted Work - Students may use AI to help draft, revise, organize, translate, or improve work, but they must disclose how AI was used and remain responsible for the accuracy, quality, originality, and integrity of the final product.

- Level 3: AI-Integrated Assignment - AI use is part of the assignment as directed by the teacher. Students must follow the teacher's specific instructions for use, documentation, reflection, and submission.

Responsible Use and Academic Honesty

Any misuse of AI tools, applications, or software is prohibited. This includes, but is not limited to:

- Using AI to complete work that a student is expected to complete independently;
- Submitting AI-generated work as one's own;
- Using AI during a quiz, test, exam, assessment, or in-class assignment without permission;
- Using AI to fabricate sources, quotes, data, citations, research, images, audio, video, or evidence;
- Using AI to impersonate another person;
- Using AI to create or alter images, audio, video, or messages in a way that is deceptive, harmful, harassing, sexually explicit, threatening, discriminatory, or defamatory;
- Using AI to hack, bypass restrictions, alter data, generate malicious code, or engage in unauthorized activity;
- Entering personal, private, confidential, or identifying information about oneself or others into an AI tool without school approval and teacher permission.

Students using AI tools on personal devices or with personal credentials do so at their own risk and should understand that these platforms may collect, store, or use data according to their own terms and privacy policies.

Students must acknowledge the use of AI in any academic work when AI use is allowed by the teacher. Undisclosed or unpermitted use of AI may be considered academic dishonesty and may be subject to discipline at the discretion of the teacher, Dean of Students, and/or school administration.

Students are responsible for being able to explain, defend, and discuss the work they submit. A teacher may require students to provide evidence of their process, including notes, drafts, outlines, document history, source materials, reflections, or an oral explanation of their work.

This policy will be reviewed periodically and updated as AI technology, educational practice, and school needs evolve.

Privacy, Data, and Approved Digital Tools

There is no expectation of privacy for any communication made using a school-issued device, school-managed account, school network, or school-provided technology resource. Berks Catholic High School reserves the right to inspect, access, review, monitor, restrict, or remove content from school-issued devices,

school-managed accounts, school networks, and school-provided technology resources at any time and for any reason consistent with school policy and applicable law.

Any content, including but not limited to audio, video, photographs, messages, documents, internet history, files, notes, and music, may be subject to review by the school and may be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.
Students should not store private, personal, inappropriate, or non-school-related content on school-issued devices or school-managed accounts.

Students may not enter, upload, share, or publish private information about themselves or others through school technology, public websites, social media, artificial intelligence tools, or third-party apps unless directed by a teacher using an approved school platform.

Private information includes, but is not limited to, home addresses, phone numbers, birthdates, student ID numbers, grades, schedules, medical information, financial information, passwords, photos, videos, or other personally identifying information.

Teachers and students should use school-approved platforms whenever student work, student data, grades, or personally identifying information are involved. New instructional apps, websites, AI tools, or online services that require student accounts, student data, or student uploads should be reviewed and approved according to school procedures before classroom use.

Prohibited Technology Conduct

The following conduct is prohibited whether it occurs through school-owned devices, school-managed accounts, school networks, personal devices used at school, or personal devices used in a way that affects the school community. This section consolidates prohibited uses that apply across devices, accounts, internet access, email, AI, and school technology resources.

- Any action that violates current school policy, public law, or the educational mission of Berks Catholic High School;
- Illegal conduct or actions;
- Violations of copyright laws or transmission of material in violation of local, state, or federal law, including copyrighted material or material protected by trade secret;
- Violation of the Bell-to-Bell No Personal Technology Policy;
- Applying for or using an account under false pretenses;
- Sharing a user ID, password, passcode, or login credentials with any other person;
- Using another person’s account, device, files, email, or data without permission;

