

STUDENT AND PARENT HANDBOOK

2026-2027

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School Colors: Cardinal Red and Navy
School Mascot: Lion

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The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

ADMINISTRATION

Mr. Michael Connor	President
Ms. Eileen Murphy	Principal
Ms. Jennifer Kelly	Assistant Principal for Academic Affairs
Mrs. Andrea Devenney	Assistant Principal for Student Affairs
Mrs. Maureen Ward	Assistant Principal for Student Services and Student Achievement

DEPARTMENT CHAIRS

Mr. Thomas Kehoe	Business/Technology
Mrs. Terri Borusiewicz	English
Mr. Christopher Rodzewich	Health/Physical Education
Mr. James Stinger	Mathematics
Ms. Karen Markley	Science
Mr. John Kederis	Social Studies
Mrs. Diane Casey	Theology
Mr. Walter Perez	World Languages

DEPARTMENT DIRECTORS

Mrs. Chrissie Doogan	Athletic Director
Fr. August A. Taglianetti	Campus Minister
Mr. John Spurlock	Advancement/Development
Mrs. Linda Graney	Guidance Director
Mrs. Regina Spinosa	Admissions Director
Mrs. Kelly Gust	Marketing & Communications
Mr. Riley Walsh	Technology
Mr. Robert Adams	Director of Student Discipline and Safety

CONTRACTUAL AGREEMENT

The contents of the Parent Student Handbook **constitute a contract** involving the School, parent, and student through your registration at Cardinal O'Hara High School. **The student must conform to the regulations and policies contained within the text.**

School jurisdiction **is not limited to** school hours or property. **A student at Cardinal O'Hara High School is considered a student 24 hours a day, 7 days a week.** Any behavior - curricular, non-curricular, co-curricular, or extracurricular - in which the school's reputation may be affected falls under school jurisdiction. Students involved in any behavior contrary to school policy or school philosophy will be subject to the same guidelines that regulate the school day and the school grounds.

The Archdiocesan Secondary School System and Cardinal O'Hara High School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates. Parents/guardians and students will be notified in writing of any changes or amendments made to the policies, rules and regulations in the Cardinal O'Hara High School Parent-Student Handbook.

Until a student graduates, regardless of age, he/she needs parent/guardian's written permission for all legal matters involving school activities, school records, and school attendance

HISTORY OF THE SCHOOL

Cardinal O'Hara High School was opened in September 1963 with 1738 freshmen and sophomores. During the next five years, the enrollment increased and reached a peak of 3940 students in 1967. Originally, the school was a co-institutional school — whereby the female students were educated in the Springfield wing and the male students were educated in the Marple wing. The school changed to a coeducational model (males and females mixed) in 1971. In 1993, the school adopted the President-Principal model. Monsignor Joseph P. McFadden, late Bishop of Harrisburg, served as the school's first President.

With a reputation for excellent academics, championship athletics, a wide array of extracurricular activities and a vibrant ministry program, Cardinal O'Hara is the proud home of nearly 30,000 graduates. These graduates have gone on to study at some of the finest colleges and universities in the country. They have been recognized in their respective fields and serve as leaders in business, medicine, government, law, technology, social services and the military.

In 2013-2014 the school celebrated its 50th year anniversary. In 2015, the school released its strategic plan, "A Vision for Cardinal O'Hara High School." This plan draws on the storied history of the school while laying out an aggressive plan that includes major investments in the facility and in the educational and co-curricular programs. As the plan comes to fruition, Cardinal O'Hara High School will ensure its place as the premiere institution for secondary education in the greater Delaware County area. To this end, the school has adopted a new vision statement, which reads: **"Cardinal O'Hara High School will serve as a National Catholic Leader in the education, spiritual formation, and leadership development of young people."**

STRATEGIC MISSION OBJECTIVES include:

Objective 1: Vision, Mission and Catholic Identity
Cardinal O'Hara High School will solidify its adherence to clearly communicated Vision and Mission statements and ensure that our Catholic identity permeates all endeavors of the institution.

Objective 2: Curriculum and Instruction
Cardinal O'Hara High School will ensure the delivery of a rigorous, relevant, and effective college preparatory academic program, facilitated by highly qualified and professional staff.

Objective 3: College and Career Readiness
Cardinal O'Hara High School will develop a student-centered program for academic support, career exploration, and college placement, with an emphasis on meeting the individual needs of each student.

Objective 4: Spiritual Formation
Cardinal O'Hara High School will provide a vibrant school ministry program that focuses on the individual spiritual formation of each student.

Objective 5: Enrollment, Marketing, and Public Relations
Cardinal O'Hara High School will establish and implement integrated marketing and communications best practices to build our brand among key constituents, identify target audiences and develop engaging messages and programs to increase both enrollment and financial support for the school.

Objective 6: Advancement and Finance
Cardinal O'Hara High School will implement an advancement and finance plan designed for long-term institutional sustainability.

Objective 7: Facility
Cardinal O'Hara High School will address the pressing issue of the aging physical plant and develop a comprehensive plan for the facility and grounds that meets the demands of a national leading program.

Objective 8: Board Governance
Cardinal O'Hara High School will adopt a model and function of board governance that will provide the best opportunity for institutional success.

Objective 9: Student Activities, Athletics and Leadership
Cardinal O'Hara High School will offer a comprehensive line-up of co-curricular activities, athletics, and leadership development programs focused on the individual engagement, development and personal

CATHOLIC IDENTITY

The spiritual formation of the adolescent in a Catholic high school involves the instructional dimension, as well as the experiential. The curriculum of the Theology department and the courses required for all students during each year adequately serve to educate and inform students in the essential of Catholic teachings.

In addition to and in collaboration with the Theology Department, the School Ministry Office seeks to complement the curriculum requirements with activities and programs that foster the appropriate faith development of the adolescent. Such activities and programs include: School liturgies, Prayer, Retreats, Peer Ministry, Adoration, Sacrament of Reconciliation, Sacramental Preparation, Support Groups, and Vocation programs.

Fostering an attitude of prayer is a priority of the religious formation of the student, regardless of their backgrounds. Each morning at 7:50 the entire school community joins in prayer that is led over the public address system by a faculty member or student. Special intentions and requests for prayer are mentioned at that time. Classes throughout the day likewise begin with some form of prayer as directed by the teacher. All students are expected to be respectful during prayers whenever they are said.

Students who come to O'Hara but who, for some reason, have not received a sacrament may be prepared by making arrangements with the Ministry Office. The student's parish is likewise contacted at the time of preparation. Students wishing to become Catholic may be prepared through an O.C.I.A. program conducted in consultation with a local parish.

Please note that all Cardinal O'Hara students must stand for the Morning Prayer and Pledge of Allegiance every day.

In conjunction with the Counseling Center, the School Ministry program offers several support groups for students with special needs.

LITURGIES
School-wide liturgies are held in the auditorium throughout the school year. All students are expected to reverently attend these school-wide liturgies. The School Minister plans and oversees each liturgy. Our choir provides music. Mass is celebrated several times a week in the School Chapel at 7:15 AM. The Campus Minister supplies a schedule of these Masses throughout the year. Athletic teams and school organizations plan Masses for their groups throughout the school year.

RECONCILIATION (CONFESSION)
Several times during the school year, at Advent and Lent, religion classes are scheduled for a celebration of the Sacrament of Reconciliation. Priests from the O'Hara faculty as well as priests from the local parishes serve as confessors for the students. Priests on the faculty are also available upon request for the Sacrament.

RETREATS
Retreats are an integral and essential part of the Religious formation program for O'Hara students. Four retreats are scheduled during the year and all students are required to attend. They are considered a requirement for each year in conjunction with the student's Theology class. Therefore, any student who does not attend his or her annual class retreat will be required to make another retreat during the school year under the direction of the Ministry Office.

KAIROS
In addition to their one day class retreat, seniors have the opportunity to apply for "Kairos", a four day overnight retreat held at a local retreat center. "Kairos" is a Greek term which means "sacred time" Kairos is an opportunity to grow in relationship with God and others and to become more aware that each person is created in the image and likeness of God.

VOCATION PROGRAM
Speakers from St. Charles Seminary, various religious communities and lay missionary groups are welcomed to O'Hara each year to speak with students. The Ministry Office has information about vocations.

HUMAN LIFE AND DIGNITY
As a gift from God, every human life is sacred from conception to natural death. Cardinal O'Hara High School thus affirms that the life and dignity of every person must be respected and protected at every stage and in every condition. The right to life is the first and most fundamental principle of human rights that leads Catholics to actively work for a world of greater respect for human life and greater commitment to justice and peace. To that end, the school maintains a Pro Life club, which meets weekly and sponsors various activities throughout the academic year that foster appreciation for the precious gift of human life.

CHRISTIAN SERVICE
The Community Service Corps works to coordinate Christian Service at school and within the local community. Students are encouraged to participate in the various opportunities provided to put their faith into action through service to God and the community.

Order of Christian Initiation of Adults (OCIA)

The OCIA (Order of Christian Initiation of Adults), also called the Catechumenate, is a process of initiation into the Catholic Community of Faith for persons who are experiencing a conversion in their lives and seeking either Christian baptism in the Catholic Church or full Communion with the Catholic tradition of Eucharist and Confirmation.

It is a process which enables the study of the Gospels, Catholic Christian teaching, the acceptance of Christian values and morality, the development and deepening of a life of prayer and action with the support and involvement of the local Christian community. The RCIA is more than a course of instruction. It is a process of conversion, designed to meet the unique and individual needs of the participants.

SCHOOL SEAL AND MOTTO
The school seal contains the family coat of arms of the O'Hara family and the mark of the Archdiocese of Philadelphia. Above the shield is the book of knowledge, the heart of love and the crescent moon. The seal contains the Latin phrase *Ipsam sequens, non devias,* **"Following her you will not go astray"**, a quote of St. Bernard of Clairvaux, which illustrates Cardinal O'Hara's personal devotion to Mary, the Mother of God.

STUDENT BODY
Students of every race, color, and national origin are admitted and granted the rights, privileges, programs, and activities accorded or made available to students at this school. Non-Catholic students are welcome, follow the regular course of instruction in theology, and participate in scheduled religious activities

ALMA MATER

O'Hara, O'Hara, home of the red
and blue Alma Mater, we salute you.
Our loyalty is true.
Our symbol, our motto, our flag and our song
The Lions show proudly; our hearts to you belong.

Refrain

All hail, to O'Hara, your sons and daughters true.
O'Hara, O'Hara, long may your spirit glow
In our hearts and our minds as with you we grow.
So strong yet so tender, you stand at our side.
The Lions salute you, our teacher and our guide.

The words and music of O'Hara's ***Alma Mater*** are *by Father Joseph J. Sweeney; arrangement by Mr. Richard T. Genovese*

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ACADEMIC INELIGIBILITY/ACADEMIC PROBATION

Students may be placed on Academic Probation at any point during the quarter if the student is failing, not attending school, or accumulating demerits. Students on Academic Probation are ineligible to participate in sports, clubs, and other extracurricular activities/events, including proms, dances, meetings, practices, etc. Students who fail to receive a passing grade in two or more major subjects will be placed on Academic Probation during the entire next marking period. Students on probation who attend one of these functions anyway will be issued demerits for defiance. Students with two or more failures for the first quarter will be ineligible during the second quarter. Students with two or more failures for the first semester and/or second quarter will be ineligible during the third quarter. Students with two or more failures for the third quarter will be ineligible for the fourth quarter. Students who fail more than two courses for the year shall be dismissed from the school. All final year failing grades must be remediated in the Archdiocesan Summer School Program in order to be eligible to return to Cardinal O'Hara the following academic year.

ACADEMIC DISMISSAL

Students who receive three or more scholastic failures for a final grade shall be subject to dismissal. Any student with two failures at the end of the school year is to be put on academic probation. If he/she has two final failures while on probation, that student is liable to dismissal. If he/she has one final failure while on probation, that student will remain on probation for the first quarter of the next school year.

Twelfth grade students who would be dismissed under this policy may attend summer school to clear the two failures and thus be given a diploma if they pass summer school courses.

Ninth grade students with five failures at the end of the first semester are liable to dismissal. Tenth, eleventh, and twelfth grade students with four failures at the end of the first semester are liable to dismissal. Students on probation who have three failures at the end of the first semester are liable to dismissal.

ADMISSIONS

As part of the Secondary Schools of the Archdiocese of Philadelphia, Cardinal O'Hara High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities of the school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, its admission policies, or in any school-administered program. Prospective students will complete an application, which may include, but not limited to, academic grades and conduct information, attendance records and teacher recommendations. Acceptance to Cardinal O'Hara High School is not guaranteed. The School Health Code of Pennsylvania requires all students to have proof of immunization **before** they can attend school. Cardinal O'Hara requires that all required immunizations be completed and current with no exemptions.

ALCOHOL/VAPING/DRUGS

As part of any effective program to combat drug abuse in a school, it is vitally important that the school administrators, in cooperation with other members of the school community, have a clear and concise policy for dealing with drug offenders. O'Hara's policy prohibits the possession or use of alcohol or other drugs in any form, vape devices, or supplies by students anywhere on school property. Please note that anyone suspected of having a vape/drugs/alcohol will have their bags searched, will be asked to empty their pockets, and will be wanded.

It is the intent of this policy to support the concept of a drug free school. Along with consistently enforced disciplinary procedures, there is a process to help the students while protecting the health, safety and welfare of the remainder of the student body.

A violation of the school rules involving alcohol, vapes or other drugs at any time during the school year may make a student ineligible to attend any O'Hara sanctioned events, athletics, activities, special events, dances or proms held on campus or other location. Cases will be decided on an individual basis after careful review.

Students suspected of using alcohol/drugs may be suspended pending the results of testing. The student must be tested the same day by a licensed physician at the cost of the family and the official results signed by the physician must be shared with the school prior to a decision being made about the student's return to school. At home tests are not acceptable.

Disciplinary infractions involving alcohol, vapes, and other drugs may result in dismissal. Students who remain will receive suspension, review, disciplinary probation, and Saturday detentions or service hours, as well as referral to and compliance with an intervention program. The following procedures will be followed:

1. Students who themselves seek help or express a desire for help after being recommended to faculty or staff members will be referred to the Counseling Center.
2. Students apprehended for suspicion of possession and use will be referred to the Student Services Office who will investigate the matter, and the investigation may warrant referral to law enforcement authorities. Cooperative students will be treated as students seeking help with appropriate disciplinary action; uncooperative students will be treated as general health or disciplinary problems, and may be dismissed.
3. Students apprehended for suspicion of selling alcohol or other drugs—or possession with intent to distribute—are also referred to the Student Services Office and possible local law enforcement who will investigate the matter as a disciplinary problem. If the sale or purchase of alcohol,vapes or other drugs is clearly evident, the students involved may be liable for dismissal, and the investigation may warrant referral to law enforcement authorities.
4. Non-students suspected of the sale of alcohol,vapes or other drugs in the school environment will prompt an immediate investigation by the school administration and a referral to law enforcement authorities.
5. The refusal to submit to a Breathalyzer test or drug test when requested by a school or official law enforcement carries the same disciplinary penalties as alcohol abuse and may result in dismissal.

