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**SAINTS JOHN NEUMANN AND  
MARIA GORETTI CATHOLIC HIGH SCHOOL**

**ADMINISTRATION**

President.....Mr. Bruce Robinson  
Principal.....Mr. Kevin Dugan  
Assistant Principal.....Mr. Hugh Quigley  
Assistant Principal.....Mrs. Genevieve Torres

**ASSISTANTS TO THE ADMINISTRATION**

Director of Operations.....Mr. John Murawski  
School Minister.....Rev. James Olson  
Director of Guidance.....Ms. Megan Heffernan  
Director of Admissions.....Mr. Anthony Ragno  
Director of Athletics.....Mr. Charles Szydlik, Sr.

**School Colors: *Black, White and Gold***

**School Mascot: *The Saints***

**School Motto: *Virtus, Simplicitas, Fortitudo, et Scientia***

**THE ARCHDIOCESAN SECONDARY SCHOOL SYSTEM AND  
SAINTS JOHN NEUMANN AND MARIA GORETTI CATHOLIC  
HIGH SCHOOL RESERVE THE RIGHT AT ANYTIME 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.**

## **SAINT JOHN NEUMANN**

Saint John Neumann's remarkable journey through life began in 1811. He was born in Bohemia, where he aspired to be a priest from an early age. He learned English and wrote to bishops across America. He was accepted and ordained in New York. His dedication to the poor led him to become bishop of Philadelphia in 1852. He increased the number of Catholic schools in his diocese from 2 to 100. In 1860, at age 48, he returned to the God he served so diligently throughout his life.

Saint John Neumann overcame numerous adversities so that he could help the poor and unfortunate. He is a fitting example for all the students and faculty here at the school.

## **SAINT MARIA GORETTI**

Born in 1890 in Corinaldo, a small village in Italy, Maria Goretti was one of six children. The early death of her father left the family with difficult financial problems. They were finally forced to settle on a tenant farm. Maria's cheerfulness and sense of responsibility were a strong support to those around her, and her courage in the face of obstacles eventually earned her the official recognition of the Church.

Maria never had an opportunity to attend school. While her mother worked in the fields, Maria took care of the household. One day, while she was alone, the son of a neighboring family entered the Goretti home and tried to attack the innocent girl. Maria resisted and, in a moment of anger, the young man stabbed her repeatedly. Maria died the next day in a hospital near Nettuno after forgiving her murderer.

In an age when moral standards are often questioned, Saint Maria Goretti remains an example of uncompromising fidelity. Her steadfast pursuit of virtue should inspire young women to similar ideals of purity, forgiveness, and devotion.

## **ADMISSION POLICY**

Saints John Neumann and Maria Goretti Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, or in any school-administered program.

It is the assumption of Saints John Neumann and Maria Goretti Catholic High School that when a parent/guardian registers a student, this registration is an acknowledgement that the student and parent/guardian will abide by and cooperate with all school rules and regulations governing: Academics, Discipline, Attendance, Activities, Athletics and all other aspects of school life.

## **ASSISTANTS TO THE ADMINISTRATION**

### **SCHOOL MINISTER**

The school minister is a Priest of the Archdiocese of Philadelphia who, working directly with the Principal and the Administration, is responsible for the Catholic Identity of the school. The main focus of the Office of School Ministry is the reverent celebration of the Holy Sacrifice of the Mass, the Sacraments and various religious services. Our goal is the formation in the Faith and the growth in holiness of our students as they seek the will of God in their lives. It is not the intention of the School Minister to relieve the parents of the responsibility they undertook at their child's Baptism to be the "first teachers of their children in the ways of faith," nor is it his intention to replace the important role that the pastor and the home parish play in the lives of each of our students, the home parish being their spiritual home. Rather, it is the intention of the School Minister to aid, assist, and supplement the faith formation that is already taking place in the home and parish settings.

### **PRAYER AND RETREATS**

Each school day is interlaced with moments of prayer in which we commend ourselves and our day to our Loving Father, and seek His blessing and protection. It is expected that all students, regardless of their own personal faith backgrounds, honor and enter into these moments of prayer out of respect for God, the Catholic Identity of our school, and those who sincerely wish to deepen their relationship with God through these moments.

Days of Retreat and Reflection are scheduled annually. This day provides an opportunity for the students to reflect on their own faith life, and to look more closely at their relationship with the Lord as well as with their classmates. Each student is required to attend their Retreat Day and to honor that day of prayer with respect and with openness to the voice of God in their lives.

The Kairos retreat, endorsed by the school administration and by the Archdiocese of Philadelphia, is a four-day retreat, open primarily to seniors but also to select juniors who have the desire and ability to be leaders for their classmates during their senior year. Retreatants do not need to be practicing Catholics, although having that foundation gives the retreat more to build upon. It is a school activity, and participation in the retreat does not affect a student's attendance record. Kairos is a powerful experience of the love of God at work in our lives. During the retreat, strong bonds are formed with other students, with members of the leadership team, and with God Himself. While participation in Kairos is not mandatory, it is certainly encouraged. Information about the Kairos retreat will be made available to all seniors and juniors during the school year. Those interested in attending the Kairos Retreat, as well as those with questions about the retreat, are encouraged to speak to the Chaplain.

### **THE SACRAMENTS**

Sacraments are outward and living signs of God's presence and activity among us. "I will not leave you orphans," Jesus assures us, and with faith, we acknowledge the truth of His words. The Most Holy Eucharist, the "Body and Blood, Soul and Divinity" of Jesus Christ, is constantly present in the Chapel, which all are free to visit. In addition, Mass is offered daily in the Chapel at 7:00am, unless otherwise noted. All are welcome. Every month, a school-wide Mass is offered in the Auditorium. Attendance and participation are expected, and all are asked to demonstrate a particular level of discipline and respect during the Holy Sacrifice of the Mass, which is the highest form of prayer that we can offer. Those who are not baptized Catholics, those who are not participating in the faith, and those who are in a state of mortal sin are respectfully asked to abstain from receiving Our Lord in the Blessed Sacrament, and to make an act of Spiritual Communion instead.

The Sacrament of Reconciliation is a powerful expression of the love, mercy, and forgiveness of our God. Penance Services are offered to the whole school twice a year: during the seasons of Advent and Lent. All Catholics are encouraged to participate in these graced moments. Reconciliation is also available at any time upon request in the School Ministry Office.

Those who are not Catholic but have questions about the faith or are considering entering into the Catholic Church, as well as those who have not completed the Sacraments of Initiation (Baptism, Eucharist, and Confirmation) are welcome to speak to the Chaplain at any time to have their questions answered or to begin the process of becoming fully-initiated members of the Catholic Church.

In addition to the call to holiness through married life or the single state, vocations to the Priesthood and the Consecrated Religious Life are presented and discussed regularly as our students consider their future life and career choices. The School Ministry Office, in conjunction with various offices of the Archdiocese of Philadelphia, participates in programs and offers a number of opportunities to explore the possibility of a call from God to the Priesthood or Religious Life. Students who are interested in more information, or who have considered or are considering such a vocation, are invited to speak with the Chaplain at any time.

## DIRECTOR OF GUIDANCE

The Director of Guidance supervises the counseling and guidance programs, including college and career programs, assists students with the college application process, assists with the standardized testing program, coordinates auxiliary services, and assists the administration in providing related services.

## DIRECTOR OF ATHLETICS

The Athletic Director coordinates all aspects of the extracurricular and co-curricular athletic programs and supervises the coaching staff to implement the school philosophy, the code of conduct, and the rules and regulations of the Philadelphia Catholic League and the PIAA.

## ACADEMICS

### REPORTS

In November, February, April, and June reports are mailed to students' homes. In addition, progress reports/failure warnings are mailed midway during the first and second quarters. Final failure warnings will be issued with the third quarter report card. Parents should be aware of their son's/daughter's efforts in school. If a student's grades are poor, the parents should contact the teacher to discuss the possible causes. If a student fails a subject /subjects at the end of the first quarter, third quarter and/or the first semester, the parents must make satisfactory communication with the teacher whose subject was failed.

### GRADE CONNECT

Each student and their parent/guardian have access to an account at [adphila.gradeconnect.com](http://adphila.gradeconnect.com). Passwords can be obtained in the Academic Affairs office. Parents and students are encouraged to use GradeConnect to check on progress in classes.

### FINAL ASSESSMENT

A final assessment will be administered during Assessment Week. The final assessment will count for 10% of the final grade.

### GRADING POLICY

- **Quarter Grades:** The grade for each quarter is the numerical average actually received for each quarter.
- **Semester Grades:** The 1<sup>st</sup> semester grade will be an average of the 1<sup>st</sup> and 2<sup>nd</sup> quarters. The second semester grade will be an average of the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- **Final Grades:** The final grade consists of 45% of the first semester grade, 45% of the second semester, and 10% final assessment. The midterm and final assessments combined count for 10% of the final grade for Theology courses.