- Deleting, examining, copying, moving, altering, modifying, or sharing files or data belonging to another user without permission;
- Attempting to bypass, disable, alter, or evade school technology restrictions, filters, management systems, security settings, resource limits, monitoring tools, or internet safety protections;
- Using VPNs, proxies, hotspots, cellular connections, or other methods to bypass school filtering, monitoring, restrictions, or device management systems;
- Taking any unauthorized action that damages, disrupts, alters, or interferes with the normal performance of a device, account, application, network, or computing system;
- Copying, downloading, installing, or using unauthorized software, applications, extensions, profiles, scripts, programs, or tools;
- Copying school-licensed programs, applications, or resources for personal use;
- Abusing, damaging, defacing, losing, stealing, or intentionally mishandling school technology equipment;
- Accessing the school network with a personal device without permission;
- Attempting to gain unauthorized access to remote systems, school systems, accounts, networks, or restricted resources;
- Attempting to decrypt, obtain, guess, capture, or misuse passwords, authentication codes, or security credentials;
- Copying, deleting, moving, or modifying system files;
- Willfully introducing malware, viruses, spyware, unauthorized scripts, or disruptive programs into any device, account, system, or network;
- Vandalizing technology resources, including attempts to harm or destroy data, devices, networks, sites, or accounts;
- Attempting to breach security codes, passwords, management systems, or device restrictions;
- Intentionally overloading, disrupting, or interfering with school technology resources;
- Conducting commercial activity, personal business, unauthorized fundraising, gambling, unauthorized political activity, or activity unrelated to school purposes;
- Sending unauthorized political, promotional, spam, chain, or bulk messages;
- Downloading, streaming, or sharing music, videos, games, or entertainment content on the school network without permission;
- Gaming during the school day or on the school network without teacher permission for an educational purpose;
- Using technology to cheat, plagiarize, fabricate, misrepresent, or violate academic integrity expectations;

- Using artificial intelligence tools in violation of teacher directions or school policy;
- Using school email to create unauthorized accounts on outside services;
- Using school technology resources in a way that damages the reputation, safety, or learning environment of the school community.

Inappropriate Electronic Content and Digital Harm

Students may not create, possess, request, post, send, forward, display, store, livestream, distribute, or share communications, images, videos, audio, screenshots, posts, messages, documents, recordings, artificial intelligence-generated content, or other digital content that:

- Is sexually explicit, obscene, lewd, unsafe, or inappropriate;
- Threatens, bullies, harasses, intimidates, humiliates, embarrasses, excludes, exploits, or targets another person;
- Libels, slanders, maligns, disparages, impersonates, defames, or misrepresents another person;
- Contains racial, ethnic, religious, gender-based, disability-based, or other discriminatory slurs;
- Violates or compromises the privacy, dignity, safety, or security of another person;
- Reveals personal or private information, including addresses, phone numbers, passwords, student ID numbers, schedules, grades, medical information, financial information, or Social Security numbers;
- Uses the Berks Catholic High School name, logo, mascot, uniform, image, or likeness in a way that implies school approval without permission from school administration;
- Causes or is likely to cause harm to the school, the school community, or the learning environment.

Students may not use technology to bully, harass, threaten, intimidate, impersonate, embarrass, exclude, exploit, or target another person. This includes conduct through text messages, email, social media, group chats, shared documents, gaming platforms, messaging apps, images, videos, memes, altered media, artificial intelligence-generated media, anonymous accounts, or fake accounts.

Students may not record, photograph, livestream, or share images, audio, or video of students, employees, classes, school spaces, school events, or school-sponsored activities without permission. Unauthorized recording or sharing may result in disciplinary action, even if the recording occurs off campus, when it affects the Berks Catholic High School community.

Students who intentionally access offensive, unsafe, or inappropriate sites or content may receive disciplinary consequences.

Reporting Security Concerns
Security on any computer system is a high priority. Students may not use another person's account to log in to any system. Students who believe they have identified a security problem must notify the Technology Department or an administrator. Students may not demonstrate the problem to other users, attempt to exploit the problem, or share the issue publicly. Students must not reveal passwords to anyone and are responsible for reporting unauthorized use of their account.

Consequences for Technology Misuse

Consequences for technology misuse will depend on the nature, severity, intent, frequency, and impact of the behavior. Berks Catholic High School may use reteaching, warning, parent/guardian notification, temporary restriction of technology privileges, detention, restitution, repair or replacement fees, administrative conference, suspension, withdrawal for cause, or referral to outside authorities when appropriate.

Serious violations, including threats, harassment, cyberbullying, distribution of explicit or degrading content, unauthorized recording, hacking, intentional damage, privacy violations, use of technology to cheat, AI misuse, refusal to surrender a personal device, or conduct that compromises school safety, may result in immediate administrative action.
The school reserves the right to respond to technology-related behavior that is not specifically listed in this policy when the behavior violates the spirit of responsible technology use, compromises safety or privacy, disrupts the learning environment, or conflicts with the mission and values of Berks Catholic High School.