**Students may only bring sealed beverages such as cans and water bottles to school for use at lunch and after school activities. They must be kept in their lockers until that time. A sealed clear water bottle may be brought to school and kept in the student's bag.

ASBESTOS MANAGEMENT PLAN

Federal regulations issued by the Environmental Protection Agency (EPA) under the *Asbestos Hazard Emergency Response Act* (AHERA) require that we notify the school community of any actions, inspections or other activities that we have undertaken with respect to dealing with any asbestos-containing materials (ACM) that are located at the school.
Each high school in the Secondary System of the Archdiocese of Philadelphia has been carefully inspected for the presence, nature, fiber-content, and condition of all ACM in each school building. After the inspection, a Management Plan was prepared for each school detailing the result of the inspection and outlining the program and procedures that have been adopted to remove, repair, or control and maintain all ACM.
A copy of the Management Plan for Cardinal O'Hara High School is on file in the principal's office. It is available for inspection, by appointment, during normal school hours.

ASSEMBLIES

Assemblies are scheduled to allow students the opportunity to participate in religious services, to experience educational and cultural programs and to develop a sense of community membership. The assembly programs are coordinated by the Student Affairs Office. The school strives to offer a diversified program that does not significantly reduce classroom time.

Students are to proceed to the auditorium or other assembly area in a quiet orderly fashion, and sit in assigned seats. During the assembly program, they are to be attentive, respectful and well mannered.

ATHLETICS

Club and interscholastic league sports programs are made available to O'Hara students. As members of the Pennsylvania Interscholastic Athletic Association (PIAA) and the Philadelphia Catholic League (PCL) O'Hara students compete on the varsity, junior varsity, and freshman levels in baseball, basketball, cross country, field hockey, football, golf, ice hockey, lacrosse, rugby, soccer, softball, swimming, tennis, track, volleyball, wrestling and competition cheerleading. (Note: Not all Cardinal O'Hara sports have junior varsity and freshman teams available.)

To promote athletic competition that is consistent with the religious philosophy of the school, the following code of conduct has been promulgated by the Board of Governors of the Catholic League:

1. Realize that student spectators represent their school;

2. Appreciate and give recognition to the good in others;

3. Give encouragement through cheering, but avoid negative and abusive language;

4. Respect and obey regulations that other schools have established;

5. Accept the decisions of officials as final;

6. Athletes should realize that they should promote a sense of fair play in all competitions;

7. Athletes should develop a sense of self-control, and avoid poor sportsmanship, loss of temper, fighting, abusive language, and insulting gestures.

Prior to any student participating in practices, inter-school practices, scrimmages, and/or contests at any PIAA or PCL member school in any school year, the student is required to complete a Comprehensive Initial Pre-Participation Physical Evaluation (CIPPE) by an authorized medical examiner.

All equipment issued to an athlete must be returned immediately after the conclusion of the season. Any athlete not returning school equipment will be billed for the total replacement cost of the missing equipment.

The criteria for the awarding of letters to athletes will be determined by the team's head coach in consultation with the Athletic Director.

The Student Athlete should:

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

Student Athlete and Attendance

Students may not attend or participate in a game, practice or extracurricular activity if they are absent from school. If the student is not present, they may forfeit the right to play in the next game.
The Philadelphia Catholic League demands that all members of the League---administrators, coaches, players, and spectators---should demonstrate their Catholic identity through good sportsmanship and spirituality.
The student athlete must be present for a full day to be eligible to play or practice that day. Student-athletes are to be in school at the start of the day following a contest.
Student participation in active sports must submit a completed PIAA Comprehensive Initial Pre-Participation Physical Evaluation directly through Family ID. PIAA Forms are no longer collected through the school. The form consists of four sections: 1) Personal and Emergency Information; 2) Certification of Parent/Guardian; 3) Health History; 4) PIAA Comprehensive Initial Pre-Participation Evaluation and Certification of an Authorized Medical Examiner. If a student chooses to participate in more than one sport, he/she must complete Section 7 of the PIAA CIPPE Form for recertification by the parent or guardian to Family ID before each sports season begins.
Students with concussions who have academic restrictions may not participate in any sports or activities until cleared academically.

ATTENDANCE: ABSENT / LATE / EARLY DISMISSAL NOTES

The following procedure is to be followed whenever a student must be absent.

1. A parent or guardian must report the student absence using this Attendance Form, which can also be found on the Student Services page of the website, by 9 AM. Failure to report, the absence may be regarded as truancy. An absence card from parent or guardian stating the specific reason for absence and signed by a parent or guardian is to be submitted to the Attendance Office on the day he/she returns. This card should include the student name, homeroom section, student number, and date(s) of absence. If such documentation is not provided within **ONE WEEK** of absence, the absence may be considered truancy. Absences due to illness that are **THREE** or more consecutive school days require an absence note from a medical doctor who is providing ongoing care for that student that documents the reason for the absence, the need to miss entire or partial school days, and the dates of the necessary absences. Such documentation must be provided within **ONE WEEK** of the student's return to school or the absences will be permanently considered (counted) as unexcused. Medical notes not specifying those items will not be considered as excused. Excessive excused absences may result in the need to participate in attendance summer school.

2. Any day school is in session and the student is absent regardless of the reason (weather conditions, transportation, traveling, etc.) an absence card is required. Students are responsible for all work missed during their absence. If an extended absence is warranted for health or other reasons, parents must notify the Academic Affairs Office to arrange for the obtaining of work from each subject teacher. Absent students may not participate in activities or athletics on the day that they are absent. Any student who is absent on the day of an athletic, activity, special event, prom or class dance **shall not attend** the event/game. This applies to special events during the school day, such as senior portraits. To attend these functions will require in class attendance for their entire school day. This also means that no permission will be granted for late arrival or early dismissal on the day.

3. State Law requires students to attend school on all days and hours that school is in session. It also requires the school to maintain accurate attendance records. At O'Hara the Attendance Officer, under the direction of the APSS, maintains all attendance records. According to the policy of the Secondary School System, **"secondary school students who have missed 22 or more days without approved specific Medical Documentation must attend a Behavior Modification Program via Discipline Summer School at the local school. Any student who fails to attend this week may not return to any Archdiocesan school."** Frequent absences will be brought to the attention of the Principal. Certificates for perfect attendance will not be issued if the student has an excessive number of late arrivals (10+, or multiple classes). At the discretion of the Student Services Office, excessive absences may prohibit students from attending special events, class dances, proms, or extracurricular activities.

4. Students must be present every day of the week of a school-sponsored trip in order to attend the trip. Trip fees will not be refunded.

5. Students on probation (academic or disciplinary) or who were absent from school that day may not attend any trips, sports, clubs, meetings, or activities, including but not limited to dances, proms, athletic events, and school trips. Students attending any of these while on probation or when absent from school will be issued demerits for defiance.

6. Those attending trips not explicitly sponsored by O'Hara will be marked absent.

7. We understand the importance of flexibility in accessing medical care. However, for documentation purposes, we require a note from a licensed medical professional who has seen you in person. In the case of chronic conditions, the note should include an estimated number of absences or a specified period during which absences may occur. Notes issued solely through telehealth platforms without a direct evaluation will not be accepted.

8. Consecutive and/or recurrent lates/absences will result in the need for a mandatory in-person parent meeting.

College Visits

Students should make every effort to arrange for college visits on days when regular school is not in session. However, students are permitted two (2) excused days per school year to visit colleges. Absences should be pre-arranged with the Attendance Office. Upon returning to school, students should hand in a College Visit Form, signed by both the College Admissions Counselor and the parent/guardian.

Early Dismissals

A note, signed by the parent or guardian, must be brought by the student to the Attendance Office at least one day in advance. The note should include student name, section, student reason for the early dismissal, time for early dismissal and type of transportation e.g. parent will pick up or student will be driving. The early dismissal must be after four academic periods, not including lunch or study hall. If the appointment is earlier the student must return to school. In an extreme emergency, a parent or guardian must arrive in person to take the student home early. A telephone call does not give the school sufficient authorization to permit a student to leave early. Students may not call home to have parents or guardians come to school to pick them up. All scheduled early dismissals must go through the Attendance Office. No student is permitted to leave the building without the permission of school staff. Students who plan to participate in athletics, activities, special events, dances, or proms may not leave the school premises with an early dismissal the day of the event. Repeated violations of the school policy can result in disciplinary action.

Funerals (non-immediate family)

Requests for permission to attend funerals must be submitted to the Attendance Office one day in advance of the funeral. The note must also include the time of dismissal, the type of transportation, and driver. If the student is driving, this must be stated. In addition, if the student is transporting other students, this also must be stated in the note, including all the names of the students being transported. Students will be excused for the funeral Mass only and they must return to school immediately afterwards.

Lateness

Late to School

Students are expected to be in class for the 7:50 AM bell. Students who are late to school must enter through the East Entrance and obtain a late pass from the Student Services personnel at the desk until 8:30 AM. Students arriving after 8:30 AM must report to the Main Office for a late pass. A student will receive (1) demerit for each period they are late including homeroom. Students will receive a slip to be admitted to class. Car trouble, traffic, weather, over sleeping, resting, not feeling well, late night school events, are not excused lateness. Barring an emergency, parent calls to expect students to be late are not excused. Students arriving late due to district buses will receive an excused late pass.

Please note: Seven unexcused lates and/or early dismissals will equal one absence. Seven missed periods will equal one absence as well.

In case of inclement weather, parents and students are advised to utilize district transport. If that is not an option drivers should make alternate plans to adjust; such as leaving earlier, alternate routes, etc.

Late Arrival for Appointments

Every effort should be made to schedule medical appointments after school hours. For cases when that is unable to happen, the student brings in the appropriate note **the day before** the appointment. In case of an emergency, a phone call must be made to school before 7:50 AM (**610-328-0200**). In order to be considered a school day, the student must arrive in the building to be present for four complete academic classes, not including lunch or study hall. For all appointments, a voucher signed by the doctor, dentist or the like, and stating the reason and timing of the absence, must be submitted to the Attendance Office upon returning to school. If a voucher is not returned to the school, permission for subsequent appointments will not be granted.

Late to Class

Students are to be seated when the bell rings to begin class. If the student is late the classroom teacher will submit the students name into PowerSchool for attendance and discipline sanctions. Students receive (1) demerit for each late to class. Stopping at a locker, using the bathroom or the health room without permission is not an excused lateness.

Truancy

An unexcused absence from school, or failure to report to three or more classes without written parental permission. No student may leave the school premises at any time during the school day once he/she has arrived without the permission from the Attendance Office/Administration, this includes students who are ill and leaving without this permission can be considered truancy.

Pre-Planned Absences

Extended absences are not recommended due to losing the benefits of teacher instruction and class discussions. However, sometimes they cannot be avoided. In the event that a pre-planned absence is necessary, the student should discuss with the teacher in advance the timing of the absence and how to make up for missed work. If possible, the teacher will provide the work that will be missed, but ultimately it is the student's responsibility to obtain any missed notes and assignments. The student will be expected to take any pre-scheduled assessments immediately upon return to school. Individual teacher policies may vary in regards to attendance and students must adhere to those policies. The teacher may be asked to clarify points, but will not be expected to re-teach entire lessons missed during the absence. **Missed exams will result in a grade of zero and automatic course failure, resulting in the need for summer school.** Final exams may not be taken early.

AUTOMOBILES

Parking/Driving on campus is a privilege. VEHICLES MUST BE REGISTERED! Students are permitted to park only in the designated student parking area (back lot). Students may not use the reserved or staff parking areas at any time. **The speed limit on campus is 15 MPH.**

Cardinal O'Hara reserves the right to search any vehicle on our property.

Parking Permits are required to be visible on all vehicles parked on campus. Permits should be visible on the passenger side of the back window. Students must register vehicles online via the Student Services web page to obtain a parking permit. Student drivers should have vehicles registered by September 6. Students who begin to drive after that date must come to Student Services on or before the first day the vehicle is on campus to avoid being penalized. Failure to register by September 6 or the first day the car is on campus for new drivers will result in a fee of $25.00 for each violation. All vehicles driven must be registered and have a parking permit.

Parking Permits are included in the school fee as long as you register by September 6. After September 6, unregistered cars are charged $25. Permits are not transferable.

Cardinal O'Hara High School is not responsible for damage done to, or articles taken from vehicles parked on campus. Repeated parking lot violations may lead to disciplinary action and/or loss of privileges.

Drivers should park beginning in the front rows closest to the school/Cafeteria entrances. Students arriving after 7:35 AM are to enter the building and not loiter in vehicles. Students do not have a need to vehicle hop or park by the athletic fields.

Operating a vehicle or acting as a passenger is a privilege and carries great responsibility. Drivers and classmates should act accordingly. Reckless behavior, even without intent to harm, will be sanctioned appropriately.

Operating a vehicle, parking, or riding as a passenger on campus is a privilege that may be revoked at any time.

BUILDING AND PROPERTY

Students are expected to maintain the cleanliness of the building and property by using the proper containers. Marking or defacing school property is a serious offense and punishable by suspension or dismissal. In addition, a student who damages school property or found taking part in any type of campus defacement or destruction will be expected to clean the vandalism, and/or must pay for the repairs or replacement. Fire extinguishers and alarm boxes must be in good working order in case of emergency. The school considers it a most serious offense if a student tampers with a fire extinguisher, its wall case, or the fire alarms in any way.

Students should not remain in the academic areas after 3 PM. Those involved in extracurricular activities must remain under the supervision of a faculty member or coach. Students should remain only in the area of that activity. Any exception to this must be cleared through an administrator. Students waiting to be picked up by car after school should do so in the Cafeteria after 3 PM. Students in violation of these rules will face disciplinary action. The building closes at 4:30 PM each day. Students must leave the building by 4:30 PM.

Faculty members and parent organizations using the building at these times must have permission slips signed in advance by the principal.

BULLETINS & ANNOUNCEMENTS

All announcements for the public address system must be brought to the Student Affairs Office or emailed to the APSA. The announcements must be signed. If the announcement pertains to a student activity, it must be countersigned by the moderator.

Students are not permitted to display or distribute materials on school premises without the permission of the Assistant Principal for Student Affairs. If permission is granted, the Assistant Principal will determine the place to be used for display or distribution.