### ACADEMIC TIERS

The academic tiers are:

- Advanced Placement courses
- Honors courses
- College prep courses

A student may be moved to a higher or lower tier if, after consultation with the teacher and department chairperson, it seems to be for the good of the student and if the roster permits a change. A student or parent should consult with the subject teacher if a tier change is sought. The Assistant Principals, in consultation with the teacher and department chairperson, are responsible for these decisions.

### QUALITY POINTS

To compensate for the degree of work demanded in each tier, a system of quality points has been devised. For each grade a student earns, he/she is given a corresponding number of quality points based on the level of the subject. Rank in class is determined by an average quality point system, which is the total cumulative quality points divided by the total number of credits taken. An adjustment is made for students carrying seven courses.

QUALITY POINTS TABLE			
GRADE	AP	HONORS	COLLEGE PREP
100	54	48	44
99	53	47	43
98	52	46	42
97	51	45	41
96	50	44	40
95	49	43	39
94	48	42	38
93	47	41	37
92	46	40	36
91	45	39	35
90	44	38	34

89	43	37	33
88	42	36	32
87	41	35	31
86	40	34	30
85	39	33	29
84	38	32	28
83	37	31	27
82	36	30	26
81	35	29	25
80	34	28	24
79	33	27	23
78	32	26	22
77	31	25	21
76	30	24	20
75	29	23	19
74	28	22	18
73	27	21	17
72	26	20	16
71	25	19	15
70	24	18	14
69	23	17	13
68	22	16	12
67	21	15	11
66	20	14	10
65	19	13	9
64	18	12	8
63	17	11	7
62	16	10	6
61	15	9	5
60	14	8	4

### **RANK IN CLASS**

The academic standing of each student in relation to the other members of the class is calculated according to the average quality points achieved. This rank is computed for each current year and also cumulatively for the high school years.

### **DIOCESAN SCHOLARS**

Juniors who rank at the top of the class at the first semester of junior year are eligible to apply for the Diocesan Scholar program. Students selected to participate in this program during their senior year attend classes at local Catholic universities while following an abbreviated roster at Neumann-Goretti. These college credits are normally transferable to other colleges upon graduation. Students must pass college courses in order to pass at Neumann-Goretti.

## ADVANCED PLACEMENT

A student who is enrolled in an AP course(s) **is required** to take the AP test. The test will only be administered on the date assigned to it by CollegeBoard. There is a fee for AP testing. No fees will be refunded to a student who is absent on the day of the exam.

## TEXTBOOKS

Student textbooks (except for theology texts) are the property of the Commonwealth of Pennsylvania. All texts are to be returned to the teachers at the end of each course. In regards to electronic textbooks, see the iPad policy. **Final reports will not be mailed until all texts are returned. If a textbook is damaged or lost, the student will be asked to pay a fee.**

## HONORS

The honor roll reflects the performance of a student within a given track. Since students are tracked according to their ability, the honor roll reflects their performance within their ability level. Requirements for honors:

- DISTINGUISHED: an average of 93 with no grade lower than 90
- HIGH HONORS: an average of 88 with no grade lower than 85

**NOTE: A grade lower than 80 in conduct excludes a student from honors.**

## FAILURES

The passing grade for each subject is 70. Students with failures as final grades must remove all failures by attending an Archdiocesan summer high school and passing the subjects they have failed. Otherwise, they will not be readmitted to school in September.

## ACADEMIC PROBATION

A student with two failures at the end of the school year will be placed on academic probation. If he/she has one failure at the end of the following school year, he/she will remain on probation. A student, who fails two subjects while on probation, is liable for dismissal. A student on probation who has three failures at the end of the first semester is liable for dismissal.

## DISMISSAL

Sophomores, juniors, and seniors who fail four or more subjects at the end of the first semester are liable for dismissal. Freshmen who have five failures at the end of the first semester are liable for dismissal. Students who fail three or more major subjects, including conduct, at the close of the school year will be dismissed.

## WITHDRAWALS AND TRANSFERS

In order to withdraw from the school, a parent or guardian must contact the Office for Academic Affairs. Before a transfer is issued, the parent or guardian must:

- complete forms provided by the Office for Academic Affairs
- sign the request for a transfer
- have an exit interview with a school administrator

No student will receive a transcript of credits without having met his/her financial obligations and having returned all books, locker keys, ID cards, and equipment. Transcripts will not be given to the student; they will be forwarded to the principal or registrar of the school to which the student is transferring.

## COURSE SELECTION

Registration for the following school year takes place during the 3rd quarter. Our academic program offers a varied curriculum in order to provide each student with courses necessary to prepare for the future. It is important that a student seeks advice before making choices to ensure a well-rounded roster, and to finish high school with sufficient preparation for further education or employment. It is the student who, in consultation with teachers, counselors and parents, ultimately determines the direction and scope of the individual curriculum.

**NOTE:** Students who are rostered in a study hall are to use that period for homework or study. As in any other class, use of cell phones, I Pods, etc. is prohibited.

## CLASS ASSIGNMENTS/MAKE-UP WORK

Students are expected to spend time each evening preparing for class. Home assignments include reading, studying and/or written assignments.

If a student is absent from class for any reason, it is his/her responsibility to find out what work and tests he/she has missed. Students must make up quizzes/tests/homework in compliance with the policy of the individual teacher. A student with excessive absences should realize that his/her grades will be affected because of lack of class participation. **If an emergency situation or a serious illness prevents a student from attending school for three or more consecutive days, a parent is to contact the Office for Academic Affairs to arrange for work/assignments for that time. Please allow one day's notice before picking up assignments.**

If a student leaves the school for an extended absence, a letter from a physician should be on file indicating the length of time the student will be absent. During this period, the student will continue to be carried on the role of the school. The Principal will determine, in consultation with the student's teachers, whether or not the student has completed the independent work adequate for readmission and credit toward graduation.

If a student arranges a vacation during the academic year, he/she is responsible for making up all work that was missed. Teachers are not required to make arrangements with a student because of a trip or vacation.

## PLAGIARISM

Plagiarism is defined as submitting borrowed material as if it were original to/for the student. No teacher will condone and accept any such material, including information taken from the Internet.

## CHEATING

Along with plagiarism, cheating is the worst of academic offences. If a teacher has evidence that a student has cheated on a test, paper, project or homework, it is recommended that the student receives a zero (0) for that grade. The ultimate decision for consequences remains with the teacher, in consultation with the Principal.

**ANY QUESTIONS REGARDING ACADEMIC MATTERS SHOULD BE ADDRESSED TO THE PRINCIPAL. ALL DECISIONS REGARDING ACADEMIC MATTERS REST WITH THE PRINCIPAL AND ARE FINAL.**

# REGULATIONS

## PHILOSOPHY

All students represent SS. John Neumann and Maria Goretti Catholic High School 24 hours a day. Any student whose behavior causes disgrace to themselves AND Neumann/Goretti whether on or off campus is subject to sanctions imposed on him/her by the school.

If a student is involved in any inappropriate behavior, whether on or off campus, that the Administration **deems detrimental to themselves, the school or community, the student is liable for either an automatic suspension and/or dismissal. This is at the discretion of the Principal and/or Administration.**

## THE DEMERIT/DETENTION SYSTEM

Any serious offense can result in a student being immediately dismissed from Saints John Neumann and Maria Goretti High School.

For offenses, demerits and detentions will be issued.

For each demerit received, one (1) point will be deducted from a conduct grade of 99. The conduct grade will be renewed at the beginning of each semester. **Demerits accumulate throughout the entire year.** Demerits can only be reset in September at the beginning of each school year.

A student who is suspended during the course of the year automatically becomes a candidate for discipline summer school (a fee is charged for this service). If so mandated, failure to attend this program will result in him/her not being re-admitted to our school for the following academic year.

**20 demerits -** Suspension, parent contact, the loss of privileges.

**30 demerits -** Suspension, parent contact, loss of privileges and reviewed for dismissal.

**40 demerits -** Suspension, parent contact, loss of privileges, reviewed for dismissal, mandatory discipline summer school if not dismissed.

***ALL CONSEQUENCES ARE AT THE DISCRETION OF THE ADMINISTRATION.***

## DETENTIONS

Detention schedules will be announced in school. Missing a detention is considered a **Level 2** violation of the school code of conduct. Students who are supposed to attend detention and who do not attend that detention will be subjected further disciplinary action. Students must wear their official Neumann/Goretti uniform. Students must be on time to be admitted to the detention.

## SUSPENSIONS, PROBATION & EXPULSION

**A student who has been suspended may not return to school unless he or she, and at least one parent, are interviewed by the Principal or Administration. An automatic suspension carries a minimum of 20 demerits. Definition of an automatic suspension: Any act deemed detrimental to the student, school, or community.** Automatic suspensions are at the discretion of the Principal and/or Administration. See previous for suspension levels and corresponding disciplinary actions.