MEDIA RELEASE
PHOTO/VIDEO PERMISSION

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

AMENDMENTS TO THE HANDBOOK

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

DISCLAIMER

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

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

SCHOOL BELL SCHEDULES

REGULAR DAY

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

TWO-HOUR DELAY

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

SIGNATURE AGREEMENT / CONSENT FORM
2026-2027

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

Acknowledgement: I/We have read the 2026-27 Berks Catholic High School Handbook. I/We agree to the policies and procedures set forth in this handbook and by any addendums which may be announced through the school year by Berks Catholic High School and the Diocese of Allentown, including:

_____
Print Student Name(s) Clearly Grade(s)

_____
Print Parent Name Clearly

_____
Parent/Guardian Signature Date

PARENTAL AND MINOR WRITTEN CONSENT FORM
USE OF ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

I ____DO or ____ DO NOT authorize Berks Catholic High School to use my student(s) name, image, and/or quotes on **Electronic Communications** pages related to Berks Catholic High School.

I ____DO or ____ DO NOT authorize Berks Catholic High School to use my student(s) name, image, and/or quotes on **Social Media** pages related to Berks Catholic High School.

The Diocese of Allentown, the school, parish or organization noted above, and their employees and volunteers shall not be liable for the release of any images, names, or other information permitted by this written consent. In no event shall this written consent be valid for more than twelve (l 2) months from the date executed.

I understand that I have the right to cancel or revoke the aforementioned permission at any time by contacting the pastor, principal, and/or administrator of the relevant school, parish, organization, sports team in writing.

_____
Print Student Name(s) Clearly Grade(s)

_____
Print Parent Name Clearly

_____
Parent/Guardian Signature Date

Please sign and return to the Main Office at Berks Catholic High School by **September 4, 2026.**

FORMULARIO DE ACUERDO Y CONSENTIMIENTO
2026-2027

MANUAL PARA PADRES Y ESTUDIANTES

Cada estudiante y padre de familia ha tenido acceso al Manual para Padres y Estudiantes en el sitio web de Berks Catholic.

Confirmación: He leído/Hemos leído el Manual de Berks Catholic High School para el ciclo 2026-27. Acepto/Aceptamos las políticas y procedimientos establecidos en este manual y en cualquier anexo que Berks Catholic High School y la Diócesis de Allentown anuncien durante el año escolar, incluyendo:

_____

Nombre(s) del estudiante (en letra de imprenta clara) Grado(s)

_____

Nombre del padre/madre (en letra de imprenta clara)

_____

Firma del padre, madre o tutor legal Fecha

FORMULARIO DE CONSENTIMIENTO POR ESCRITO DE PADRES Y MENORES USO DE COMUNICACIONES ELECTRÓNICAS Y REDES SOCIALES

Yo ____SÍ o ____ NO autorizo a Berks Catholic High School a utilizar el nombre, la imagen y/o las citas de mi(s) hijo(s)/estudiante(s) en páginas de comunicaciones electrónicas relacionadas con Berks Catholic High School.

Yo ____SÍ o ____ NO autorizo a Berks Catholic High School a utilizar el nombre, la imagen y/o las citas de mi(s) hijo(s)/estudiante(s) en páginas de redes sociales relacionadas con Berks Catholic High School.

La Diócesis de Allentown, la escuela, parroquia u organización mencionada anteriormente, así como sus empleados y voluntarios, no serán responsables de la divulgación de imágenes, nombres u otra información permitida por este consentimiento por escrito. En ningún caso este consentimiento por escrito será válido por más de doce (12) meses a partir de la fecha de su firma.

Entiendo que tengo derecho a cancelar o revocar el permiso antes mencionado en cualquier momento comunicándome por escrito con el párroco, el director y/o el administrador de la escuela, parroquia, organización o equipo deportivo correspondiente.

_____

Nombre(s) del estudiante (en letra de imprenta clara) Grado(s)

_____

Nombre del padre/madre (en letra de imprenta clara)

_____

Firma del padre, madre o tutor legal Fecha

Por favor, firme y devuelva este documento a la oficina principal de Berks Catholic High School antes del 4 de septiembre de 2026.