CAFETERIA REGULATIONS / LUNCH PERIODS

Students who arrive to school before 7:40 AM must report to the cafeteria and remain there until the bell sounds at 7:40 AM. Students are permitted in the cafeteria at the end of the school day after 3 PM to wait for transportation. This is the only location for students after 3pm, unless with an adult coach/ moderator/teacher/administrator.

Seating in the cafeteria at lunchtime is by grade level. It is the responsibility of every student to keep the cafeteria clean and orderly. Students are expected to act respectful at all times in dealings with moderators, classmates and Aramark staff. Cafeteria moderators will direct students to dispose properly of trash. Students will be assigned to sweep the floor and clean the tables. Failure to do so will result in disciplinary action.

Students should report to the cafeteria **within 5 minutes after the bell to begin the lunch period**. The lavatories in the cafeteria are to be used during a student's rostered lunch period. All other lavatories are considered out of bounds when a student is scheduled for lunch. Students are assigned one lunch period, which is listed on their roster. Once the lunch period has begun, no student is to leave the cafeteria for any reason without a hall pass. Students in the cafeteria at any other time will be liable for disciplinary action.

CALL SLIPS and SMARTPASSES

A student is to honor any call slip or SmartPass as indicated on the official request. Failure to report to an official request may result in disciplinary action. If called during homeroom, the student is not to leave homeroom, until after roll is taken, and dress code check is completed. Students presenting a call slip to mislead or to falsify a request will be liable to disciplinary sanctions.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell Phone devices, earbuds, air pods, metaglasses or the like are not permitted during the school day. **Phones must be stored in the student's locker and be turned off during the day. Earbuds, air pods, metaglasses and the like must be stored in the student's bag and out of sight at all times, unless permitted by the proctor.**

Electronic devices may ONLY be used in:

1. Cafeteria
    a. Morning before 7:40 AM
    c. After the 2:26 PM dismissal bell

Listening devices, earbuds/earphones/air pods, etc. may be used in the cafeteria during the above times, in addition to academic settings when the instructor allows (clips, instructional videos) with permission and parameters defined at the beginning of the year by your daily classroom teacher, or proctor. For your safety, volume should be kept at a minimum so that you are aware of your surroundings & announcements. Listening devices should not be active and removed while in Aramark food line in the cafeteria.

For your safety, listening devices, earbuds, air pods, headphones and the like are to be removed and out of view in the hallways. Students should not have devices in ears, hanging from their bodies, bags, pockets, etc. Students with electronic devices, cell phones, and/or ear phones/buds/pods in view or use in hallways, or settings without permission, will be liable for disciplinary actions, including students who claim to be "on the way to lunch," or have early dismissal. Items will be confiscated for the remainder of the day if seen/heard in classes or hallways.

Students activating speakers, alarms, smart watches, or other devices found to be acting as a proxy, will be sanctioned as a cell phone violation, with confiscation and demerits.

Students should disconnect all cell devices or proxy devices from the O'Hara Wi-Fi.

Students are reminded that the O'Hara owned MacBook is not the student's property. Please refer to your agreement and the Responsible Use Policy.

1st Offense
- 5 Demerits (conduct grade reduced by 5 points)
- Device confiscated until the end of the school day (pick up with valid COHS ID)
- Public After School Detention

2nd Offense
- 10 Demerits (conduct grade reduced by 10 points)
- Device confiscated until the end of the school day (pick up with valid COHS ID)
- Saturday Detention

3rd Offense
- 15 Demerits (conduct grade reduced by 15 points)
- Device confiscated until the end of the school day (pick up with valid COHS ID)
- Saturday Detention
- Parent Conference
- Probation, and Behavioral Plan with restrictions from athletics, activities, events.

***Failure to hand-over an electronic device/phone will result in additional demerits, detentions and suspension for insubordination.** Any cell phone confiscated during the school day is subject to search. Disciplinary consequences may apply to content in the cell phone.*
***Electronic Devices found to be involved in a cheating situation hinders a student's academic integrity and in turn is a violation of the Academic Integrity and Responsible Use Policy.*
****COHS is not responsible for the loss of any hand held tech or ear listening devices.*

CHANGE OF ADDRESS / PHONE / EMAIL

Changes in address, phone numbers, and any other information occurring during the school year should be reported promptly, and in writing, to the Academic Affairs Office. Students should be exact in reporting all changes. Please be sure to indicate a change in the school district as new transportation arrangements may need to be made.

Changes in parish require a letter from the new pastor, acknowledging that the student is a registered and active member of the new parish. Students who are not Catholic and Catholic students who are not active members of a Roman Catholic parish pay a higher tuition rate.

CLASS RANK AND QUALITY POINTS

Class rank is determined by weighted Quality Point Average which gives greater "weight" to more difficult courses in the higher level of course. The weighting is accomplished by assigning quality points to each mark (first semester or final grade) according to the level of the course as outlined in the Quality Point Table. The student who ranks first in the class has the highest Quality Point Average (total quality points divided by total credits). Two types of class rank appear on the first semester and final report card.

Current Rank: Class rank based on a student's performance during the current year.
Cumulative Rank: Class rank based on a student's total performance over all years.

COLLEGE REPRESENTATIVES VISIT CARDINAL O'HARA

Representatives from colleges and universities make scheduled visits to Cardinal O'Hara to meet with students interested in their college or university. The visits will be published to the Cardinal O'Hara students who can reserve time to speak with these representatives and gain some personal knowledge of their college of choice. Students should check Naviance regularly for updates or visit Guidance to see which colleges are scheduled and to sign up to attend the visit.

CONSTANT CONTACT and SCHOOLMESSENGER

The school has a contract with Constant Contact and PowerSchool SchoolMessenger, which are voice and email alert systems, in order to communicate with families regarding weather or school emergencies. It is the responsibility of the parent to ensure that the school has up-to-date phone and email contact numbers for use with these systems. Updated information should be provided to the Academic Affairs Office.

CONTRABAND

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, which are a source of disturbance, any item which is a distraction, injurious to health, or which do not promote the common good. Among these are items forbidden by regulation, e.g. tech devices, speakers, drugs/alcohol, weapons/firearms, toy weapons of any kind including Orbeez guns and water guns, tobacco, vapes, oils, vape cartridges, items considered pornographic and anti-religious. These materials are subject to confiscation and testing when applicable and violators will receive appropriate penalties, or dismissal.

COURSE CHANGES

All courses and programs for the academic year are selected by the student and approved by parents during the Course Selection Period. For this reason, courses (including electives) are not changed, added or dropped at any time during the Academic School Year. In exceptional cases and for valid reasons the Assistant Principal for Academic Affairs permits limited roster changes the last week in August, that is, the week before Labor Day, if possible. The steps in the roster change process are meant to ensure that the change is really in the student's best interest, that individual class size and total teacher load are not compromised, and that a "domino effect" is not produced involving course changes or program changes in subjects other than the one requested. Therefore, requests for the following reasons are unacceptable:

- ✓ Dissatisfaction with a course/teacher/schedule
- ✓ Poor or undesired grades in a course
- ✓ Change of mind
- ✓ Desire for early dismissal/accommodation of a work schedule
- ✓ Desire for a different lunch or study period

Course change request forms must be completed and submitted with the $50 course change fee as soon as possible following the release of rosters. Forms can be found on the Academic page of the O'Hara website and must be submitted with all the necessary approvals by the published deadline. Once the school year begins students may not request a roster change after Friday, September 13. Roster changes will **not** be granted for any of the following reason:

- ✓ Not passing the subject or a grade is lowering a student's GPA.
- ✓ Desire to drop a course due to rigor, AP courses included.
- ✓ A student has earned enough credits to graduate and does not need the class.

Disclaimer: **The Administration of Cardinal O'Hara High School reserves the right to cancel any courses at any time due to lack of enrollment for that course or lack of teacher for that course.** The administration also reserves the right to merge two program offerings into one, if insufficient numbers of students enroll for a course or if qualified personnel are not available for the next school year. In the event of extended teacher absence, the administration may elect to provide online curriculum or provide online instruction.

COURSE OFFERINGS

Course offerings include complete academic programs for the college bound student, as well as vocational training through arrangements with available county vocational-technical schools. Course Catalog is available online at www.cohs.com. Registration takes place in mid-February for the following academic year.

CRITERIA FOR HONORS

The Honor Roll is determined by general average, and is independent of the tracks of the courses which the student is taking**. General averages of the first quarter grade, the second quarter, the third quarter grade, and the fourth quarter are not rounded up to meet the following criteria:**

1st Honors: 93.0 with no grade below 90
2nd Honors: 88.0 with no grade below 85

CYCLE

Cardinal O'Hara High School employs a six-day cycle in its academic calendar. School days are identified by the number 1 through 6. Thus, if Monday is Day 1, the following Monday is Day 6 (and Tuesday is Day 1). If the sequence of days is interrupted by a holiday or a weather cancellation, the sequence resumes with the next numerical day. This six-day academic cycle ensures that labs and classes which do not meet daily are never skipped.

DANCE AND EVENT REGULATIONS

Some of the dances held at O'Hara are "casual" dances. These dress regulations also apply to other school events such as The Dodge Ball Tournament. In light of current trends, the following guidelines apply to these "casual" dances or events.

• For the ladies, no tube tops, bikini tops, belly shirts, backless shirts, or halters;
• For everyone, no pajamas or bathing suits;
No backpacks, bags, or water bottles/drink containers
• Students are expected to behave in a respectful, appropriate manner.

The Formal Dress Guidelines apply to the Senior Snowball, Freshman and Sophomore Dance and both Proms. Males must wear formal mens' suits and shoes. Females must wear appropriate formal female attire and shoes.

- Prior approval is required for any questionable or on trend outfits.
- Students are expected to behave in a respectful, appropriate manner.

Students must have their valid O'Hara ID with them. Only O'Hara students are permitted to attend these events unless otherwise indicated. For events with guests, guests must produce a valid school ID or driver's license and the guest must be between the ages of 14 and 20. Students are not permitted to leave a dance early. O'Hara reserves the right to deny admission to or to send home any student who violates school rules or this policy.

PROMS, CLASS DANCES, and EVENTS

The following policies apply particularly to the Senior Prom, the Junior Prom, and the Freshman and Sophomore Dance and Events

- These policies apply to both the student and their date.
- Guests may not be over the age of 20 at the time of the event but at least 14 and must produce a valid school ID or driver's license.
- School administrations may write a prom policy for ticket sales and attendance which best fits the needs of their school and is consistent with the teachings and values of the Catholic Church. Schools may allow students from their school to purchase a single ticket for their particular class dance.
- For students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender. Students from outside the local school must have the guest approved by the local school. For approval by the local school, the guest must be of the opposite gender.
- The Archdiocesan Chancery does not dispense the students who are attending proms from the observance of Friday abstinence during Lent. Therefore, when preparations are being made for proms or other school events, this matter should be part of any consideration for the event;
- Students who are granted reduced tuition for financial reasons shall be permitted to participate fully in the activities of the school, including Proms, as long as the tuition payments that have been agreed upon are current;
- Students on disciplinary probation, or who are not current in their tuition payments, or who have not fulfilled other financial obligations to the school, or whose parents have not attended the mandatory parents meeting at school, are not permitted to attend these class dances. Students must be present for the entire school day (no late or early dismissals) on the scheduled day for any prom or class dance that they plan to attend. (this includes underclassmen dates);
- Any student placed on discipline probation at the time of the event is ineligible to attend proms and class dances. Any student not in good discipline standing, or owing service hours or detention time are ineligible for dances or other special events;
- A violation of the school rules involving alcohol or other drugs at any time during the school year may cause a student to be ineligible to attend any class dance or prom;
- The possession or use of alcohol or any controlled substance at the time of the prom or the dance is strictly forbidden. Severe disciplinary action will be taken, and authorities contacted, if this regulation is not adhered to. Parents should be extremely vigilant at the time of the prom or class dance so that alcoholic beverages are not made available in their homes to the students who will be attending the prom or class dance. If a student arrives under the influence or gives evidence of having used alcohol or used drugs, the parents of that student will be required to come to the event/prom and provide transportation home. If not, the student will be taken into local law enforcement custody. The student will be suspended while the situation is examined by the Administration of the school with the possible recommendation that the student be dismissed from O'Hara; a senior's baccalaureate and graduation will be affected;
- Students should not arrive at the prom later than one half hour after the announced time for the beginning of the prom or class dance. They may not leave until fifteen minutes before the announced time for the ending of the prom;
- Any student who was dismissed from Cardinal O'Hara High School or who left for disciplinary reasons in lieu of dismissal, is not permitted to attend O'Hara's athletics, activities, special events, proms or class dances
- All students must be present for school on the scheduled day for any prom or class dance they plan to attend. NO LATE ARRIVALS, or EARLY DISMISSALS WILL BE PERMITTED ON THE DAY OF ANY PROM OR CLASS DANCE FOR THOSE ATTENDING.
- Students who must attend summer school for attendance or discipline may not attend Prom.

DISCIPLINE/DISCIPLINE CODE

CONDUCT GRADE / DEMERITS / DETENTIONS

The conduct grade is calculated slightly differently than academic grades. For each demerit received point(s) will be deducted from a conduct grade of 100 points per quarter. The conduct grade will be renewed at the beginning of each quarter. It is the responsibility of the students to know where they stand academically, but also in meeting personal behavior expectations. Students should frequently check PowerSchool for demerit accumulations and the Student Services Office for detention assignments. A failure for a quarter will result in the student being placed on Discipline Probation (please see details on page 15). Failing multiple quarters in the same year may result in dismissal. A failure for the year will result in attendance at Discipline Summer School and a dismissal review.

PRIVATE DETENTION

Faculty and staff are encouraged to work with students who may exhibit behavior that does not meet classroom or school expectations. Students may be assigned alternative tasks such as service, written assignments, light duties, written work or private detention to remediate a problem. Failure to report to a private detention or fulfill an alternative task assignment will result in demerits, in addition to attending the

original private detention. Students should be given a 24 hour notice of the detention. A private detention may not exceed 40 minutes. Communication to the parent by the staff member will be sent.

DETENTION

At (10) ten demerits a student will serve a detention. The detentions will be held Monday, Wednesday and Fridays from 7 -7:40 AM and Tuesday and Thursdays from 2:30-3:10 PM. Failure to report to detention will result in the assignment of (5) five demerits and an automatic Saturday/alternative detention. Students report in full dress code for all detentions.