Any student, who is suspended, at any point of the school year, becomes a candidate for discipline summer school. There is a fee for these programs. Any student who is directed to these classes and fails to show will not be re-admitted to school the following year.

## UNIFORM POLICY

### Approved Vendors

Uniform - Flynn & O'Hara Uniforms, Inc. - for locations and contact information visit <http://www.flynnohara.com/>

Shoes - DiGiulio's Footwear - for locations and contact information visit <http://www.digiuliosonline.com/>

For your convenience Neumann-Goretti will host a summer uniform sale at school with the approved vendors on **Tuesday, July 21, 2015 from 3PM - 6PM.**

### General Expectations

- 1) Students begin and end the school year in the Fall/Spring uniform. At a time determined by the Administration, students switch to the winter uniform.
- 2) Students enter the building in full adherence with the uniform policy. No one changes clothes in the school at any time except for in the gym locker rooms during gym class and after dismissal for school approved athletic practices and competitions. No one changes into street or work clothes before leaving the building.
- 3) All clothing is clean, fits properly, and is in good condition. Damaged clothing is repaired or replaced regardless of the amount of time remaining in the school year.
- 4) Students who are negligent of the uniform policy can be sent home with an unexcused absence in the custody of a parent/guardian.
- 5) The lanyard (appropriate color for the student's grade) and current-year school ID is worn and visible around the neck at all-times. The lanyard and ID is not be defaced in any way. A new lanyard and/or ID is purchased if damaged/lost.
- 6) The Administration assigns the details of any substitute dress.

## Ladies' Uniform Policy

### SKORT (new) / Skirt (All-year)

- ***Freshmen/Grade 9 and new students*** : regulation black/white Flynn & O'Hara SKORT, no shorter than 2-inches above the knee. Freshmen and new students will only wear the SKORT.
- ***Returning Upperclassmen/Grades 10-12:*** regulation black/white Flynn & O'Hara SKORT or SKIRT no more than 2-inches above the knee. Returning upperclassmen will replace old skirts that do not meet the length regulation with the new SKORT.
- SKORTS/Skirts will be worn at the natural waist and never pulled-up or rolled

### Stockings (All-year)

- plain, **black (only color permitted)**, opaque regulation Flynn & O'Hara stockings
- **regulation, plain, black Flynn & O'Hara knee-high socks (always pulled up to the knee) may be worn only with the regulation Flynn & O'Hara black/white SKORT.**
- Immediate replacement of stockings with holes/runs is required.

### Shirts

- **Fall/Spring** - regulation, white, Flynn & O'Hara, , banded-bottom polo with school shield. Sleeves will not be rolled. See t-shirt regulations below. Long sleeve shirts will not be worn under the school polo shirt.
- ***Winter or Formal Event*** - regulation, white, Flynn & O'Hara oxford/button-down, dress shirt will be worn tucked-in. This policy is for all grades including Senior.
- If a t-shirt is worn under the regulation polo shirt or regulation white dress shirt it will be plain, white or light-grey, with absolutely no printing, writing, or pictures on it.

### Sweater (Winter or Formal Event)

- ***Freshmen/Grade 9 and new students:*** black, regulation Flynn & O'Hara cardigan with school shield.
- ***Returning Upperclassmen (grades 10-12) who still own the black, regulation Flynn & O'Hara, pull-over, v-neck sweater or sweater vest with the school shield may still wear that style. Sweaters will not be worn tucked-in to the skirt.***
- Seniors may wear the black, regulation Flynn and O'Hara, jersey-style (white striped) cardigan with the "NG Class of 2016" logo. This sweater was only available for purchase through the Student Affairs Office by June 9, 2015.
- The regulation sweaters listed above may be worn in the Fall/Spring if a student is cold. No other sweater/top will be worn.

### Shoes (All-year)

- ***The black Propet mary-Jane and the black Eastland lace-up available at DiGiulio Brothers are the recommended/preferred styles.***
- ***Guidelines for footwear purchased privately***
  - ***black, plain, leather, dress shoe that stops before the ball of the ankle and has scuff proof soles***
  - ***Shoes will not have embellishments including but not limited to glitter, stones, designer emblems, metal, etc.***
  - ***heels will not be greater than one-half inch***
- Casual shoes including but not limited to sneakers, boots, slippers, sandals, flip-flops, etc. will not be worn
- Sneakers for gym class are worn only in the gym, and only for the gym class itself.

### Jewelry

- limited to an appropriate necklace(chain no thicker than a piece of yarn and single pendant no larger than a quarter) worn under the shirt and a single watch; and a Senior class ring for Seniors.
- one-pair traditional earlobe piercing with the earrings no larger than a quarter may be worn.
- other piercings are not permitted including but not limited to the nose, tongue, lip, eyebrow, etc.

### Hair

- neat, clean, and well-groomed; modest and professional in appearance
- one, naturally occurring, human, hair color
- Shaved hairstyles are not permitted

### Tattoos

No visible tattoos are permitted. If a student has a tattoo, it must be covered throughout the school year. The Administration will assign the details of dress to cover a tattoo.

## Hats/Hoods

No hats or other head coverings (including the hood of a coat/sweatshirt) will be worn anywhere at any time in the building. These items will be confiscated.

## Headbands

*Ladies choosing to wear a headband have the following options:*

- *Plain black or plain white no more than one-inch wide.*
- *Regulation Flynn & O'Hara black/white headband*
- Scarves, bandanas, or headbands that appear to be a scarf or bandana are not permitted

## Gentlemen's Uniform Policy

### Pants (All-year)

- regulation Flynn & O'Hara khaki pants
- Pants will be worn at the natural waist/above the hips. Pants will not hang from the hips nor drag on the floor.
- No objects including but not limited to metal chains, hooks or lanyards will hang from the pockets or belt loops
- Pant seams will not be cut

### Belts (All-year)

- black, regulation Flynn & O'Hara belt
- black, leather, dress belt with a modest buckle

## Shirts

- Fall/Spring - black, regulation Flynn & O'Hara, banded-bottom polo with school shield. Returning Juniors & Seniors (grades 11-12) who still own the black, regulation Flynn & O'Hara polo without a banded-bottom may wear that style but the polo must be tucked-in. Sleeves will not be rolled. See t-shirt regulation below. Long sleeve shirts will not be worn under the school polo shirt.
- Winter or Formal Event - white, regulation Flynn & O'Hara dress shirt will be worn tucked-in. ***This policy is for all grades including Seniors.***
- If a t-shirt is worn under the regulation polo shirt or regulation white dress shirt it will be plain, white or light-grey, with absolutely no printing, writing, or pictures on it.

### Sweater (Winter or Formal Event)

- ***Freshmen/Grade 9 and new students: regulation Flynn & O'Hara black cardigan with school shield.***
- ***Returning upperclassmen (grades 10-12) who still own the black, regulation Flynn & O'Hara, pull-over, v-neck sweater or sweater vest with the school shield may still wear that style***
- Seniors may wear the black, regulation Flynn & O'Hara, black, jersey-style (with white stripes) cardigan with the "NG Class of 2016" logo. This sweater was only available for purchase through the Student Affairs Office by June 9, 2015.
- The regulation sweaters listed above may be worn in the Fall/Spring if a student is cold. No other sweater/top will be worn.

### Ties (Winter or Formal Event)

- regulation Flynn & O'Hara black & gold striped school tie, cinched at the collar. ***This policy is for all grades including Seniors.***

### Shoes (All-year)

- ***The black Hush Puppy Venture, lace-up or slip-on styles, available at DiGiulio Brothers are the recommended/preferred styles.***
- ***Guidelines for footwear purchased privately***
  - ***black, plain, leather, dress shoe that stops before the ball of the ankle and has scuff proof soles***
  - ***Shoes will not have embellishments including but not limited to glitter, stones, designer emblems, metal, etc.***
  - ***heels will not be greater than one-half inch***
- Casual shoes including but not limited to sneakers, boots, slippers, sandals, flip-flops, etc. are not permitted
- Sneakers for gym class are worn only in the gym, and only for the gym class itself.

### Socks (All-year)

- regulation Flynn & O'Hara black socks
- plain, black, dress socks



## Jewelry

- limited to an appropriate necklace worn under the shirt (chain no thicker than a piece of yarn and single pendant no larger than a quarter) and a single watch; and a Senior class ring for Seniors
- Earrings and other piercings (including but not limited to the nose, tongue, lip, eyebrow, etc.) are not permitted.

## Hair

- neat, clean, and well-groomed; modest and professional in appearance
- Facial hair is not permitted. Any sideburns will be well-groomed and not extend below mid-ear.
- one, naturally occurring, human, hair color
- length: will not extend below the collar; ponytails or braiding of the hair to make it appear shorter is not permitted
- volume: *bulk of hair will not exceed one-inch*
- Extreme/unprofessional hair styles including but not limited to mohawks, faux-hawks, shaved lines, high fades, etc. are not permitted

## Tattoos

No visible tattoos are permitted. If a student has a tattoo, it must be covered throughout the school year. The Administration will assign the details of dress to cover of a tattoo.