SATURDAY/Alternative AFTERSCHOOL DETENTION

At (15) fifteen demerits a student will serve a scheduled Saturday detention from 9-11:00 AM or an alternative after school detention from 2:30-4:30 PM. Students will be assessed a $10.00 fee for each Saturday or Alternative Detention. Students earning 31 or more demerits fail conduct for the quarter and will be placed on Discipline Probation (please see details on page 15). Communication will be sent home to be signed by a parent and returned to the Student Services Office. Failure to report to a Saturday detention will result in an additional 5 demerits and another Saturday detention with an additional $10 fee. Repeated failure to report to an assigned detention will result in suspension. Detention time left unserved may prohibit students from returning to COHS or from participation in social, athletics, and special events. Any unfulfilled detention time will be served in June during the Behavior Modification Program also known as Discipline Summer School. A fee is assessed for participation in the Discipline Summer School program.

DEMERIT TABLE

Infraction	**Primary Penalty** (additional penalties possible)
Actions Detrimental to COHS	35: possible dismissal
Distribution of any unauthorized items	30: possible dismissal and charges
Use of Alcohol/Drugs/Nicotine/Vape (THC)/Electronic Nicotine Paraphernalia/Possession	25-35: possible dismissal
Truancy/Leaving Campus	25
Responsible Use Policy	20-35: possible dismissal
Gross Disrespect/Insubordination	20
Physical Fighting	20-35: possible dismissal
Theft	20
Vandalism/Destruction	20
Mass Misconduct	5
Forgery/Misrepresentation	15
Class Cut (each period)	10
Defiance	10
Bus or Parking Lot Violation	10
Verbal Fighting	10
Shadowboxing/Tomfoolery	5
Class Disruption	5
Failure to Report	3-5
Dishonesty	5
Dress Down Violation	5; loss of dress down privileges
Electronic/Phone Device 1st Offense	5
Electronic/Phone Device 2nd Offense	10

Electronic/Phone Device 3rd Offense	15
Locker Violation	3
Out of Bounds	5-10
Parking Violation	5
Cafeteria Violation	3
Disobedience	3
Inappropriate Language	3
No Absence Card	3
Procedure Violation	3
Dress Code Violation/No I.D. (Must be Worn)	1
Food and/or Drink Outside of Cafeteria	1
Gum	1
Late to Class/School (Each Period)	1 for each period
Late to Homeroom	1

INFRACTIONS

The DEMERIT TABLE lists the most common infractions included; but not limited to what is available on PowerSchool. The Administration and Student Services Office reserves the right to administer sanctions for infractions that are not listed. If there is any question about the matter, the student or parent should first consult with the faculty/staff who issued the demerits, then with the Student Services Office.

Teachers may give written penalties and/or private detentions for classroom misbehavior or failure to follow classroom directions. **If demerits are issued for classroom infractions, the teacher must contact the student's parents.**

REVIEW BOARDS

Any student who violates the discipline code may be liable for a disciplinary review board. Depending on the student's overall discipline record or the seriousness of the incident prompting the board, the student's behavior will be reviewed by any combination of Administration, faculty and staff. A Discipline Review board is empowered to propose additional requirements and conditions intended to assist the student in successfully meeting the school discipline code. Review boards may recommend a student withdraw or dismissal of a student. The Administration will take all recommendations into serious consideration.

DISCIPLINE SANCTIONS

1. Ten (10) demerit accumulation within an Academic Quarter
   a. The student will attend one before/after school public detention.
2. Fifteen (15) demerit accumulation within an Academic Quarter
   a. A notice is sent to the student's parent(s) or guardian.
   b. The student will attend a Saturday/alternative detention or complete 2 hours of service.
   c. Quarter Failure Warning
3. Thirty (30) demerit accumulation within an Academic Quarter
   a. A notice is sent to the student's parent(s) or guardian.
   b. A conference via phone, video, or in person with the student's parent(s) or guardian is required.
   c. The student will serve a second Saturday/alternative detention or complete a second round of 2 hours of service. Upon accumulation of 31 demerits, a student will be placed on Probation, with limited athletic, activity, special event, dances and prom involvement. (see Discipline Probation below)
   d. Suspension review
   e. A 31 demerit accumulation is considered a failure for the quarter. (see Discipline Probation below)
4. Forty (40) demerit accumulation within an Academic Quarter
   a. A notice is sent to the student's parent(s) or guardian.
   b. The student will serve a third Saturday detention, or complete another set of service hours.
   c. A conference via phone, video, or in person with the student's parent(s) or guardian is required.
   d. Suspension review
   e. The student's probation will be reviewed, removal from athletic, activity, special event, dances and prom involvement.

DISCIPLINE PROBATION

Whenever a student accumulates 31 or more demerits within an Academic Quarter, or due to an incident, he/she will be placed immediately on Discipline Probation for a time established by the Administration. A probation agreement with an outlined success plan will be created. While on discipline probation the student will be withheld from participating in any school activity, event, athletic team, or attending school functions such as dances, proms, special events for two full weeks, including weekends during that span, or as outlined in his/her probation agreement and guidelines. Students on probation who attend one of these functions anyway will be issued demerits for defiance. Students failing discipline (conduct) at the end of a quarter will be placed on discipline probation to begin the following quarter. Students on discipline probation may try out but may not participate in any practices, games, rehearsals, or meetings during the discipline probation period. Please note that discipline probation is different from academic probation, which lasts the entire quarter.

Any student who fails discipline for the quarter/semester will be put on a discipline contract for the next quarter. If the student receives more than 15 demerits, they will be placed on discipline probation and will be ineligible for that quarter effective immediately.

S*tudents who do not complete the probation period due to the ending of the school year will attend Behavior Modification Program, and will remain on probation for a specified time during the next school year.*

At any time during the school year if any additional demerits are accrued as outlined in the Probation contract a student will be placed on a pre-dismissal contract, suspension, and will be liable for dismissal. Students returning to O'Hara on discipline probation will be subject to immediate dismissal if the student earns below 85 in conduct.

DISCIPLINE SUMMER SCHOOL

Any student who fails conduct for the year, 2 or more quarter failures in conduct, or students placed on probation after June 1, will be assigned to Discipline Summer School for Behavioral Remediation. This program is hosted by the Student Services Staff at the local school the week after school ends in June. The fee is $150. Students who fail to attend this summer program will not be permitted to return to Cardinal O'Hara. The Administration reserves the right to assign students to Discipline Summer School for any major infraction even if the student does not fail conduct for the year. Students returning after a conduct failure will return to school on a probation period. Students will be held to a ten (10) demerit limit. Sanctions will include, but not limited to, suspension, detention time, extended probation, and/or dismissal review.

DISCIPLINE SUSPENSION

Formal suspension is a serious disciplinary action taken by school officials against a student for major infractions or whenever a student accumulates a large number of demerits for minor violations. Suspension is a step towards dismissal. Parents will be notified of suspension immediately. A parent conference, in person or via phone will be required before a student will be readmitted to school.

While on suspension a student may not participate or attend any school sponsored, athletic or social event. The student may be referred to the Counseling Center as well.

DISCIPLINE OFF-CAMPUS

Depending upon circumstances, a particular judgment will be rendered and an appropriate penalty imposed upon students who:

1. Loiter on private property on the way to and from school.
2. Disturb other schools in session when Cardinal O'Hara has a free day or early dismissal.
3. Exhibit behavior (vaping, smoking, graffiti, fighting) which endangers the public safety on school district or public transportation.
4. Encourage or invite unauthorized visitors to the school at any time.
5. Hitch-hike, which is also prohibited by law.

The school does not permit or encourage post-prom parties. Such events may not be organized or funds collected in school at any time. Even though an event is not school sponsored, if the name of the school becomes involved, the school will demand accountability from the parties involved.
Any unlawful act which occurs either on school property or in the surrounding school community not only makes the student subject to penalties which the courts may prescribe, but also will result in suspension or dismissal from school.

a. Any student taking part in any unlawful act on or off campus or in any outside community is liable for suspension, expulsion, or both. Police will be notified.

b. If a student is presently attending or is applying for admission to Cardinal O'Hara and is under investigation, or found guilty of a juvenile or adult crime and it is reported to the school administration, the student is liable for dismissal from COHS or may be denied admission to COHS.

VIOLATIONS WITH AGGRAVATING CIRCUMSTANCES

Certain types of student behavior are beyond the norm of student behavior as covered by the school policies. These would include but not be limited to: violent behavior, terroristic threats (whether written, verbal or via computer, or other electronic device), thefts of large amounts of money or items, thefts from faculty or staff, public drunkenness or drug use at or associated with school activities or behavior outside of school that is scandalous to the reputation of the school. At the discretion of the administration, these types of behavior will result in dismissal from school and in certain situations the involvement of the police. In the event the student is retained, in addition to suspension, demerits and detentions, the student will be subject to administrative review and may also be subject to an immediate failure in conduct, discipline summer school, immediate removal from teams and extra-curricular activities, and no participation in special events, dances or proms. Additionally, students are subject to a behavior plan in order to return the school year following a discipline failure. If the student is a senior, he/she may lose the right to participate in graduation and baccalaureate ceremonies.

DRESS CODE

In this section you will find Dress Code regulations;

1. Archdiocese requirements
2. Local School (COHS) policies based on the Archdiocese of Philadelphia
3. Dress code for both genders
4. Warm weather, Spring/Fall options
5. Casual/Spirit Dress Days

As students of the Archdiocese of Philadelphia, Cardinal O'Hara students will follow and adhere to all general policies set forth by the Archdiocese and the local school.

ARCHDIOCESE OF PHILADELPHIA GENERAL DRESS CODE POLICIES

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform expresses not only traditional values of economy, neatness and practicality, but also our unity as a community of believers and learners. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance, pride in representing the student's school community, and pride in their being part of the Catholic school system. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community. Students are expected to be clean, well-groomed, and dressed appropriately at all times. Regulation school uniforms must be purchased through the official supplier of school uniforms for the Secondary School System, Flynn & O'Hara. Regulation shoes should be purchased from suppliers determined by the local school administration.

The administration at each local school is the final judge of adherence to or violations of the dress code and uniform policy.

1. Students must be in full uniform by 7:50 AM. When there is a need to change clothes for school activities or work, students must use designated areas, such as locker rooms or bathrooms.

2. Shirts and blouses must be tucked in, not worn outside the pants or skirts.

3. If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note from a parent or doctor to the Student Services Office. If the situation is long-term, a note must be on file from the doctor or parent. The Assistant

Principal for Student Services assigns the details of substitute dress.

4. Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor or parent. Examples of inappropriate substitute footwear include (but are not limited to): boots of any kind, sandals, flip-flops, shower shoes, slippers, and other casual shoes. Sneakers for gym class are worn only in the gym and only for the gym class itself.

5. Students in Physical Education class must wear the gym outfit determined by the teacher of the course.

6. In the case of field trips, spirit days, etc., the administration will determine the dress of the day for students.

7. Extreme hairstyles or hair dyes (including two-toned hair styles) are not permitted for any student, male or female. Gentlemen are not permitted to wear ponytails, mohawks, fauxhawks, or extravagant shaved designs. For gentlemen, hair is to be no longer than the top of the collar. Young ladies may not wear excessive jewelry or make-up.

8. No visible temporary or permanent tattoos are permitted on any student. All tattoos must be covered at all times. No visible body piercings are permitted on any student (except for earrings for the ladies). This includes, but is not limited to, piercing of the tongue, eyebrows, lips and/or nose.

9. A student who violates the dress or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected.

10. Students representing the school at official functions must wear the regulation uniform.

11. All female students must wear the regulation skirt. These can be no shorter than one to three inches above the knee. In addition to the skirts, ladies will wear an oxford cloth style blouse and a school sweater. Regulation shoes are to be worn with approved stockings, tights or knee highs. Only the top button of the blouse is to be unbuttoned.

12. Where and when permitted, in the fall and spring months, students may wear a short-sleeved oxford blouse or school approved polo. Knee highs may be worn instead of the stockings or tights. No sport socks of any kind are permitted. If a t-shirt is worn

under the polo shirt or blouse it is to be a **solid, white,** plain t-shirt with absolutely no printing, writing or pictures on it.

13. The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals or flip-flops are never permitted.

The following are additional dress regulations specific to Cardinal O'Hara:

MALE AND FEMALE STUDENTS

1. All students will follow the dress code regulations set forth by the Archdiocese of Philadelphia.

2. All students, even those with early dismissal, must maintain the proper dress within the school until the end of eighth period. Outerwear is to be kept in the student's locker.

3. All students will participate in a daily dress code check during homeroom each morning.

4. All clothing is expected to be clean, fit properly and be in good condition. Torn or damaged clothing must be repaired or replaced regardless of the amount of time remaining in the school year.

5. Full head coverings are not permitted (hats, scarves, bandanas, headbands). Religious exemptions must be approved by the principal yearly and require submission of a letter from the Imam on the mosque letterhead stating the student is a practicing Muslim in good standing in the mosque. If approved, the head covering must be solid color and must either be the school color (blue or red) or black.

6. There are to be no innovations to the uniform to alter or conform to current fashion.

7. Hair should be neat, clean and well groomed. Color must be one that is f**ound naturally on human beings.** No unusual, extreme styles, exaggerated fashions, colors, or styles may be worn. This includes fashionable styles that may cause a distraction in school. This determination is made by the administration. Students may be held out of school until remedied.

8. The school sweater or the grade level quarter zip are the only options to be worn during any season. Unless authorized by the administration, even Cardinal O'Hara logo sweatshirts, hoodies, team jackets, etc. are not to be worn with the school uniform.

9. Valid COHS I.D. and COHS lanyard should be visible around the student's neck at all times.

10. Only buttons earned for roles in O'Hara organizations may be worn on the lanyard. No others are permitted.

11. Students attending DCTS wear the O'Hara uniform while in attendance at O'Hara and then change into their DCTS uniform prior to leaving for their program.

12. Polo shirts may not be worn under the uniform sweater. The Oxford shirt must be worn under the uniform sweater.

MALE STUDENTS

1. Flynn & O'Hara solid khaki poly/cotton classic men's pants (NOT khaki jeans, cargo or "skinny", casual styles) with a conventional belt are required.

2. Oxford cloth shirts in solid light blue or white with the official O'Hara neck tie (or solid navy/cardinal ties) must be worn. The shirt must be tucked in at the waist so the belt shows. Only **a solid, white, plain t-shirt** (no graphics or writing) may be worn under the Oxford shirt. Long sleeve t-shirts may not be visible.

3. The official cardinal or navy school sweater or the grade level quarter zip must be worn during the designated times with the Oxford cloth shirt worn underneath.

4. **Males must be clean shaven.** This includes mustaches, goatees, beards, and long sideburns. Hair styles and length, including cultural variations, should not fall below the top of the shirt collar, nor be longer than 2 inches. Bangs should not restrict vision. Religious exemptions must be approved by the principal yearly and require submission of a letter from the Imam on the mosque letterhead stating the student is a practicing Muslim in good standing in the mosque. If approved, student must be close-shaven.