## Hats/Hoods

No hats or other head coverings (including the hood of a coat/sweatshirt) will be worn anywhere at any time in the building. These items will be confiscated.

## **INAPPROPRIATE BEHAVIOR**

If a student is deemed by a teacher and an administrator to be acting in a manner that is not within the parameters associated with healthy, normal, teenage behavior, then the following will occur:

- Student will be evaluated by the school nurse or another qualified professional.
- Student will be sent home in the custody of a parent.
- A valid drug and alcohol screening of the student's blood will be immediately required. Written results will be sent directly to the school by the facility performing the testing. In the event that the student tests positive, enrollment in an approved drug and alcohol treatment program will be mandated. This will be accompanied by regular, written communication between the program and the Guidance Department.
- A mental health exam by a qualified service or provider will be required.
- Family counseling or social service intervention will be required.
- An assessment by an approved counselor will be scheduled.

## **STUDENT CONDUCT DURING LUNCH PERIODS**

Students have 5 minutes to get to the cafeteria from the time of the first bell. After that they will be considered late for the period. No student is permitted to leave the cafeteria for any reason without a hall pass or call slip.

It is the responsibility of the students to keep the cafeteria clean and orderly. Failure to do so will result in disciplinary action. Students may make purchases in the school store during this period. Food from machines outside the cafeteria is to be purchased as directed by café moderators. **NO food or drink is to be taken out of the cafeteria at any time.**

The following rules are in effect for the entire year.

1. Arrive in the cafeteria within 5 minutes after the end of class
2. Choose a table at the beginning of the year within your class section and remain at the table for the rest of the year.
3. Students are to line up for the purchase of food in an orderly fashion when called by the moderator.
4. Discard and recycle trash in the proper containers.
5. Tables and floors must be cleaned and left in order.
6. All students are to remain in their seats until the bell rings.
7. No student at any time is allowed to walk around during lunch. Students are only permitted to get out of their seats to get food, purchase merchandise at the school store, or use the bathroom.
8. Students may be required to stack chairs.

## **LOITERING**

Students are only permitted to stand outside the school on any sidewalks adjacent to the building. Any student found loitering on anyone's property or outside any store will be subject to disciplinary action. These regulations apply to all tobacco products including chewing tobacco and non-tobacco products including but not limited to E-cigarettes.

## **SMOKING**

Saints John Neumann and Maria Goretti is a smoke free school. If a student is caught smoking either in the school or on school property (including sidewalks adjacent to the school), he/she will be subject to serious disciplinary action. Smoking is prohibited at any school related functions, on school buses, public transportation, or within the areas bounded by Morris and Mifflin streets, 9th and 12th streets.

**A faculty member need not actually see a student smoking.** If he/she can determine that smoke is coming from the area in which the student is found and/or if a smoke odor is there, then it will be deemed that a student is smoking. For this reason, a student should not be anywhere near where other

students are smoking if he/she does not want to be accused of this offense. If there is a suspicion of smoking, the student will be subject to serious disciplinary action.

## **VANDALISM**

Students guilty of vandalism (defacing or damaging school and other property or facilities) will be suspended and reviewed for dismissal. The student will be required to pay for the necessary repair or replacement.

## **SCHOOL AND THE LAW**

Any unlawful act taking place on the school property or out of school and in the community, not only makes the student subject to penalties which the courts may prescribe, but also **can result in suspension or dismissal from school.**

## **SAFE SCHOOLS ACT**

Committed to the Safe Schools Act of 1997, Saints John Neumann and Maria Goretti High School will notify the school to which a student transfers if a student is expelled or withdrawn from school and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

Saints John Neumann and Maria Goretti High School will notify the Office of Catholic Education and the local law enforcement authorities whenever a weapon is discovered on school grounds or in the possession of a student under its care (i.e. school bus).

## **ARRIVAL AT SCHOOL**

All students are to enter the building by ID card and remain in the cafeteria (unless taking a test, serving a detention, or working with a faculty member) until 7:35 AM. Students must remain in school once they have entered the building. No student is to leave the building after arriving for any reason. Any student who leaves the building will be considered out of bounds or truant.

## **LATENESS**

A student who is not in their class seat at the second bell is late and needs a late pass, procured at the desk. Students who arrive after 8:15AM will receive 3 demerits. If late for any class other than first period, the teacher will issue the student a demerit. In case of inclement weather, responsible students will make alternative travel plans (e.g. leaving home earlier or traveling by a different route to insure arrival at school on time). Only students arriving with a doctor's note or office confirmed SEPTA delay will receive an excused lateness. Please plan to come to school on time. Doors open at 7:00 a.m.

## **CORRIDOR AND STAIRWAY USE**

A student who needs to leave a classroom, study hall, or the cafeteria must obtain an official hall pass from the faculty member in charge. Two students are not to travel on one pass. A student who is found in an area other than the one to which he/she is assigned or does not have a hall pass will be considered out of bounds. When a student is summoned to an office, the official request slip serves as a hall pass.

## **CELLULAR DEVICES**

**The school is not responsible for lost, stolen or loaned cell phones.**

**If a student or parent needs to make emergency contact, they should do so through the Student Services Office.**

As a school community we would prefer that students leave mobile phones home. However, we recognize that many parents feel their children need them due to safety or work situations. In fairness to both the school and parents' wishes, we insist on the following.

- Students may use cellular devices and headphones in the cafeteria before school or during lunch. These are the only times that headphones are allowed to be used.
- Students may use cellular devices, but not headphones in the hallways during passing periods.
- There is zero tolerance for using cellular devices or headphones in classrooms.

Consequences for cellular devices:

- 1<sup>st</sup> offense: Device is confiscated by the teacher and can be retrieved at the end of the day from teacher
- 2<sup>nd</sup> offense: Device is confiscated by the teacher and can be retrieved at the end of the day from teacher and 5 demerits
- 3<sup>rd</sup> offense: Device is confiscated by the teacher, 5 demerits and an in-person parent conference after which the phone will be returned

Consequences for headphones:

- 1<sup>st</sup> offense: Confiscated by staff member and can be retrieved at the end of the day from office and 5 demerits
- 2<sup>nd</sup> offense: Confiscated by staff member and can be retrieved at the end of the day from office and 5 demerits
- 3<sup>rd</sup> offense: Confiscated by staff member, 5 demerits and in-person parent conference and after which the headphones will be returned

## **UNIVERSAL SEARCH POLICY**

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

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

## **TERMS OF TECHNOLOGY USAGE**

Students attending Neumann-Goretti High School will be given a network account and password in order to access the computers here at the school. As network users, students agree to accept responsibility for all activities that are undertaken using their network account. **All students' computer activity and web usage is constantly monitored and documented.** The following terms must be obeyed at all times:

- Students will not alter the desktop, appearance, or functionality of a computer.
- Students will not listen to music on the computers.

- Students will not play games or chat over the Internet.
- Students will not download or install any software without permission.
- Students will not damage or deface the computers.
- Students will not view, copy, alter or destroy data, software, documentation or data communications belonging to the school or another individual without permission.
- Students will not allow another individual (whether or not they might otherwise be authorized to use the lab) to use their log-in, account or password.
- Students will not surf for any pornographic materials.
- Students will not surf for any sites that the school administration deems inappropriate (for example: Facebook, Twitter, Instagram, etc.).

If you have any questions as to whether a website is appropriate, please consult the school administration. Failure to obey any of these terms will immediately be dealt with by the school administration. Students' computer activity and web usage is monitored and documented. If a student publishes negative materials concerning a student or teacher of the school, immediate disciplinary action will be taken. All posted internet material on websites such as Facebook, Twitter, Instagram, etc. are subject to monitoring for detrimental material. Any posted material deemed inappropriate by the administration is subject to immediate disciplinary action which can include dismissal from the school.

**If students are provided an iPad by the school, they must obey the iPad policy provided during iPad orientation.**

### **SALE OF MERCHANDISE**

No student is permitted to sell merchandise of any type (e.g. food products, football pools) in school or on school property. The school store is the only source of sales within the school. Students may not distribute advertisements for services or merchandise. Any student found violating this policy will have their merchandise (including cash receipts from sale) confiscated and will be subject to disciplinary action.

### **TRANSPORTATION**

Cases of disorderly conduct on public transportation will not be tolerated. Students who misbehave will be subject to disciplinary action.

### **LOST AND FOUND**

**The school is not responsible for lost or stolen articles.**

All lost articles are to be taken to and reclaimed at the Student Services Office. Articles not recovered from the lost and found within one week of the close of school will be donated to charity.

### **GUM AND TOBACCO**

Students are not permitted to chew gum or any tobacco product in the school building at any time, under any circumstance.