5. Required shoes are tan "dirty buc oxford shoes". **They must be properly laced, tied, and have unaltered backs.**

6. **Males may not wear earrings.**

FEMALE STUDENTS

1. Flynn & O'Hara women's solid khaki flat-front, mid-rise slacks or navy and red plaid wrap-around skirt **no shorter than three inches above the knee is required. Do not cut or alter the skirt or you may have to purchase a new one if it does not meet the requirements. Students may be held out of school until the requirement is met.**

2. Oxford cloth shirts in solid light blue or white must be worn. The shirt must be tucked in at the waist. Only a solid plain white t-shirt (no graphics or writing) may be worn under the oxford shirt. Long sleeve t-shirts may not be visible.

3. The official cardinal or navy school sweater or the grade level quarter zip must be worn during the designated times with the Oxford cloth shirt worn underneath.

4. Required shoes are tan "dirty buc oxford shoes". **They must be properly laced, tied, and have unaltered backs.**

5. Cardinal or dark blue tights must be worn or the school approved blue knee socks. NO ankle socks or leggings are permitted.

6. Earrings should be reasonable in size and design so as not to be a safety issue or distract from the educational environment..

7. Headbands must be modest in width and design. Scarves, bandanas or any full head coverings are not permitted.

8. Hair should be neat, clean and well groomed. Color must be one that is found naturally on human beings. No unusual, extreme styles, exaggerated fashions, colors, or styles may be worn. This includes fashionable styles that may cause a distraction in school. Bangs should not restrict vision. This determination is made by the administration.

9. Purses must be kept in backpacks and may not be carried on one's person inside of the building.

WARM WEATHER REGULATIONS

1. Warm weather regulations are in effect at the opening of school until October and from April until the end of the school year. The administration will announce specific dates.

2. The school sweater or the grade level quarter zip are NOT required in warm weather, but they are the **only acceptable options** to be worn during any season.

3. Both male and female students may wear the optional official Cardinal O'Hara blue or cardinal golf shirt in place of the oxford shirt during warmer weather. Short and long sleeve options exist. Long sleeves may be worn in place of the short sleeve, but DO NOT replace the winter Oxford cloth shirt. Only a solid, white, plain t-shirt (no graphics or writing) may be worn under the golf shirt.

4. Female students may wear navy or cardinal knee socks during the warm weather months. Peds, ankle socks, or athletic/crew socks are not permitted.

CASUAL DRESS/SPIRIT DAYS

Throughout the course of the year, casual/spirit attire will be permitted at times. The regulations will be set forth by the Office for Student Affairs. Clothing choices should reflect modesty and good taste. All clothing should be neat and clean. Students who do not comply with expectations will be liable for disciplinary action and/or the loss of privileges for future spirit days.

EDUCATIONAL/ACADEMIC INTEGRITY

One of the goals of Cardinal O'Hara is for students to live our mission: *Cardinal O'Hara High School provides formation of the whole person through a traditional Catholic education, rich in academic excellence and prepares students intellectually, socially, and spiritually for a future with Jesus Christ at the center of their lives.*

To accomplish this, a sense of moral integrity must exist. It is an expectation that an atmosphere of trust and integrity is developed among the school community. Violations of moral integrity will impede the development of trust and honesty in our school. It is for this reason that the faculty and administration require that students and their parents understand and agree to the terms by which academic integrity must be safeguarded.

Student Responsibilities:

• To work on all homework and long-term assignments independently, except in cases where the instructor has made it clear to the students that collaboration is permissible and necessary to complete the assignment.

• To learn, with the aid of a teacher, the meaning of plagiarism and how to properly cite sources when doing a researched assignment.

• To learn, with the aid of a teacher, the purpose of artificial intelligence and its place in the work world, and to only utilize it according to guidelines established by the teacher.

Student Responsible Use:
• Respect Intellectual Property: Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.

• Artificial Intelligence: A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. *If a teacher cannot supervise use, the students are still expected to follow all usage guidelines.* Without permission, students are prohibited from utilizing AI software tools such as, but not limited, to ChatGPT, Google Gemini, and MS Co-Pilot for any academic or assessment-related purposes. This includes but is not limited to completing assignments, quizzes, or exams. The unauthorized use of AI programs to complete school assignments, or even generate ideas or polish grammar or structure, is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use any AI program to create materials and submit them as their own original work. AI detectors will be used to determine if any violations occur. If found by more than one AI detector, the students will receive the sanctions listed below.

Academic Cheating: Cheating is defined as violating the academic rules of Cardinal O'Hara with the intention to deceive or gain something in a dishonest manner. It includes, but is not limited to, the following:

- Attempting to copy or copying answers from another student's test or quiz.
- Allowing another student to copy answers from a test or quiz.
- Communicating answers orally during a test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Sharing answers electronically (email, chat, etc.) while working on the assignment/assessment.
- Using unauthorized notes and/or any other unauthorized materials during a test or quiz.
- Receiving information about test or quiz questions/answers before a test or quiz without the permission of the teacher.
- Attempting to copy or copying the homework of another student and submitting it as one's own.
- Working with other students or with written material in take-home assignments unless permitted by the teacher.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work.
- Using a cell phone or electronic device.
    - Failure to hand-over an electronic device/phone will result in demerits, which may lead to detentions and suspension for insubordination. Any cell phone confiscated during the school day is subject to search. Disciplinary consequences may apply to content in the cell phone.
    - Electronic Devices found to be involved in a cheating situation hinders a student's academic integrity and in turn is a violation of the Academic Integrity and Responsible Use Policy.
    - COHS is not responsible for the loss of any hand held tech or ear listening devices.

Plagiarism: Plagiarism is when the student presents ideas or words that are not his/her own. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part of or all of another person's work and presenting it as one's own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying parts of a text without crediting sources.
- Utilizing AI and submitting as one's own work.
- Failure to submit to plagiarism detection software, including but not limited to, TurnItIn.

Sanctions:

a. Students caught violating the academic integrity policy on a major assessment will be required to resubmit the work or an alternative assignment or retake the exam within 24-48 hours for a maximum possible score of 50% of the assessment total. The teacher will communicate to students whether it will be 24 or 48 hours. The teacher will document in the demerit field in Powerschool that an incident of academic dishonesty has occurred, although no demerits will be awarded.
b. Students caught violating the academic integrity policy on a minor assessment will receive a zero (0) for the assessment. The teacher will document in the demerit field in Powerschool that an incident of academic dishonesty has occurred, although no demerits will be awarded.
c. Second violations will result in a 0 for the assignment/assessment with no possibility of resubmission.

ELEVATOR

Riding the school elevator is a privilege extended to students because of illness, injury or other extenuating circumstances. No student is to ride the elevator without explicit authorization from either faculty or administration. Students are permitted to use the elevator during times of physical need with written permission from OSS. No student should be in the elevator without permission. Students with an elevator pass, due to injury, may leave classes two (2) minutes early to avoid crowded hallways. Students found occupying the elevator without permission will be liable for demerits and detentions.

EMAIL

Students must check their school email regularly, at least twice a day. Notifications and information will be sent to students regularly via email and students are responsible for the information provided in those communications.

EMERGENCY SCHOOL CLOSINGS

Although an Archdiocesan school, O'Hara is NOT included in the blanket announcement made by media outlets: "All Philadelphia Public and Archdiocesan Schools"; this announcement pertains to the CITY SCHOOLS ONLY.

If weather conditions appear serious enough to cause school to be closed or to open late, please observe the following:

- Check the banner on www.cohs.com.
- Check your School Email, Instagram, and Facebook for a message from Cardinal O'Hara.

Due to the dependence of so many O'Hara students on bus transportation from the local school districts**, it is essential that students utilize the code number of their school district** concerning transportation.

If the **public school district** is opening one or two hours late, all bus runs usually operate one or two hours later than the regularly scheduled time.

If the public school district closes, bus transportation is usually **NOT** available. If the district does not provide transportation due to weather, every effort must be made to bring students to school.

If O'Hara is open, even if it is opening one or two hours late, faculty, staff, and students will have access to the building by 7:15 AM. Adjusted bell schedules will be announced in homeroom.
For reference, school district closing numbers are as follows:

451	Chester-Upland	542	Rose-Tree Media
458	Chichester	526	Springfield
855	Great Valley	464	S.E. Delco
455	Haverford	854	Tredyffrin
450	Interboro	452	Upper Darby
302	Lower Merion	307	Upper Merion
454	Marple-Newtown	469	Vo-Tech
456	Penn-Delco	460	Wallingford-Swarth
457	Radnor	851	West Chester
453	Ridley	467	William Penn

We receive a certain number of requests from parents to have their students leave early on "bad weather" days. We will dismiss students on these days only when their school district bus arrives to transport them home. For your children's safety, please do not permit them to drive to school on days when the weather forecast calls for inclement weather. School bus transportation is the safest choice.

Please instruct and practice driving with your student in inclement weather. Provide proper clearing tools, safety items and educate the young driver on laws in reference to clearing the vehicle.

FAILURES AND SUMMER SCHOOL

A failure for the school year means that the average of the first and second semester grades is below 70.

Seniors with any failures for the year must successfully make up those failures in order to receive the diploma; this applies even if the failure was in an elective. Students who fail even one class shall be excluded from the graduation exercises.

Underclassmen with any failures for the year must successfully make up those failures within the Summer School window (typically 60 days) in order to return to O'Hara the following September.

Students with excessive absences do not successfully complete the school year until they make up the time they have missed in ***Discipline Summer School***; this applies even if the student has no academic failures. Any student returning to Cardinal O'Hara after a year of excessive absences will be placed on a probation period upon the student's return in September. Seniors with excessive absences will not be permitted to participate in graduation exercises.

Students with a conduct failure and who are not dismissed will attend the Behavior Modification Program. The fee for disciplinary summer school is $150; students who do not complete this summer program may not return to O'Hara. Students returning after a conduct failure will be placed on a probation period upon the student's return in September.

FIELD TRIPS

Students must be present every day the week of a school-sponsored trip in order to attend the trip. Trip fees may not be able to be refunded. Students may not attend more than one school-sponsored event per week. Participation in field trips may be denied based on number of absences, grades, and/or behavior. All school rules apply while students are on a field trip. Luggage/bags of students attending overnight trips will be searched by school officials.

GRADING AND REPORTS

The highest report card grade that can be given is 100; the lowest is 70; and the lowest "recorded" failing grade is 60. Reports to parents and pastors are issued four times each school year electronically; November, February, April, and June. Parents receive progress reports with comments from each teacher in October. Warnings of unsatisfactory work may be sent at the discretion of the teacher whenever necessary; the suggested dates are given in the calendar. When a failure does occur at the end of any marking period, there must be contact between parents and teacher.

The quarter grade is determined by the teacher and, depending on the academic discipline, may include major tests, quizzes, term papers, homework,

classroom participation, portfolio assessment, and group/individual projects. At least three major assessments must be included in the quarter grade; these major marks should be distributed over the quarter and returned to the student in a timely fashion so that the student is aware of his or her progress.

The semester grade consists of a "pure average" of the two quarter grades.

The final grade is the calculation of two semester grades (weighted at 45% percent each) and a final assessment (weighted at 10%). Final assessments are mandatory for all students unless exempted by the instructor. The final grade determines whether the student has passed or failed the course. Only semester grades and the final grade appear on the permanent record. The first and third quarter grades are meant to be progress reports to the students and their parents.

GRADUATION

Participation in the commencement exercises in an Archdiocesan high school is a privilege, not a right. Only those who have completed all of the requirements for a diploma may be considered for participation in graduation exercises. Students shall be excluded from the graduation exercises and denied a diploma for:

1. A scholastic failure in the program of studies;
2. A discipline failure or a major breach in the school's disciplinary code;
3. A violation of the school's policy concerning alcohol or other drugs at the prom;
4. A failure to fulfill financial obligations to the school (tuition, senior fees, school fees, etc.);
5. Excessive absence;
6. Failure to participate in class retreat.

Students are required to attend both the Baccalaureate Mass and Graduation Ceremony.

GRADUATION SPEAKERS

Beginning with the class of 2029, the top 10 students in the graduating class will be invited to apply to give the valedictory, salutatory and/or academic honors convocation speech. Students will submit a speech for consideration and must deliver the speech before a faculty selection committee.

GROUP TRAVEL AND STUDY

The school system takes no official position of encouraging or discouraging programs for student travel outside the school year nor does it evaluate the various agencies offering travel and study opportunities. Cardinal O'Hara will consider any such programs/organized trips with OCE approval.

The following regulations concerning travel and study programs are in effect in all archdiocesan high schools:

1. No archdiocesan high school, no department, no teacher, or extra-curricular activity of an archdiocesan high school or a school-related organization may sponsor, organize, or conduct as part of their position as an archdiocesan employee a travel study program for students or for teachers on its own or in conjunction with another sponsoring school or groups during the summer. Archdiocesan employees are not prohibited from obtaining positions with other agencies that conduct such trips but those trips are not associated with Cardinal O'Hara High School or the Archdiocese of Philadelphia in any way.

2. Neither O'Hara nor the Secondary School System assumes responsibility or liability of any kind for any students or faculty members who participate in such a program.

GUIDANCE/COUNSELING and CAREER CENTER

The Counseling Center staff is available to assist students and to aid parents and the school's professional staff in their efforts to help students. Services offered at the school include personal counseling, college and career guidance, course selection advisement and assistance with academic and disciplinary difficulties.

Counselor assignments are published and distributed to all students during the first week of school. Each student is assigned a specific counselor.

A student may request an appointment with a counselor by completing an appointment card available in the Counseling Center. Parents who wish to make an appointment are requested to contact the counselor directly or to leave a message with the Counseling Center administrative assistant.

In general, the Counseling Center is staffed from 7:30 AM to 3:00 PM although specific counselors are available only at certain times during the day. Emergency requests by students are always handled immediately.

GUIDANCE STAFF

Director (Full Time)	Mrs. Linda Graney
Counselor (Full Time)	Mrs. Christine Tickman
Counselor (Full Time) (DCIU Staff)	Mr. Frank Izzi
Counselor (Part Time)	Mrs. Kathie Collins
Math Specialist (DCIU Staff) (Part Time)	Mrs. Kelly Schwartz
Reading Specialist (DCIU Staff) (Part Time)	Ms. Tina Fox
Psychologist (DCIU Staff) (Part Time)	Dr. Terri Erbacher, PhD
Administrative Assistant/Scholarship Coordinator	Mrs. Nina Bowdler

CAREER CENTER

The center has available detailed information on careers, colleges, schools, scholarships and other post secondary school opportunities. The information is housed in a computer database of college, career and scholarship information. Every junior has the opportunity to attend a seminar which explains the use of materials available.

COLLEGE APPLICATION PROCESS

The **Counseling Center** assists students and parents with the college application process. Questions concerning financial aid forms, SAT registration, forwarding of transcripts, etc. should be directed to the Counseling Center.

GYMS / WEIGHT ROOM

Students may use the gyms/weight room only when the faculty/staff or the coaching staff is present to supervise. Permission to use the facilities for events other than practices or games must be granted in advance by the Athletic Director. Gym shoes or sneakers must be worn when using the gym facilities. Take proper care of the gyms and gym equipment. The facility should be left exactly as found.

HALL PASSES

Hall passes in the form of SmartPasses are required by students traveling through the building during class periods. With teacher permission, students must create a SmartPass and leave the pass on the laptop displayed towards their teacher prior to leaving the classroom. Any student walking the halls without an active pass will be considered out of bounds. Due to loss of academic instruction, students are encouraged to remain in class at all times and avoid leaving class for any reason, except when being called by an office.

HARASSMENT / BULLYING PROHIBITED

Harassment in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal, or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member, or anyone within the school community, is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.
Sexual harassment can result from unwanted sexual attention, sexual advances, comments, or requests for sexual favors. Examples include:

1. Threatening adverse action if sexual favors are not granted;
2. Promising preferential treatment in exchange for sexual favors;
3. Unwanted physical contact;
4. Pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, or sexually or explicit language;
5. Display of sexually suggestive objects or pictures;
6. Unwanted notes, emails, or other communications that are sexually suggestive.

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

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

Cardinal O'Hara High School prohibits bullying. Our bullying policy is adapted from the School Bullying Prevention Act of the state of Pennsylvania which states:
"Bullying means any intentional written, electronic, verbal or physical act or actions against another person that a reasonable person under the circumstances should know will have the effect of:

- Placing a person in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
- Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target;
- Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities, or benefits;
- Substantially disrupting the orderly operation of the school; school setting shall mean in the school or on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school;
- Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person." (State of Pennsylvania, 2007)

All allegations of harassment or bullying will be investigated and in as confidential a manner as possible.

HEALTH ROOM

If a student becomes ill during the day, he/she should report directly to the nurse with permission and an approved SmartPass from the classroom teacher/ office. If the Health Room is closed, the student should report to the Office for Student Services. Upon entering the Health Room, the student log should be signed with date and time. When the student returns to class, the student will give the teacher a signed pass from the nurse. If a student is sent home by the nurse, he/she must give the pass to the Attendance Office.

Under no circumstances are students to contact parents on electronic devices during the school day for transportation due to illness. The nurse will judge if a student is to be sent home and will contact the parents or guardian directly.

PHYSICALS

• Cardinal O'Hara High School requires a physical examination, including all immunizations, for all new students to O'Hara and all eleventh graders. Physical forms are due the first day of school.
• Physical forms for athletic participation are required by the PIAA Association and are different from the school physical requirements. These forms are obtained in the Athletic Office.
• Please keep the school nurse informed of any medical changes, treatments, or immunizations that your child has received so that his/her health record is current. Up-to-date information is essential in all emergency situations.

Immunizations

Proof of immunization means a written record showing the dates (month, day, and year) your child was immunized. Cardinal O'Hara does not honor exemptions for required immunizations.

MEDICATIONS

The only medications that are on hand in the Health Room for students are Acetaminophen (Tylenol), Ibuprofen (Advil/Motrin), and Tums. Parental permission must be given before any of these medications can be administered.
Over-the-counter medication, other than the ones mentioned above, along with prescription medications, will not be administered in school without specific orders from a physician and a parental signature.

Students are not permitted to carry or self-administer any medication, even over-the-counter medications, without written permission.

For students who have medication that they self-administer (insulin, inhalers, epi-pen, etc.), the following still applies. It must also be noted by the physician that the student is to self-administer the medication according to all details that follow. The Medication Administration Form must be completed and should accompany the prescription to be kept on file in the Health Office for the current school year. Medication should be brought to the school nurse in the original container which includes the following information on the label: student's name, date prescription was filled, medication name, time and dosage to be administered, and name of the prescribing physician.

Each school year the medical documents must be updated with the Nurse and Attendance Officer. In some cases updates will be requested at the beginning of the new semester.

At the end of the school year, remaining medications should be picked up before the last day of school; otherwise they will be destroyed in the presence of a school administrator.
Please notify the school nurse of any medication changes.

ALLERGIES / ASTHMA / DIABETES

All students who have asthma and/or allergies, either mild or severe, have the option of keeping a back-up inhaler and/or epi-pen in the Health Office. This is advisable because students might get separated from their medications. This can happen even to the most responsible student. If you wish to have an extra inhaler and/or epi-pen in the Health Office in case of an emergency, please turn in the proper paperwork and medication to the school nurse.

Diabetics should also have extra supplies in school just in case the student runs out or is separated from his/her supplies. Please contact the school nurse to discuss this individually.
Parents whose child has specific health concerns are advised to schedule an appointment or phone conversation with the school nurse before the start of school.

Concussions

Students who incur a concussion should be formally diagnosed by a licensed medical doctor. If the doctor provides restrictions as a result of their assessment, a copy of those accommodations should be provided to the Office of Academic Affairs. Students with concussions who have academic restrictions may not participate in any sports or activities until cleared academically. The guidance counselor will work with the student and the teacher to schedule any missed assessments once the student is cleared. Families must send medical updates as received from the provider.

I.D. CARDS

The Student Services Office has responsibility for preparing and issuing I.D. cards to students. The I.D. card must be worn at all times on the official, designated COHS lanyard. The I.D. and lanyard are to be worn around the neck all day as a part of the school uniform for the entire day. The card and lanyard must be visible. A lost I.D. card or lanyard must be replaced. The replacement cost for the I.D. is $10.00, $5 for the lanyard.

I.D. cards are not transferable. **Presenting another student's I.D. card or an outdated card as your own is misrepresentation/dishonesty**. Having the I.D., but not visible leaves a student liable for demerit sanctions.

LEAVING SCHOOL PROPERTY

Cardinal O'Hara High School maintains a closed campus. Students are not permitted to leave the school property from the time they arrive in the morning until they are officially dismissed at the end of the school day. Students with early dismissal should leave the school grounds promptly and not loiter in the halls or parking lot. Leaving the school campus, without permission, is considered truancy and will be sanctioned appropriately.

LOCK DOWN

In the event of perceived danger, an immediate lock down will be initiated by the Administration. Directives will be given to the student body depending on the circumstance. Should a lock down occur, no one would be permitted to enter or exit the building until the situation has been resolved. Students will be directed to stay off electronics. Please understand that our support staff will be working diligently to secure the building. The answering of office phones, and emails will not be a priority. Families are asked to cooperate with local law enforcement and remain at a distance until all protocols are lifted.

LOCKS / LOCKERS

The Student Services Office assigns each student a locker. Incoming students are given a combination lock; this lock is used by the student for all four years. Any student who loses this lock must purchase another school sanctioned lock at a cost of $10.00. Other locks will be removed by school staff and the locker will be bolted. This is considered a locker violation. The locker will be accessible once an official school lock is purchased.

Any locker without a school lock will be presumed as not in use and will be bolted by school staff. Lockers being used without an official lock are considered a locker violation.

Lockers should remain secured at all times. All outerwear should remain in the locker until dismissal. Students are forbidden to share lockers, use unassigned lockers, or exchange combinations. The school is not responsible for articles lost in school, especially when students share lockers or exchange combinations.

The administration possesses the legal right to search a student's locker, its contents, and/or a student's personal belongings. This right is necessary for the good order of the school.

Any damage to a locker is to be reported to the Student Services Office. If it is judged that the damage is due to misuse of the locker, the student to whom the locker is assigned is responsible for the cost of repairs or replacement.

No food or beverages should be left overnight in lockers. Students are responsible to clean out lockers in December and June.

Students are not permitted at their lockers during class periods unless they have a hall pass. Stopping at lockers will not be an accepted reason for lateness.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society is an organization which promotes the qualities of leadership, character, scholarship, and service. In order to recognize and to promote these qualities in the students at Cardinal O'Hara High School, the **NHS** Faculty Council invites those juniors and seniors in the top 20% of their respective classes to apply for membership. The application considers student activities, demonstrated leadership and service, and faculty recommendations. The NHS Faculty Council reviews the applications in search of students who best exemplify the qualities of character, scholarship, leadership, and service. The NHS is involved with activities that are based on national standards. Students provide a peer tutoring program to help other students who need assistance with class work. Members participate in additional service activities as well and must meet a minimum number of hours per semester in order to maintain membership.

Once inducted into the **NHS**, the student must meet the following criteria to retain membership:

1. Student must receive at least second honors for each quarter;
2. Student must maintain track level unless teacher recommends change;
3. The student's conduct mark cannot fall below 90;
4. The student must give a minimum of fifteen hours of service each semester;
5. Members must perform mandatory service even if the required hours have been completed;

These are just some of the **NHS** by-laws. Complete by-laws are on file in the **NHS** office.

NAVIANCE

Cardinal O'Hara has subscribed to Naviance, a web-based college search and planning tool that allows students and families to investigate, research, track and plan for the college admission process. Students can search for scholarships, explore careers, take interest inventories, investigate their learning style and ultimately apply to college. College visit information is also available in Naviance.

PARENT-STUDENT-TEACHER MEETINGS

Each year an obligatory meeting is scheduled for senior parents to meet with members of the school administration. Students may be prohibited from participating in certain activities if their parents have not attended an obligatory meeting.

Back-to-School night is also scheduled for all classes early in the school year. During this night, parents have the option to follow their students' rosters for an abbreviated "school day" and meet each of their teachers.

Parents have the opportunity to meet with teachers and discuss their students' academic progress at scheduled meetings following the first quarter and the first semester. Parents/guardians may contact a teacher at any time to schedule an individual meeting during the teacher's free period during the school day.

PERSONAL PROPERTY

Students are responsible for their books, clothes, electronics, and other personal property. The school assumes no responsibility in this regard. All items should be marked clearly and indelibly with the student's name. When using the gym locker rooms, students are to lock all valuables in the lockers provided for that purpose. Any books, school bags, etc. that have inappropriate or suggestive writing will be confiscated.

PREGNANCY

As a Catholic high school, Cardinal O'Hara teaches that pre-marital sex is a sin; that full sexual expression is appropriate only within the context of marriage of a man and woman; that a pregnancy outside of marriage is often an injustice to the child who has been conceived without the promise of a secure and stable family environment in which to grow; and that abortion is murder.

The Ministry Office and the Counseling Center have caring staff members available to help individuals deal with problems in this area, and these resources should be contacted before any irrevocable decisions are made. The school's efforts include pastoral counseling and assistance for any student who becomes pregnant. Every support will be given to assist a student who wishes to deliver her child, but deliberate and willful abortion makes a student liable for expulsion.

If a student becomes pregnant, the school should keep on file a letter from her physician indicating the length of time she may remain in school. However, each case must be evaluated individually, and the principal retains the right to decide that it is in the student's best interest to leave the school on a date earlier than that suggested by her physician. The school may also insist on pastoral, pre-natal, and motherhood counseling.

The Academic Affairs Office coordinates a pregnant girl's academic program after she leaves the school. This involves a program of independent study with specific assignments and due dates; in effect, the Academic Affairs Office provides a liaison with the student's teachers, who provide her work and evaluate it. The goal is to allow the student to continue progressing academically. When the student returns, the principal must determine, in consultation with the Assistant Principal for Academic Affairs, whether the student has completed the independent work adequate for readmission and credit toward graduation.

Because of the seriousness of the matter and the need for confidentiality, the principal is to handle personally cases involving abortion-either a student who has procured an abortion, or one who has assisted another in procuring an abortion. Information relative to abortion is to be given directly to the principal, and not to other members of the school community. The principal will meet with the student and his or her parents, and

take whatever other steps are necessary to determine the circumstances. Referral will be made to an appropriate support service. Christian compassion and forgiveness must be exercised; but public scandal, the student's refusal or failure to participate in counseling, or other circumstances may warrant expulsion.

PUBLICITY

To promote and market our school and school events, contact with the media may occur. Many times this contact takes the form of an interview, press release, picture, or web site posting. These materials may include, but are not limited to, the school yearbook, newspaper, video productions, advertising material, student accomplishments and/or external publicity. The school assumes the unqualified right to use these materials in an appropriate manner. Students and parents should be aware of this policy and accept its conditions.

RELEASE OF RECORDS

Parents/Guardians requesting a release of records to another educational institution must sign a release of records for and bring the student's financial account up-to-date. Students with delinquent tuition accounts, as well as unreturned school books and/or unpaid equipment fees will not receive transcripts for transfer to another high school and/or college admission. In addition, diplomas, final report cards and rosters for a new school year will be retained until all financial responsibilities have been satisfied.

REPORT CARDS

Report cards are processed electronically four times a year. In addition to grades, the report cards provide an opportunity for teacher comments; the report also contains the student's absence, lateness and conduct history. Report cards are emailed in November, February, and April with final report cards emailed to the parents at the end of June, if all financial obligations have been met. Please be sure to keep your email address updated with the school.

SCHOOL PICTURES

Students must be present all day on the day of their club pictures. Students arriving late will not be included in the club picture. Senior portraits must be scheduled on non-school times at the photography site per Archdiocesan policy.

SMOKING / TOBACCO / VAPES

In accordance with the legal code of the Commonwealth of Pennsylvania, smoking, chewing, dipping, vaping of any substance is not permitted within the school building or on school property, before, during or after school, including evening and weekend functions. Any student in possession, but not limited to, vapes or tobacco products, including pipes, papers, zyns, tins, matches, device chargers, cartridges, oils, e-cigarettes and lighters, will, as will any student in his/her company, be charged with the appropriate sanction listed in violations. This includes those students in the area while the violation is taking place, those who serve as "lookouts" or warn other students that a faculty member or administrator is approaching. All articles will be confiscated and tested. Consequences will be rendered based on all testing results. Alarms and wands may be used by the school to assist in detection. Students suspected of or found in the vicinity of an alarm will have their bags searched, will be asked to empty their pockets, and will be wanded.

Violators of the Smoking/Tobacco/Vape rule are suspended and required to schedule a parent conference, obtain testing by an authorized facility within 24 hours at the cost of the family, and seek outside counseling/education. Anyone not tested within 24 hours will be presumed positive. Any diluted or non-negative results will be presumed positive as well. Multiple violations of this rule may result in dismissal. Sanctions may be given to students acting as COHS students, on campus, off, visible in uniform or displaying any attachment to COHS.

STANDARDIZED TESTING (SAT, AP, PSAT, Performance Series etc.)