## **ATTENDANCE**

To report an absence, the parent or guardian of a student must telephone the Student Services Office (215) 755-3742 **before** 9 AM each day of his/her absence. **NO STUDENT IS PERMITTED TO CALL THEMSELVES IN AS ABSENT.**

Students must present an official absent form (completed by parent or guardian) to the Student Services Office before homeroom on his or her first day back to school.

So that we may accurately maintain our records and for the safety of our students we must insist that this policy is followed. Failure to follow these exact instructions will result in detention for the student.

### **ABSENCE**

Pennsylvania law requires the attendance of each student on all days and hours that school is in session. It further requires that students may not be absent themselves without the approval of the school.

If a student misses more than four periods, he/she will be marked absent for that day.

Absent notes must be turned in by homeroom on the day the student returns to school. Students who are marked absent are not permitted to participate in any school or school sponsored activity (such as class dances) on days they are absent from school, unless approval has been previously obtained from a school administrator. Failure to comply with this regulation will result in the student being asked to leave the event. **Doctor notes are only accepted for 3 consecutive days or more of absence. A parent meeting will be required for any student who has 24 or more excused absences. Further documentation may be required.** Doctor notes are not needed for a single day absence. Doctor's notes must be attached to the parental note and submitted on the day that the student returns to school. Doctor's certificates will be accepted up to one week after the student returns to school. **No retroactive doctor's note will be accepted.** Doctor's notes are required for each day's absence after 15 days.

If a student is to be absent for an extended period of time for hospitalization or serious illness, the parents are to inform the Principal in order to make arrangements to pick up the student's work.

Excessive absence will require the student to attend a summer program. There is a fee for this program. Seniors who are in violation of the attendance policy will not receive their graduation materials with the rest of the senior class. Any senior who exceeds the attendance limit may forfeit their privilege to participate in graduation exercises.

### **LATE ARRIVALS/EARLY DISMISSAL**

Whenever a student must be late for school or dismissed early, the parent or guardian must call the Student Services Office twenty-four (24) hours in advance to report this fact. **ALL STUDENTS WHO ARE LATE DUE TO DOCTOR OR DENTAL APPOINTMENTS ARE TO BRING A NOTE TO VERIFY THEIR APPOINTMENT.**

If a student becomes ill, and the school nurse judges him/her too ill to return to class, a parent will be notified. The parent will be requested to pick up the student. A student, who calls their parents on their own accord and does not follow the proper procedures, will **not** be permitted to leave the school. A school administrator must approve of a student leaving the school before his scheduled dismissal. If a student leaves the school premises without this approval, he/she is considered truant. Ordinarily, dismissal before the fourth (4<sup>th</sup>) period will be considered a day's absence. Official requests for early dismissal will be granted only for serious and compelling reasons. For early dismissal, a parent must pick up and sign out the student from school.

**Students are not permitted to leave school on their own.**

## COLLEGE VISITS

Juniors and Seniors are encouraged to explore college and career choices on the PSAT testing days and other days when no classes are held. No college visits are to be scheduled during assessments, or the week before assessments, retreat days, graduation practice days, chance drive days, before a school holiday, or during the last week of each marking period.

Students may be excused for **two** required college visits. This procedure must be followed:

1. A card must be picked up in the Student Services office forty-eight hours in advance of the college visit.
2. The Student Services Office must be notified of the college visit.
3. After the visit, the card, signed by a parent and college official, must be returned to the Student Services office.

**IN ALL MATTERS PERTAINING TO CONDUCT, ABSENCE, OR LATENESS, THE FINAL DECISIONS REST WITH THE ADMINISTRATION.**

## SUMMER PROGRAMS

**Discipline:** Whenever a student has accumulated 40 or more demerits, they are immediately required to attend Summer School. There is a fee.

**Lateness:** Whenever a student has accumulated 16 or more unexcused late arrivals, they are immediately required to attend Summer School. There is a fee.

**Absentees:** Any student, with 22 or more unexcused absences must attend summer school. There is a fee.

## GUIDANCE

The Counseling Center assists students in personal development, which includes decision making and goal setting. It provides information and support to students to assist them in becoming effective learners and successful adults. A student may seek the assistance of a counselor on his/her own or be referred to a counselor by a teacher, administrator, or parent. Some functions of the Counseling Center include:

- Providing personal counseling
- Offering information about careers, colleges, scholarships and summer enrichment
- Processing college applications
- Administering SAT's and career interest surveys
- Posting available employment opportunities on the guidance bulletin board
- Collaborating with administrators and faculty concerning student growth and achievement
- Hosting College Fairs and Information Nights for parents and students regarding college admissions and financial aid

**As funding permits, the guidance department works with the following organizations to augment the school's counseling services:**

**SHALOM, INC.:** is an independent agency providing prevention and intervention programs concerning drug and alcohol issues. Shalom, Inc. assists students in developing self-awareness, communication, and decision making skills. Individual and group counseling are provided.

**A.I.M. (ADULTS IN THE MAKING):** is a program of Shalom, Inc., which offers individual and group support to expectant and parenting students. In addition, the A.I.M. counselor facilitates group discussions for interested students on topics relating to abstinence and healthy relationships.

## STUDENT ASSISTANCE PROGRAM

The commonwealth of Pennsylvania's **Student Assistance Program** is designed to assist school personnel in identifying issues that pose barriers to a student's learning and school success. This program involves a systematic process using effective and accountable professional techniques to mobilize resources to remove barriers to learning, and where the problem is beyond the scope of the school, to assist the parent with information so they may access services within the community. A student may be referred to the Student Assistance Program by teachers, parents, or friends.

## SCHOLASTIC APTITUDE TEST

See <https://sat.collegeboard.org/register/sat-us-dates> for this year's SAT test dates. The October and May administrations may be offered at Neumann-Goretti High School.

**DEADLINES FOR SAT REGISTRATION CAN BE FOUND AT [WWW.COLLEGEBOARD.COM](http://WWW.COLLEGEBOARD.COM)**

## HEALTH SERVICES

The school health service is located in Room 101. A registered nurse is on duty as designated by the School District of Philadelphia. To visit the nurse, a student must do the following:

- obtain a nurse's pass from her teacher
- report to the Student Services Office to sign in
- report to the nurse's office
- return to the Student Services Office when the health room visit is completed, sign out, and return to class

If a student is to be sent home, a parent, guardian, or emergency contact will be informed of the need to provide transportation for the student. **In no case will a student who is ill be allowed to leave school unaccompanied by a parent, guardian, or adult designated by them.** Before leaving school, the student must sign out in the Student Services Office and obtain an official early dismissal card to be returned on the day the student returns to school.

The school nurse should be notified of any special health problems which may need emergency attention or may affect the student's academic or physical progress.

If a medical emergency occurs when the nurse is not in the building, the student (or another student delegated by the teacher) should report to the Student Services.

**PLEASE NOTE:** The nurse does not administer aspirin or any other medication. Such are no longer provided by the health services. Individuals may obtain a special form from the nurse which requests permission for medication to be administered by the nurse during school hours.

**Immunization and physical examination forms should be on file by the first day of school.**

**Health Room Guidelines:**

**Emergencies/Major Problems:** Examples are listed below, and will be seen at any time during the day.

- Respiratory/cardiac arrest
- Problems breathing (e.g. asthma)
- Neck or Back injury occurring in school
- Drug reactions
- Severe bleeding
- Eye injuries
- Burns occurring in school
- Bee stings/allergic reactions
- Seizures
- Head injury with without loss of consciousness
- Injury involving bone/joint with swelling or bruises, pain or loss of mobility

**Minor Problems:** Examples are listed below and will be seen during **Open Hours**.

- Stomach ache
- Headache
- Fever
- Vomiting
- Mild Dysmenorrhea
- Earache
- Abrasions & cuts
- Contusions

**Health Room Hours:**

- 1st & 2nd period:** **Consultation Hours** – Programs, parent conferences, appointments, mandated programs. No student received unless they have an appointment or an emergency.
- 3rd, 4th & 5th period:** **Open Hours** – Student may be sent to health room for minor problems. A note must accompany student.
- 6th period:** **Lunch**
- 7th & 8th period:** **Consultation Hours**

## ACTIVITIES AND ATHLETICS

The office of Student Affairs organizes and coordinates all student activities at Saints John Neumann and Maria Goretti Catholic High School. This office supervises all extra and co-curricular programs. These include: athletics, clubs and organizations, convocations, mixers and class dances, student socials and other special events, dramatic and musical productions, publications, and intra-mural sports.

### ACTIVITIES

The student activities program is designed to complement academic and spiritual development and to meet the recreational, social, and emotional needs and interests of all students. However, such participation is a student privilege and must not be detrimental to scholastic development. It is expected that students participating in extra-curricular activities will conduct themselves in a manner consistent with the Catholic philosophy of our school. Standards for all publications, exhibits, and performances must also exemplify this policy.