The SAT (Scholastic Aptitude Test) is administered at the school on seven Saturdays during the school year. Testing dates and registration deadlines are published in the school calendar. Announcements are made at school during the week preceding the registration deadline. Since registration as a stand-by is both time-consuming and expensive, students are encouraged to meet regular deadlines. In completing applications for the SAT's, etc. the student is asked for the high school's College Entrance Examination Board (CEEB) code; O'Hara's code is **394657**.

Advanced Placement Examinations are administered in May. The Academic Affairs Office and the individual academic departments together coordinate and administer the AP exams. Every student enrolled in an AP course is required to take the AP exam in that subject. Registration procedures are announced at school and the dates for the AP testing are posted by the College Board in the prior spring. Students must take the AP Exam on the College Board-scheduled date or fail the course. Only hospitalizations will be considered for exceptions to this rule.

Juniors and Sophomores take the PSAT/NMSQT and the Freshmen take the PSAT 8/9 during the school day that is scheduled specifically for this test. Cardinal O'Hara requires all students in those grade levels who attend school that day to take the PSAT regardless of their scores on the SAT/ACT, commitment status to college, or any other reason. Cardinal O'Hara values its partnership with the College Board and follows its testing guidelines so as not to jeopardize that partnership. As a result, all students in the building on the PSAT testing day are required to take the PSAT and any student who arrives after the actual test starts (8:15 AM) will be refused entry and sent home. Just a reminder that students who do not attend school are not permitted to participate in extracurricular activities, including sports, clubs, dances, etc.

Our students also take the Renaissance Testing in Math and English on days set aside for that purpose. The Renaissance Testing is part of a web-based, computer-adaptive assessment system. It is taken online three times per school year and provides diagnostic information about your student'sprogress. At the end of the school year, students also participate in the Illuminate DnA testing, a cumulative test designed to measure the academic growth for the entire school year. These tests are part of the standardized testing program of the School System of the Archdiocese of Philadelphia. At O'Hara this test is coordinated by the Academic Affairs Office. The results of the test, together with information to assist in interpreting the results, are returned to the students by their teachers.

STUDENT COUNCIL

The Student Council serves to better the learning conditions and the active communication within the school by helping to organize and maintain the students' representative involvement in the school's policies, affairs and activities.

The Student Council consists of elected members: 21 Seniors, 15 Juniors, 15 Sophomores, and 15 Freshmen.

There are six officers of the Student Council: President, Vice President, Secretary, Chief of Staff, Communications Director, and Equity Officer. The officers are elected in a 2 tier process. Officer candidates run in a primary election. The Junior class votes in the primary with the top vote recipients becoming the new executive board. These students then campaign in the general election. The Freshman, Sophomore, and Junior classes vote in this election to determine the Presidency and the other executive offices.

The Executive Board consists of the Officers, and two representatives each from the Junior, Sophomore and Freshman classes.

The elections for the Senior, Junior and Sophomore representatives take place in the Spring while the Freshman elections take place in the late Fall. Among the general membership requirements are:

1. Participation in general membership and committee meetings and council related functions.

2. Maintaining a 90.0 average in Academics and Discipline.

STUDY HALL

Students with a silent study period on their rosters must report to the assigned study hall on time and follow the rules for that area as directed by the teacher.

Study halls are assigned last during the course scheduling process and are assigned during the open period in a student's schedule. Students assigned an 8th period study hall may request early release. Early release cannot be requested during course selection. Only students assigned an 8th period study hall may request early release. Students with early release must leave the school premises immediately after 7th period and may not return to the school campus until after dismissal.

Students may not have more than one study hall period in any given year.

TECHNOLOGY

Please note that all policies regarding technology apply to both in and out of school use.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2025

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

TECHNOLOGY USE GUIDELINES

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

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law.

Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringe claims.

Responsible Use of School Utilized Hardware/Devices: All AoP users are responsible for the general care of school utilized hardware, devices and peripherals.

Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may fu define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

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

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

- **School created teacher web pages, school-issued email and/or school phone number**
- **Teacher created, educationally focused websites**
- **Student Information System and Learning Management System**
- **Remind Communication app – or similar i.e. Class Dojo, Seesaw**

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

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

Digital Security: Digital security must be at the forefront of every user's mindset.

All users should always enable the highest level of account security offered.

Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or fac may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

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

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

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as but not limited to ChatGPT, Google Gemini, and MS Co-Pilot for any academ assessment-related purposes. This includes but is not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or schoo administrator explicitly gives permission and supervises its use.

The unauthorized use of AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users w not use any AI program to create materials and submit them as their own original work.

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

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

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

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

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

• Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Educa Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, ra solely for educational purposes.

• This Responsible Use Policy applies to students using either school issued or personal devices.
• Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further stud responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

• All users should forward any suspect phishing or malware emails to: cotech@cohs.com

• Do NOT click on any embedded links contained within a suspect email.

• Do NOT download or open any attachments included with any suspect email.

• Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO / VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities. This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

● Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.

● Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.

● Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidde

● Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

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

Consequences of Violation

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

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

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

• Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.

• Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.

• Users must not use obscene, profane, lewd, vulgar, rude or threatening language.

• Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator any other member of the school community or school connected organization.

• Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo withou express permission of that individual and of the principal.

• Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as the school administrator.

• Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspot

• Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the us not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scop

regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of servi and forged routing information for malicious purposes.

• Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal job/du

• Circumventing user authentication or security of any host, network or account.

• Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.

• The use of any other login credentials other than those assigned to that specific user.

• Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

• Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

• Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.

• Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

• Breach confidentiality obligations of all school community members.

• At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any ot personal information for any student, family or staff member.

• Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.

• Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

• Attempt to modify software and/or hardware configurations on a school utilized device without proper permission and direction.

• Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.

• Load personal software onto a school device or school-issued device without proper permission or direction.

• Attempt to make repairs to school issued devices without proper permission and direction.

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

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

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expre or implied.

Usage of Social Media

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

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

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

● Examples:

○ Posting teacher's personal information - such as their personal email address, personal phone number or address.

○ Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy otherwise negatively impact any individual.

○ Manipulating or editing a teacher or student's photo in an inappropriate manner.

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

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

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

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

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

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization.

Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adul moderators.

In regards to student athletes and coaches:

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

Esports/Gaming Clubs

Esports — "electronic sports" — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is ga participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for studen interested in playing esports at the collegiate level.

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

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

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

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

Some examples of popular esports games include: (The following are examples only, and their appearance here should not be considered as approval or endorsement.)

		School Level
Call of Duty (COD)	**Mature (17+)**	**Secondary**
Counter-Strike: Global Offensive (CS:GO)	**Mature (17+)**	**Secondary**

Defense of the Ancients (DOTA) and DOTA 2	**Teen**	**Secondary**
Fortnite	**Teen**	**Secondary**
Hearthstone	**Teen**	**Secondary**
League of Legends (LoL)	**Teen**	**Secondary**
Just Dance (2023, 2024)	**Everyone**	**Elementary/Secondary**

Mario Kart	**Everyone**	**Elementary/Secondary**
Minecraft	**Everyone (10+)**	**Elementary/Secondary**
Overwatch	**Teen**	**Secondary**
Player Unknown's Battlegrounds (PUBG)	**Teen**	**Secondary**
Pokemon (Sword & Shield)	**Everyone**	**Elementary/Secondary**
Rainbow Six Siege	**Mature (17+)**	**Secondary**
Rocket League	**Everyone**	**Elementary/Secondary**
Super Smash Brothers	**Everyone (10+)**	**Elementary/Secondary**
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	**Everyone**	**Elementary/Secondary**
For ratings of all games, please visit the ESRB Website at esrb.org.		

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

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

Link to Sample Permission Form (Elementary)

Link to Sample Permission Form (Secondary)

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

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

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program

Schools must consider security of the devices when they are not in use, the ability of the device to access the school's network and to be mindful of the possibilit potential damage or theft of student's personal gaming devices.

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

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

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esport program. The setup network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional

network / firewall setup and configuration. Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.

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

- **NASEF Code of Conduct (PDF Download)**
- **Code of Conduct NASEF (Webpage)**

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

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

Policy Violations

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access

Student Contract

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

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

Student Name/ID: _____

Student Signature: _____ **Date: _____ /_____ /_____**

Graduation Year: _____ **Grade: _____**

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia Student Internet Access - Parent Guardian

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

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

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia fo Cardinal O'Hara High School.

I hereby give my permission for my child to use the Internet and will not hold Cardinal O'Hara High School or the Archdiocese of Philadelphia liable as a resul my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date _____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia
Administrators, Faculty and Staff Internet Access Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for education, professional and authorized purposes c in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State, Local laws, the Archdiocese of Philadelphia and Cardinal O'Har High School.

My signature below indicates that I agree to follow the guidelines of this Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Administrator/Teacher's Signature_____ Date: _____

N.B. This is available for school use as deemed necessary.

222 North Seventeenth Street

Philadelphia, Pennsylvania 19103

Sixth Floor – Office of Catholic Education

Archdiocese of Philadelphia

Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

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

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

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

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

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

222 North Seventeenth Street

Philadelphia, Pennsylvania 19103

Sixth Floor – Office of Catholic Education

Archdiocese of Philadelphia

Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

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

Student's Name: _____

Classroom Teacher's Name: _____

School: _____

Parent/Guardian Signature:n_____

Parent/Guardian Name (Please print): _____ Date: _____

Student Signature: _____ Date: _____

**Please return this acknowledgement form to Office of Student Services*

222 North Seventeenth Street

Philadelphia, Pennsylvania 19103

Sixth Floor – Office of Catholic Education

Privacy Policy

AOP SECONDARY SCHOOL WEBSITE PRIVACY POLICY 11-5-24

Collection of Personal Information

We only collect personal information when voluntarily provided by users, such as through emails, surveys, or online forms. Any personal information shared with us is used solely for the specified purpose at the time of collection and is not shared with non-affiliated third parties unless explicitly stated during the information collection process.

Consent for Use of Information

When consent is necessary for using or disclosing personal information, we will seek permission from the appropriate party. For student-related information, consent will be obtained from the student and/or parent, in line with our policies, and considering the student's maturity and understanding of the implications of the information's use and disclosure.

Cookies

Cookies are small text files stored in your browser to help retain preferences, such as calendar settings and bookmarks, or to maintain login status when visiting protected areas of the site. Cookies on our site are not linked to any personally identifiable information. Browsers offer settings to accept, reject, or delete cookies, but note that certain site functionalities may be limited if cookies are disabled.

Log Files

As with many standard websites, we use web statistics tools, like Google Analytics, to analyze trends in site usage. Collected data includes IP addresses, visitor locations (country, city), browser types, ISPs, referring and exit pages, platform type, timestamps, time spent on each page, and keywords used in search engines to locate our site. This information is anonymous and is used to improve website design and functionality, as well as to enhance user experience.

External Links

Our website may contain links to other websites. We are not responsible for the privacy practices of external sites and recommend reviewing their privacy policies when visiting. This privacy policy only applies to data collected by our website.

Security Measures

We prioritize the security of personal information. Data provided by users, such as contact or payment details, is protected with advanced SSL encryption upon submission. All servers storing personally identifiable information are kept in secure environments, and credit card information is never stored on our website servers.

Non-Secured Communications

Content posted in public sections, such as forums, discussion boards, blogs, or Alumni Class Notes, may be viewable by others and, when outside password-protected areas, by the general public. The school is not responsible for any third-party use of information posted in these spaces. We advise caution when sharing personal information in these areas.

Children's Privacy

Our website does not intentionally collect information from anyone under 13. If you are under 18, please only provide information with the involvement and consent of a parent or guardian.

Access and Updates to Information

We strive to maintain accurate personal information. Users may request updates, corrections, or deletions of their information by contacting the school administration. Upon receiving such a request, we will make reasonable efforts to comply promptly.

Contact Us

For any questions or suggestions regarding this privacy policy, please reach out to the school administration.

TESTING DAYS

To allow students to prepare adequately for tests, and to avoid multiple tests on the same day, the following schedule is followed for **major tests.** The schedule is given by the number days; *italics* indicate an alternate testing day for the department.

Day 1: Theology, Fine Arts, *English*
Day 2: Math, *Language, Business*
Day 3: Science, *Social Studies, PE/Health*
Day 4: English, *Theology, Fine Arts*
Day 5: Language, Business, *Math*
Day 6: Social Studies, *Science, PE/Health*

Instructors of classes that do not meet every day choose the most appropriate time for administering major tests.

TEXTBOOKS

All textbooks, with the exception of Theology textbooks, are provided by the Commonwealth of Pennsylvania and lent to the students. At the time of registration, parents sign a form requesting loan of textbook from the Commonwealth. Teachers will provide students with a Google Form for registering their textbooks.

Since the textbooks are lent to the students, they must be maintained in good condition. Whenever a textbook is lost or damaged, the student to whom the textbook was lent must pay for, or order, a replacement. The Tuition Office oversees the collection of monies for replacement textbooks.

TRACKING

The tracking system is designed to place students in classes according to ability and achievement. It is possible for a student to be in different tracks for different subjects. The following tracks are offered at O'Hara:

Honors: Advanced classes for honor students.
College Prep: College preparatory classes for above average students.
Academic: College preparatory or general classes for average students.
AP or Level 5: Specialized college-level classes for Advanced Placement students.
CSP or Level 5: Chesterton Scholar Program college-level classes

TRANSCRIPTS

All requests for transcripts of school records must be submitted in writing to the Counseling Center secretary. A fee of $5.00 is charged for each transcript. Seniors are charged $1.00 for mid-year reports and final grades are mailed without charge. Detailed information regarding transcripts is distributed to all seniors in September.

TRANSPORTATION

Transportation to and from school is provided by the public school district in which the student resides. Bus schedules are determined by the transportation department of the public school district. It is the responsibility of the parent/guardian to contact the public school district to set up busing. The Student Affairs Office at O'Hara cooperates with the public school districts in providing lists of students by school district, monthly calendars, etc., at the request of the public school districts but setting up busing is the obligation of the family. Disciplinary problems on a school district bus or on school district property while waiting for a bus are considered infractions of O'Hara's disciplinary code, and can result in the loss of bus privileges, and appropriate disciplinary action.

If there is difficulty with transportation, parents have the responsibility to provide alternate means of transportation. No student may excuse themselves for the entire day if he/she has missed a bus for whatever reason. Students are expected to cooperate in the efficient and safe transport of riders to and from school. Misconduct by bus/train (SEPTA) passengers may result in transportation privileges revoked and appropriate disciplinary action.

TUITION AND FEES

Tuition and fees to attend Cardinal O'Hara High School are set annually by the school and by the Archdiocesan Office for Catholic Education. Details on costs and payments are announced in the early spring. Up-to-date information can be found on the school web site, www.cohs.com.