### STUDENT CLUBS AND ORGANIZATIONS

Ambassadors Club	
Art Club	Orchestra
Cheerleaders	Publications:
Community Service Corps	The Crown Newspaper
Drama Club	The Crystal Yearbook
Foreign Language Club	The Phoenix Literary Magazine
Freshman Homeroom Mentors	SNG on Air
Mathletes, JV Mathletes	Student Council
Mock Trial	Technology Club
National Art Honor Society	Usher Corps
National Honor Society	WSNG News

### ATHLETICS

To gain a sense of team spirit and sportsmanship, students are encouraged to participate in athletics. In order to promote athletic competition that bears witness to the principles of our school, the Board of Directors of the Catholic League has formulated the following code of conduct:

1. Realize that spectators are representatives of their school.
2. Appreciate and give recognition to the good of others.
3. Give encouragement through cheering, but avoid booing 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 good sportsmanship.

## **SPORTS TEAMS**

Baseball

Boys Basketball                      Outdoor Track & Field

Girls Basketball                      Boys Soccer

Cross-Country                      Girls Soccer

Football                              Softball

Indoor Track & Field              Volleyball

Students on a team sport must be present for classes in order to practice or to play in a game or match. Students participating in inter-scholastic sports must turn in to the Athletic Director a doctor's form, a parent permission form, and an eligibility form before trying out for any sport.

## **ATHLETIC FEES**

Each student/athlete is required to pay a \$150.00 athletic fee per sport.

## **STUDENT PARTICIPATION IN ACTIVITIES, ATHLETICS, AND EVENTS**

Each student is encouraged to participate in our various co-curricular, extracurricular, and athletic programs. While participation in such activities is an important dimension of a student's life, it is secondary to the work that takes place in the classroom.

- Students' progress reports and report card grades will determine whether a student is eligible to continue participation in any sport, club, or activity.
- If a student fails one subject, he/she is ineligible for a period of one week. After one week, if the teacher of the failed subject reports satisfactory progress, the student becomes eligible. If a student fails two subjects, he/she is ineligible for a period of two weeks. After two weeks, if the teachers of both failed subjects report satisfactory progress, the student becomes eligible. A satisfactory progress report from both teachers must continue until the next report card is issued in order for the student to remain eligible. If at least one teacher reports non-satisfactory progress, the student remains ineligible for the following two weeks. If a student fails three or more subjects, he/she is ineligible to participate in athletics.
- The Administration will review attendance and discipline records to determine eligibility for all sports and activities.
- A major violation of the school's code of conduct may result in non-participation in any sport or activity (including class dances, other social events, and graduation ceremonies) for the year.

**ALL FINAL DECISIONS REGARDING ACTIVITIES AND ATHLETICS REST WITH THE ADMINISTRATION.**

## **SPECIAL EVENTS**

Class dances (e.g. the Freshman/Sophomore Hop, the Junior Prom and the Senior Prom) are an important part of school life. However, **tuition must be up to date and all fees must be paid in order to participate in these special events.**

## **CLASS DANCE REGULATIONS**

- All tickets must be purchased in advance through the Tuition Office.
- Students must return a signed/completed dance contract to the Student Affairs Office. This contract states specific school policy for each class dance.
- A student's behavior at these events is expected to reflect nothing but courtesy and maturity. Any misbehavior will result in disciplinary action.
- Students will be responsible for the behavior of their date.
- A student's date may **not** be a person who has been dismissed from SS Neumann-Goretti High School.

## **MIXER REGULATIONS**

- A student must be in school the day of the mixer.
- Tickets are purchased at the door. Students must present their ID card to gain admission to the dance.
- Students are not permitted to loiter outside, to wait in cars, or to congregate at the properties around the school.
- Guests must be signed up in the Student Affairs Office the week of the mixer. Students are limited to one guest. The guest must arrive with the Neumann-Goretti student who signed him/her up. Guests must present an ID card from their home school. The Neumann-Goretti student is responsible for the actions of his/her guest.
- No student who has been dismissed from Neumann-Goretti may attend a mixer.
- Neatness, good grooming, and modesty are expected of students who attend mixers. If a student is inappropriately dressed, he/she will be asked to leave.
- Any indication that alcohol and/or drugs are in use and/or exchanged by a student and/or guest before, during, or after the mixer will be met with immediate action, including police intervention.
- School rules apply to guests as well as Neumann-Goretti Students.

**ALL QUESTIONS PERTAINING TO ACTIVITIES OR ATHLETICS ARE TO BE ADDRESSED TO THE ADMINISTRATION. ALL FINAL DECISIONS REGARDING ACTIVITIES AND ATHLETICS REST WITH THE ADMINISTRATION.**

# **ARCHDIOCESAN SCHOOL POLICIES**

## **ABORTION POLICY**

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the Principal will promptly arrange to meet with the student and her parents.

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

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

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

## **HARASSMENT PROHIBITED**

Harassment in any form is unacceptable conduct and will not be tolerated. Any repeated action, physical, verbal, or written, which persistently annoys 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 and 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. A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language.
5. Display of sexually suggestive objects or pictures.
6. Unwelcome notes, e-mails and other communications that are sexually suggestive.

Any student who feels he/she has been subjected to harassment should bring the matter personally to the Administration. If the student is uncomfortable for any reason discussing the matter with the Administration, the student should report the matter 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 dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### **PURPOSE**

Technology is a valuable and real world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure responsible use of technology.** The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

### **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

### **GOAL**

The school's goal is to prepare its members for 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 and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skill

### **RESPONSIBILITIES OF USER**

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

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

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.

- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

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

**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:

- Teacher school web page, email, and/or phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones:** 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 educational purpose, the school administration and/or teacher will provide parameters for this use.

### Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, 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 false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- 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, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- 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 issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

**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 both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to:

*Facebook, Twitter, Youtube, Myspace, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.*



Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' or 'Following' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

## GENERAL INFORMATION

### ASSEMBLIES

Students are expected to be in their assigned homeroom seats in the auditorium on time. Students not in their assigned seats when the second bell rings, will be considered late and must obtain a late pass before entering the auditorium. The conduct of students at assemblies and liturgies should reflect the expectations of the school.

### ELEVATOR PASS

The elevator is for the use of the faculty and school personnel. A student who has a physical disability may apply in the Student Services Office for an elevator pass. He or she **must** show a certificate from the doctor that states the reason for the request and how long the need may last. The student will receive a permit that must be carried on their person at all times. The student is required to show this pass to any faculty or staff member upon request. The permit is to be returned to the Student Services Office when the date for its use terminates. If a student is caught on the elevator without a pass, they will be issued demerits for "Out of Bounds".

### FIRE DRILL

The signal for the fire drill is the fire alarm. The fire route is posted in the front of each room. Students should familiarize themselves with these routes. At the first sound of the alarm, all doors should be wide open. Students should exit the class in single file. The last person to exit the room should close the door. **Strict silence is to be maintained during the entire drill** so that instructions may be heard. Students are to remain with their class. When the signal is given the students should return immediately to their rooms in silence. Should the alarm ring during a change of class, students should use the staircase and exit nearest to them.

### SHELTER IN PLACE

When a Shelter in Place is called, all students will be called to the auditorium by floor. Each student is to sit in their homeroom section once they enter the auditorium. Students are to remain silent until further directions are given. The school will "Shelter in Place" only if we are informed to do so by the police or fire department. They will also be responsible for giving us the "all clear."

### FIELD TRIPS

Field trips are organized throughout the year for educational purposes.

- The same rules of conduct that are in effect at school apply to school-sponsored trips.
- Neat and appropriate dress is a must for those field trips that do not require the school uniform.
- A list of students on the field trips must be posted one week prior to the trip. A teacher may consult an administrator if he/she has a problem with a student's participation in the field trip.

### GRADUATION EXERCISES

Participation in the Baccalaureate Mass and the Commencement ceremony for all students who attend an Archdiocesan high school is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate in the graduation ceremonies. Students shall be excluded from participation in the graduation ceremonies for:

1. An academic failure.
2. Discipline issues.
3. A failure to fulfill financial responsibilities.
4. Excessive absence or late arrivals.

Graduation materials will not be given to any student who has received a failure warning notice, whose tuition is not up to date, who has been excessively absent, tardy or who has had disciplinary problems. All books must be returned or paid for; all other school property and equipment in the student's use must be returned or paid for, if damaged, before graduation materials are issued. Students not permitted to participate because they failed to fulfill the requirements are not given a refund of the graduation fee.

Attendance at all Baccalaureate and graduation rehearsals is mandatory for all seniors. The diploma of those who disregard this policy or whose conduct during either of the two ceremonies does not meet school standards may be withheld and given at the discretion of the Principal. Attendance at the Baccalaureate Mass is mandatory. Any student who does not participate in the Baccalaureate Mass will not be permitted to participate in the Commencement Ceremony. School rules are in effect until diplomas are issued at the conclusion of the graduation ceremony.