All students must stay current with payment of tuition and fees. Specific policies regarding delinquency include the following:

- No student will be permitted to start a new school year with any outstanding balance from a previous year. Students may not begin the second semester unless they have made the first five monthly payments of the year.
- Students may be dismissed for non-payment of tuition.
- Seniors who have not fully met their financial obligations to the school may not participate in graduation ceremonies nor be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshman Dance) unless they are current in their tuition payments.
- Transcripts may not be released for students who are not current in their payments on the tuition and fees account.

- Final reports may not be released if there is any outstanding tuition for the previous school year.
- Rosters for a new school year may not be released unless all tuition for the previous school year and the school fee for the new school year have been paid.

BUDGET

There are three distinct budgets at O'Hara:

External Budget: This budget is directly administered by the Office of Catholic Education; it gets its name because it is administered outside the school. Parental tuition, parish assessments, and contributions from individuals and organizations provide the income for the external budget. Most of the ordinary expenses involved in running the school's instructional program are paid through the external budget: salaries and benefits, utilities, janitorial service, maintenance supplies, instructional supplies, etc. O'Hara's total external budget is approximately 4.5 million dollars.

The **Internal Budget**: This budget is administered directly by the President. The School Fee, Registration Fee, Graduation Fee and chance drives provide the bulk of the income for the internal budget. Ticket sales and miscellaneous fund raisers provide some additional income. Most of the internal budget monies are expended for the school's activities program and athletic program; other costs include assemblies, reports and rostering, the school calendar and handbooks, student accident insurance, postage, telephone toll calls, meetings, in-service expenses, department supplies, some unanticipated maintenance expenses, and some school improvements.

The **Acts 90 & 195 Budgets**: These are monies allocated by the legislature of the Commonwealth of Pennsylvania for **students**. The first act covers hands-on instructional materials and the second textbooks; all materials remain the property of the Commonwealth and are lent to the students. Because of the principle of separation of church and state, textbooks and materials for the Theology Department are not covered; students purchase these themselves. The funding is determined yearly by the legislature, and is set at a fixed amount per student, based on our October 1 enrollment. At O'Hara the total amount is allocated to the departments, pro-rated on the actual student enrollment in each department.

UNIVERSAL SEARCH POLICY

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his/her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

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

VISITORS

Cardinal O'Hara High School uses the Raptor Visitor Management System to strengthen our program of campus safety. Part of keeping our school community safe is knowing who is in our buildings at all times, and the Raptor system allows us to do that. This system enables us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for all. Upon entering our building, all visitors must present a driver's license, passport or state-issued ID, which will be scanned into the system. If a visitor for any reason does not have an ID, they will not be granted access into the building. Once a visitor's entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of the visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up a student.

All unauthorized visitors will be considered trespassers. Students are not permitted to bring visitors to school during the school day without prior authorization.

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time during the school day. Deliveries of balloons, flowers, food, etc. are prohibited, and will be declined. Scheduled appointments with Administration, Faculty and Staff are recommended. Visitors will not be permitted to walk directly to offices to seek out a meeting.

Young alumni are encouraged to contact former teachers before visiting. All visitors will need to be escorted by a staff member for their entire visit. Former students are not permitted to walk up to classrooms, visit the cafeteria, or other areas such as the gym during school hours.

Archdiocese of Philadelphia Schools
Artificial Intelligence Policy

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Office of Catholic Education
1601 Cherry Street, Suite 1100
Philadelphia, Pa 19102

The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

Acknowledgement

This Artificial Intelligence (AI) Policy represents a practical, coordinated effort across the Archdiocese of Philadelphia Schools to provide clear operational boundaries and academic guidance for our classrooms. We are deeply grateful to all who helped draft, review, and refine this document to ensure it serves our teachers, students, and families effectively.

We express our sincere appreciation to the **Office of Catholic Education (OCE)**, **Secondary Technology Committee, Elementary School Administrators and Classroom Teachers,** and the **AoPTech Team** who served on our planning and revision teams. By combining diocesan policy oversight with day-to-day school and classroom expertise, your collaborative foresight, technical review, and platform vetting have built a balanced framework that directly addresses the developmental needs of our students, respects the workload of our educators, and ensures that technology continues to support the human relationships at the heart of Catholic education.

Through this shared responsibility, we fulfill our commitment to prepare our students to use modern tools honestly, productively, and responsibly as leaders and missionary disciples.

Office of Catholic Education
1601 Cherry Street, Suite 1100
Philadelphia, Pa 19102

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Archdiocese of Philadelphia Schools
Artificial Intelligence Policy

A Faith-Based Vision for Technology

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

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

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

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

Office of Catholic Education
1601 Cherry Street, Suite 1100
Philadelphia, Pa 19102

The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

The Human-Led Classroom - Guidance for Educators

The core of Catholic education is the human relationship and the community of faith, which no technology can replace. We view AI as a tool to support teacher effectiveness and efficiency, allowing educators to devote more time to the spiritual and intellectual formation of their students.

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

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

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

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

The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

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

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

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

Academic Integrity and Authorship - Guidance for Students

Students are called to a Christ-like presence in digital spaces, where every interaction is an outward expression of their inner character. The goal is for students to navigate complex digital landscapes with honesty and empathy. Students must come to value and prioritize the authenticity of the human voice over the speed of a digital output. As students use Artificial Intelligence tools for educational assistance, research, or brainstorming, they must, with teacher permission and guidance, remain the primary drivers of their learning journey.

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

The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

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

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

Developmental Distinctions

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

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

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

The Administration reserves the right to change or add policies at any time. Families will be notified of new or modified policies as they are approved. Interpretations of this document are at the discretion of the Administration.

Accountability of AI Use

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

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

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

Office of Catholic Education
1601 Cherry Street, Suite 1100
Philadelphia, Pa 19102

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Responsible Use of AI for Students

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

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

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[Cardinal O'Hara]

Approved AI Tools

Our schools utilize the following tools vetted by AoPTech and OCE: Google Gemini, Google Notebook LM, Brisk, Magic School, School AI, Diffit, Khanmigo, Canva, Catholic Chat, Magisterium AI.

Citation Standard

OWL at Purdue may be used as a reference.

Consequences of Misuse

See student handbook and teacher Course Profiles for details.

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

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

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

Signatures

Student Commitment: *I agree to use AI only when my teacher gives me clear permission for a specific task. I will always cite any AI tools I use and will not turn in AI-generated work as my own original writing. I understand that using AI without permission is a violation of academic integrity.*

_____ (Student Signature)

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_____ (Date)

Parent Commitment: *I have read the school's policy on AI and will help my child follow these rules at home. I will model and encourage my child to use technology safely and honestly, focusing on their actual learning and the development of their own critical thinking skills.*

_____ (Parent Signature)

_____ (Date)

Teacher Commitment: *I will clearly communicate to students when and how AI tools may be used in my classroom. I will supervise any authorized use of these tools and continue to teach the ethical, safe, and legal ways to use technology in a digital society.*

_____ (Teacher Signature)

_____ (Date)

Staff / Admin Commitment: *I will model the ethical, safe, and legal ways to use AI technology within our school community.*

_____ (Staff / Admin Signature)

_____ (Date)

Each student will sign this policy annually, and a copy will be kept on file for the school year.

Appendix A: Student AI Use Self Reflection Guide

Alignment with Teacher Guidance

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

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Academic Integrity and Authorship

- Is this work a true reflection of my own creativity and effort?
- Have I clearly cited the AI tool and described exactly how it helped me?
- Did I use AI to help me understand the material rather than just to generate an answer?
- Am I prepared to provide a verbal or written explanation of my process if asked?
- Did I keep my drafts and reflection logs to show how my own thinking evolved?

Ethical Reflection

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

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

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

Key Principles for Home Support

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

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

How to Help Your Child Use AI Effectively

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

Use Case	Recommended Approach	What to Avoid
Studying	Asking AI to "Explain the laws of thermodynamics like I'm 10."	Asking AI to "Write a summary of the chapter for me."
Writing	Using AI to generate an outline or suggest transition words.	Copying and pasting AI-generated paragraphs into an essay.
Problem Solving	Asking for the *steps* to solve a calculus problem.	Asking for just the final answer to a homework set.

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Coding	Using AI to debug an error in a line of code.	Generating an entire program without understanding the logic.

The "Tandem" Approach

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

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

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

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Resources

AI Policy templates from ACE (Notre Dame)
https://ace.nd.edu/programs/higher-powered-learning/ai-catholic-education

Diocese of Scranton article
https://www.dioceseofscranton.org/ai-offers-opportunities-but-should-be-governed-by-ethical-policy-framework-bishops-say/

Diocese of Orange AI Policy -
https://drive.google.com/file/d/1KXy0ySrf8TrG9Cc2BaFJKJHlaA9cX1-1/view

St. Serra AI Policy -
https://www.serraschool.org/editoruploads/files/24-25%20AI%20Policy_%20St_%20Serra.pdf

Christ the King, Washington AI Policy -
https://www.ckschool.net/editoruploads/files/CKAIPolicy2025-2026.pdf

Diocese of Toledo AI Use perspective for Catholics -
https://toledodiocese.org/diocesan-news/ai-a-catholic-perspective

Catholicphilly.com -
https://catholicphilly.com/2025/01/vatican/vatican-city-state-puts-ai-guidelines-in-place/

Diocese of Biloxi -
https://gulfpinecatholic.com/2025/12/18/decree-of-promulgation-regarding-the-use-of-artificial-intelligence/

Prince George's County Public Schools Artificial Intelligence
https://www.pgcps.org/offices/information-technology/technology-training-and-instructional-technology/artificial-intelligence

https://aiassessmentscale.com/

AI in Education Student Checklist
https://www.aiforeducation.io/ai-resources/student-self-reflection-checklist-for-strategic-genai-use

Edutopia: A Decision Tree to Guide Student AI Use

https://www.edutopia.org/article/student-use-ai-helpful-framework/

ISTE+ASCD Profile of an IA-Ready Graduate
https://www.ascd.org/blogs/profile-of-an-ai-ready-graduate
The Social Institute website

Rubric for Evaluating AI Tools in Education via Eric Curts
Copy of Rubric for Evaluating AI Tools in Education

Suggested guidance for determining appropriate student use of AI:
From the University of Notre Dame AI in Catholic Education AI Use Frameworks

FAQ

Where and how should this AI policy be integrated into our school handbook?

- The entire policy should be integrated directly into your school handbook, following the same approach currently used for the Responsible Use Policy (RUP).

Which parts of the template can our school customize?

- **Pages 1–9 (Core Policy): No deletions** should be made to the first 9 pages to ensure core policy consistency across the Archdiocese. However, you may augment or modify language in designated areas to fit your school community, provided the core principles remain intact.
- **Developmental Distinctions Section:** Schools should select and include *either* the elementary or the secondary section, depending on their grade levels.
- **Page 10 Onward:** This is where primary local school customization is intended to begin.

How should schools use the Red-Yellow-Green AI Permission Scale?

- The Red-Yellow-Green scale is a recommended framework designed to provide clear, transparent expectations for students and families regarding when AI use is appropriate. Requirements may vary by subject, grade level, or teacher.
- Setting **"RED" (AI Prohibited)** as your school's default policy is considered an excellent practice. This puts the responsibility on the student to only use AI tools when a teacher explicitly designates an assignment as Yellow or Green.

Do schools have to use all ten approved tools listed on Page 10?

- No. Schools are not required to adopt or use all ten tools and may choose to utilize a smaller subset.

What tools are recommended, and can schools add new ones?

- **Recommended Tools:** Teachers should prioritize **Google Gemini** and other **Google Workspace for Education** tools, as they provide a protected ecosystem that addresses data privacy and security concerns.

- **Adding Other Tools:** Schools may add additional AI tools, provided they strictly verify that the new tools comply with **COPPA** and **FERPA** data privacy regulations.

Who needs to sign the policy, and how often?

- Annual signatures are required for **all four stakeholder groups**:
  - Students
  - Parents
  - Teachers
  - Administrators
- This ensures ongoing alignment as AI expectations and technologies continue to evolve.

Where are the signature templates?

- For secondary schools, the templates for individual signature pages are currently available within **eCollect**.

What counts as PII, and how should it be handled?

- PII includes any data that can identify an individual, including but not limited to:
  - Full names
  - ID numbers
  - Home addresses
  - Email addresses
  - Grades
- Staff must never input student PII into public AI models, as doing so violates data privacy compliance laws.

Are Google Gemini and Notebook safe from PII violations?

- While using school accounts with Google Gemini and Notebook provides significantly higher privacy safeguards than public tools, all users are strongly encouraged to minimize or completely remove PII before uploading any files to any AI platform.

Who does the Accountability section apply to?

- The Accountability of AI Use section applies to all users, including students, teachers, and administrators.

How are policy violations handled?

- **Students:** Violations are governed by the academic integrity and existing RUP policies already detailed in your school handbook.
- **Staff:** Violations fall under standard professional conduct, employment agreements, and established Archdiocesan staff RUP policies.

Is the "restorative justice / redo" language on Page 10 mandatory?

- While focusing on restorative justice as a teaching moment is highly encouraged, it is not mandatory. Ultimate disciplinary and grading discretion remains entirely with the classroom teacher and school administration.

Bell Schedules 2026-2027

Period	R Sched	M Sched	X Sched	Period	D Sched	A Sched
Warning	7:40	7:40	7:40		7:40	7:40
HR	7:50-8:02	7:50-8:00	7:50-8:26	1	7:50-8:25	7:50-8:27
1	8:05-8:50	8:03-8:42	8:29-9:11	2	8:28- 9:04	8:30-9:08
2	8:53-9:38	8:45-9:24	9:14-9:56	HR/ Meeting	9:07-10:32	9:11-10:20
3	9:41-10:26	9:27-10:06	9:59-10:41	3	10:35-11:11	10:23-11:01
4	10:29-11:14	10:09-10:48	10:44-11:26	4	11:14-11:50	11:04-11:42
5	11:17-12:02	10:51-11:30	11:29-12:11	5	11:53-12:29	11:45-12:23
6	12:05-12:50	11:33-12:12	12:14-12:56	6	12:32-1:08	12:26-1:04
7	12:53-1:38	12:15-12:54	12:59-1:41	7	1:11-1:47	1:07-1:45
8	1:41-2:26	12:57-1:36	1:44-2:26	8	1:50-2:26	1:48-2:26

The R schedule is the Regular schedule, which is followed Monday through Friday.
The M schedule provides for Meetings after school. The X schedule allows for an extended homeroom. The D schedule provides for a long period following the second period. This schedule is most commonly used for school wide liturgies. The A schedule provides for a longer period following the second period. This schedule is commonly used for school wide Assemblies.

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