### HOMEROOM PERIOD

Homeroom begins with the Morning Prayer and Pledge of Allegiance, followed by the daily school announcements. During homeroom, the official student attendance check is taken and other school business is conducted. No student is to leave homeroom during the broadcast or other announcements. Only students with call slips are permitted to leave homeroom. Hall passes after announcements are at the discretion of the homeroom moderator.

### ID CARDS

All students are issued an identification/access card. Since this is an official card which certifies that a student belongs to the school community, along with allowing access to the building, a student must wear the card on an official school lanyard at all times. This card is to be presented to any faculty or staff member upon request. Lost cards must be replaced by contacting the Student Services Office (\$10.00 replacement fee). The ID card also entitles a student to free admission to all regular season, home football and basketball games.

### LOCKERS/LOCKER KEYS

Each student is issued a locker for which he/she is responsible. The locker is to be kept neat and clean. The use of stickers anywhere on the locker is not permitted.

Students may not use someone else's locker. **Tampering with another's locker or removing anything from the locker of another will place the student under the suspicion of stealing.** No student is to change lockers without the permission of the Student Services Office, which will be given for a serious reason only.

Damaged lockers are to be reported to the Student Services office.

**It is a proper function of school authorities to inspect lockers under their control to prevent their use in illicit ways or for illegal purposes.**

Locker keys and identification cards must be worn on lanyards. A lost key must be reported to the Student Services Office. A student, who forgets his/her locker key, must rent (for a \$1.00 fee) a school copy of the key. There is an additional \$2.00 penalty if the student fails to return the key at the end of the school day. A non-refundable charge of \$5.00 is necessary to replace a lost key.

**RETREATS**

Each student is required to make a retreat once a year at the assigned time. Only those students who are seriously ill are excused. However, those students must make up the retreat per the arrangements provided by the School Minister.

**CLASS RINGS**

Class rings are ordered during March of a student's junior year. Class rings are given during the Ring Mass in October of the student's senior year. It is diocesan policy that those students who do not have fees and/or tuition up to date, may not purchase or receive their class ring.

**STUDENT INSURANCE**

All students are covered by a blanket accident insurance policy.

**TUITION INFORMATION/POLICY**

**TUITION**

Tuition for Catholic students in the secondary schools of the Archdiocese of Philadelphia is \$6,800.00, for the 2015-2016 fiscal year, with a Supplemental Tuition fee of \$1,000 for Non-Catholic students, or non-participating Catholic students. Pastors will be provided a list of students registered within their Parish, it is expected that families noted as registered will be contributing members of the Parish family.

Beginning with the 2015-2016 School year, tuition is collected by Smart Tuition. Tuition can be paid to Smart Tuition via their website, over the phone or by mail. There are a number of payment options to use such as: full payment, Semi-Annual, Quarterly and 10 monthly installments. Payment due dates are either the 1st or the 15th of the month beginning in July, and completing in April. Smart Tuition will assess a late fee of \$30 for payments not made by the selected due date.

Families with two or more students in Archdiocesan high schools pay full tuition for two students. When three or more students in the same family are in high school at the same time, each receives a discount. If your tuition does not reflect this discount, please provide the Tuition Office with a list of the students' names, their grade, and high school(s). The family rate discount does not apply to students in parish schools or in private high schools.

**TUITION ASSISTANCE AND SCHOLARSHIPS:**

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and private schools, we realize it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, the Universal Student Aid has been established.

Parents seeking financial aid must complete a Universal Student Aid Form by **May 15th** of the previous school year, which includes all required forms to verify income, and a \$28.00 non-refundable fee, payable to the Private School Aid Service. This single application replaces the BLOCS, TAP and Neumann-Goretti Internal Assistance Forms. The application process is not intended to intimidate; rather, it ensures that the amount of aid given to each family is objective and that as many students as possible receive help. Families currently receiving tuition assistance **MUST** reapply each spring for the next school year.

Financial Aid is evaluated each year based on the PSAS application. Many of our Grants and Scholarships list completion of the PSAS application as a criteria for receiving awards.

Girls from single parent families may apply for the ELLIS GRANT. Ellis Grant applications and guidelines are available in the Development Office from the end of January. The deadline for submission is set by the Charles E. Ellis/White-Williams Foundation. The Foundation will mail applications to all families currently receiving the Ellis Grant and they **MUST** reapply for the next school year.

Neumann-Goretti Internal Tuition Assistance is awarded based on scholarship, leadership and/or financial need. This grant is used to disburse monies that have been raised through various fundraisers throughout the year. Once the grant is offered and accepted, the student must:

- Maintain at least a grade point average of **80**.
- Maintain a good conduct average of **80** or better, as well as good attendance record. The discipline and attendance record will be reviewed at the end of each semester.
- Join and remain an active participant in at least one extracurricular activity.
- Perform community service (if applicable).
- The student's family must keep the payment schedule for the remaining tuition current.
- Failure to comply, at the end of one semester, with any of the requirements listed above will result in the student being placed on **probation**. Failure to meet criteria at the end of the probation period will result in **forfeiture** of the remainder of the Neumann/Goretti Tuition Assistance.
- A serious violation of school policy will result in **immediate forfeiture** of the Neumann/Goretti Tuition Assistance.

If a student receives scholarships or tuition assistance from other sources, the Archdiocese reserves the right to reduce the Private School Aid Service grant so that these funds may be allocated to other students. Notification of adjustments to Private School Aid Service awards will occur by August 15 or within 30 days of the school's notification of other awards.

Depending upon availability, grants are offered to families that apply on a financial need basis. For more information on the grants that are available, please contact the Admissions Director. **Families currently receiving tuition assistance must re-apply each spring for the next school year. All forms are available at [www.neumanngorettihhs.org](http://www.neumanngorettihhs.org) under financial aid.**

If a student receives a scholarship or grant, it will be allocated to the student's account each month beginning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If a student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student's account; the amount will be prorated on the time the student has been enrolled.

**STUDENTS WHO ARE RESPONSIBLE FOR PAYING THEIR OWN TUITION ARE ENCOURAGED TO CONTACT THE DEVELOPMENT OFFICE AND FILE TUITION ASSISTANCE FORM AS SOON AS POSSIBLE.**

If you receive a scholarship or grant, 10% of this money will be allocated to the student's account each month, beginning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student's account. The amount will be pro-rated based on the time the student has been enrolled.

Grants and scholarships are deducted at a rate of 10% per month. Grants and scholarships cannot be applied to a student's account unless all prior tuition has been paid in full.

Scholarship winners are responsible for their fundraiser and school fees.

## **FEES**

In addition to tuition, the school has the following fees:

Smart Tuition Fee \$35.00 Annual fee for Smart Tuition Account (per family)

Registration Fee \$ 200.00 Non-refundable

**Late Fee** \$ 30.00 Charged each month that the tuition is not paid by the 15th of that month

School Fee \$ 500.00 **Due April 1 n**

ID Card Fee \$10 charge for a lost ID card

Graduation Fee \$ 275.00 **Due July 31** for all seniors (includes yearbook)

Yearbook Fee \$ 80.00 Optional for underclassmen due October 31

Transcript Fee \$5.00 Charge for Seniors to obtain a transcript copy for college applications. (\$7 for graduates)

**Rosters for the school year 2015-2016 will not be given to a student if 2014-2015 tuition is owed or any fees are not paid.**

**Fees are NON-Refundable after September 30 NO EXCEPTIONS!**

### **ATHLETIC FEE (Basic, for each sport)**

\$150.00 **due by September 15** for all Fall Athletic Sports

\$150.00 **due by December 15** for all Winter Athletic Sports

\$150.00 **due by March 15** for all Spring Athletic Sports

**Additional Fee: Varies by sport**

Additional fees for each sport cover transportation, equipment, etc. You will be notified of the cost prior to the start of each season. The fee for each sport is **NON-REFUNDABLE** for any of the following reasons, **no exceptions:**

Once the season begins:

If the student quits the team once the season begins

If the student is suspended or dismissed from the team

### **MANDATORY FUNDRAISING FEE**

Each student must pay the fund-raising fee of \$250.00. This fee is paid to the Tuition Office by July 31<sup>st</sup>.

In October each student will receive FIVE BOOKS of five \$10.00 chances. These chances will be in a series of **three drawings** as follows:

**Each day:** \$ 1,000.00 (one winner)

\$ 500.00 (one winner)

\$ 250.00 (one winner)

\$ 100.00 (three winners)

You may either:

- Fill out the stubs and turn them in for a chance of winning over \$6,000.00 in cash prizes.
- Sell them, keep the money, and turn in the stubs with the buyer's name, address and phone number. Put your name next to "Student." The seller of the winning chance receives 10% of the prize money.
- All stubs must be returned to the homeroom teacher no later than November 20<sup>th</sup>.

If you want to sell the chances and feel that it would be easier to sell \$2.00 chances, you can exchange the \$10.00 chances for \$2.00 chances in the Student Affairs Office. Please realize that these \$2.00 chances will be in the **last drawing only.**

### **TUITION PAYMENTS**

Tuition payments may be made by mail, over the phone, through direct debits to your bank account or via debit/credit card at [www.Smarttuition.com](http://www.Smarttuition.com).

Tuition mailed to School will be forwarded to Smart Tuition for application. Please mail all payments directly to Smart Tuition to avoid a late fee..

Tuition may be paid in full in July; in half payments in July and December; in quarter payments in July, September, December and February; or in ten monthly installments. Monthly installments are due on the 15th of each month, beginning in July and ending in April.

Checks should be made payable to **Smart Tuition!!**

Receipts are given for all tuition paid in person. If you are paying by mail and wish to have a receipt, please enclose a self-addressed stamped envelope, or receipts will be given to your son/daughter in homeroom.

### **TUITION REFUND POLICY FOR THE 2015-2016 SCHOOL YEAR**

Students, who leave school prior to April 1<sup>st</sup>, either voluntarily or because of school policies, receive a pro-rated refund if they have fully paid tuition in advance of the transfer. Scholarship and grant awards are also prorated upon withdrawal. If there is a balance due after adjusting the charges, there is no refund and the balance must be paid before official transcripts can be released.

The registration fee and the school fee are not refundable and no refunds are given for withdrawals that occur after March 31<sup>st</sup>.

Upon withdrawal, the prorated tuition charge for the month will apply. The amount of your refund will also depend upon other fees due and the amount paid to date. Families who decide not to have their child/guardian in school in September must notify the school prior to August 31 to avoid any tuition charge.

#### **DELINQUENT TUITION:**

#### **ALL TUITION AND FEES FOR ALL STUDENTS MUST BE PAID IN FULL BY APRIL 15TH.**

According to Archdiocesan policy, delinquency in payment of tuition and fees has the following results:

- No student will be permitted to start a new school year with any outstanding balance from previous year.
- Students may not begin the second semester unless they have made the first five monthly payments for the year.
- Students may be dismissed for non-payment of tuition. Seniors who have not fully met their financial obligations may not participate in graduation ceremonies and may not be granted a diploma.
- **Students may not attend their class dance (Senior Prom, Junior Prom, and Sophomore Hop) unless they are current in their tuition payments, as well as payment of all fees.**
- Students may not purchase a class ring or attend the Ring Dance.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.
- Rosters for the new school year may not be released unless all tuition for the previous year and the school fee for the new school year have been paid.

The new online coupon booklet can be found on the school website. There is a link for a Catholic or a Non-Catholic booklet, this includes a summary page with all fees due for the year.

### **ALMA MATER**

Sing we of our alma mater,  
Neumann and Goretti High.  
Filled with pride and true devotion.  
Thus united do we cry:  
Faith in God, who leads and guides us,  
Pride in all we're called to be,  
Sing together as one fam'ly  
To our Neumann and Goretti High!  
Sing together as one fam'ly  
To our Neumann and Goretti High!

Guided by the lamp of learning,  
And the blessings from above,  
Armed with fortitude and virtue,  
And simplicity and love.  
Charge we toward the prize of vic'try,  
One with all the saints on high,  
Sing together as one fam'ly  
To our Neumann and Goretti High!  
Sing together as one fam'ly  
To our Neumann and Goretti High!

## PRAYER TO OUR PATRON SAINTS

God our Father, we pray that you would give us the grace to model our lives on the examples of our patrons, Saint John Neumann and Saint Maria Goretti.

In life's harshness, give us fortitude.

Amid temptation, give us virtue.

Among the frenzy for material things, help us to live simply.

Together with our brothers and sisters, help us to love.

Saints John Neumann and Maria Goretti pray for us.

Amen

### **BELL ONE**

FIRST BELL  
1ST PERIOD  
HOMEROOM  
2ND PERIOD  
3RD PERIOD  
4TH PERIOD  
5TH PERIOD  
6TH PERIOD  
7TH PERIOD  
8TH PERIOD

### **REGULAR SCHEDULE**

7:35AM  
7:50 - 8:35AM  
8:38 - 8:50AM  
8:53 - 9:38AM  
9:41 - 10:26AM  
10:29 - 11:14AM  
11:17 - 12:02PM  
12:05 - 12:50PM  
12:53 - 1:39PM  
1:42 - 2:27PM

### **BELL TWO**

FIRST BELL  
1ST PERIOD  
HR/MASS/ASSEMBLY  
2ND PERIOD  
3RD PERIOD  
4TH PERIOD  
5TH PERIOD  
6TH PERIOD  
7TH PERIOD  
8TH PERIOD

### **MASS/ASSEMBLY SCHEDULE**

7:35AM  
7:50 - 8:28AM  
8:31 - 9:40AM  
9:43 - 10:21AM  
10:24 - 11:02AM  
11:05 - 11:43AM  
11:46 - 12:24PM  
12:27 - 1:05PM  
1:08 - 1:46PM  
1:49 - 2:27PM

### **BELL THREE**

MEETING  
FIRST BELL  
1ST PERIOD  
HOMEROOM  
2ND PERIOD  
3RD PERIOD  
4TH PERIOD  
5TH PERIOD  
6TH PERIOD  
7TH PERIOD  
8TH PERIOD

### **MORNING MEETING**

7:50 - 8:55AM  
8:55AM  
9:02 - 9:38AM  
9:41 - 9:53AM  
9:56 - 10:32AM  
10:35 - 11:11AM  
11:14 - 11:50AM  
11:53 - 12:29PM  
12:32 - 1:08PM  
1:11 - 1:48PM  
1:51 - 2:27PM

**BELL FOUR**

FIRST BELL  
 1ST PERIOD  
 EXTENDED HOMEROOM  
 2ND PERIOD  
 3RD PERIOD  
 4TH PERIOD  
 5TH PERIOD  
 6TH PERIOD  
 7TH PERIOD  
 8TH PERIOD

**EXTENDED HOMEROOM**

7:35AM  
 7:50 - 8:34AM  
 8:37 - 8:58AM  
 9:01 - 9:45AM  
 9:48 - 10:32AM  
 10:35 - 11:19AM  
 11:22 - 12:06PM  
 12:09 - 12:53PM  
 12:56 - 1:40PM  
 1:43 - 2:27PM

**BELL FIVE**

FIRST BELL  
 HOMEROOM  
 1ST PERIOD  
 2ND PERIOD  
 3RD PERIOD  
 4TH PERIOD  
 5TH PERIOD  
 6TH PERIOD  
 7TH PERIOD  
 8TH PERIOD  
 TEACHER PD

**AFTERNOON MEETING**

7:35AM  
 7:50 - 8:02AM  
 8:05 - 8:45AM  
 8:48 - 9:28AM  
 9:31 - 10:11AM  
 10:13 - 10:54AM  
 10:57 - 11:37AM  
 11:40 - 12:20PM  
 12:23 - 1:03PM  
 1:06 - 1:46PM  
 1:55 - 3:25 PM

**BELL SIX**

FIRST BELL  
 1ST PERIOD  
 HOMEROOM ASSEMBLY  
 2ND PERIOD  
 3RD PERIOD  
 4TH PERIOD  
 5TH PERIOD  
 6TH PERIOD  
 7TH PERIOD  
 8TH PERIOD

**MODIFIED ASSEMBLY/  
CEREMONY SCHEDULE**

7:35AM  
 7:50 - 8:29AM  
 8:32 - 9:32AM  
 9:35 - 10:14AM  
 10:17 - 10:56AM  
 10:59 - 11:38AM  
 11:41 - 12:20PM  
 12:23 - 1:02PM  
 1:05 - 1:45PM  
 1:48 - 2:27PM

**BELL SEVEN**

FIRST BELL  
 1ST PERIOD  
 HOMEROOM  
 2ND PERIOD  
 3RD PERIOD  
 4TH PERIOD  
 5TH PERIOD  
 6TH PERIOD  
 7TH PERIOD  
 8TH PERIOD

**ONE HOUR DELAY/  
INCLEMENT WEATHER**

8:35AM  
 8:50 - 9:27AM  
 9:30 - 9:47AM  
 9:50 - 10:27AM  
 10:30 - 11:07AM  
 11:10 - 11:47PM  
 11:50 - 12:27PM  
 12:30 - 1:07PM  
 1:10 - 1:47PM  
 1:50 - 2:27PM

**BELL EIGHT**

FIRST BELL  
1ST PERIOD  
HOMEROOM  
2ND PERIOD  
3RD PERIOD  
4TH PERIOD  
5TH PERIOD  
6TH PERIOD  
7TH PERIOD  
8TH PERIOD

**TWO HOUR DELAY/  
INCLEMENT WEATHER**

9:35AM  
9:50 - 10:20AM  
10:23 - 10:35AM  
10:38 - 11:08AM  
11:11 - 11:41AM  
11:44 - 12:14PM  
12:17 - 12:47PM  
12:50 - 1:20PM  
1:23 - 1:54PM  
1:57 - 2:27PM