



2023 – 2024

Saints John Neumann and Maria Goretti Catholic High School Student Handbook

School Information

1736 South Tenth Street
Philadelphia, PA 19148-1694

Phone Number: 215-465-8437

School Patrons: Saint John Neumann and Saint
Maria Goretti

Attendance Line: 215-755-3742

School Website:

www.neumanngorettihs.org

School Colors: Black, Gold and White

Mission Statement

We are a Catholic community serving a diverse student population. God enables us to educate through care grounded in faith. Through a rigorous and varied course of study each individual is presented with the necessary tools to succeed as lifelong learners. We provide a safe, nurturing, and challenging environment to prepare our students for college, career, and beyond as conscientious world citizens.

ASSISTANTS TO THE ADMINISTRATION

Dean of Culture

Mr. Matthew Hankerson

matthew.hankerson@neumanngorettihs.org

School Minister

Ms. Grace Brick

grace.brick@neumanngorettihs.org

Director of College Guidance & Counseling

Mrs. Kathleen Landrum

klandrum@neumanngorettihs.org

Director of Enrollment Management

Ms. Anastasia Korbai

anastasia.korbai@neumanngorettihs.org

Director of Athletics

Mr. Patrick Devenney

pdevenney@neumanngorettihs.org

ADMINISTRATION

President

Mr. Tim Cairy

tim.cairy@neumanngorettihs.org

Principal

Ms. Kim Eife

kim.eife@neumanngorettihs.org

Assistant Principal of Academic Affairs

Mr. Harry Olafsen

holafsen@neumanngorettihs.org

Assistant Principal of Student Life

Mr. Ben Hemsley

ben.hemsley@neumanngorettihs.org

Saints John Neumann and Maria Goretti School is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

The Archdiocesan Secondary System and Saints John Neumann and Maria Goretti Catholic High School reserve the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situations dictates.

TABLE OF CONTENTS

| | |
|---------------------------------------|----|
| Belief Statements & Core Values | 3 |
| Patron Saints | 3 |
| Admission Policy | 4 |
| Administration | 4 |
| Assistants to Administration | 5 |
| Religious Program | 6 |
| Academics | 7 |
| Rules & Regulations | 11 |
| Uniform Policy | 13 |
| Policies & Expectations | 17 |
| Attendance | 24 |
| Lateness to School | 26 |
| Guidance | 28 |
| Health Services | 29 |
| Activities & Athletics | 31 |
| Archdiocesan School Policies | 33 |
| General Information | 34 |
| Tuition & School Fees | 36 |
| Responsible Use Policy for Technology | 39 |
| Aramark Information | 57 |
| Immunization Policy | 58 |
| Bell Schedules | 60 |
| Alma Mater & Prayer | 62 |

BELIEF STATEMENTS & CORE VALUES

We believe...

- **Compassion** commands us to embrace the diversity of our community, treat everyone with respect, and give our full support to those in need.
- **Courage** enables us to accept the challenge and responsibility to meet the needs of a diverse community in an ever-changing world and gives us the strength to act with patience and forgiveness both towards ourselves and others.
- **Commitment** to the Catholic faith and rigorous academics will lead us to strengthen our faith-lives and achieve excellence as lifelong learners.

SNG is an in-person school. Virtual school is not offered.

Profile of Graduates

Saints Neumann Goretti graduates are...

Spiritually grounded

- Compassionate, courageous, and committed; embodying our core values
- People of integrity
- Individuals who have come to understand the value of a faith-centered life

Academically prepared

- Skilled at problem solving and critical thinking
- Empowered with the leadership skills necessary for professional life
- Well-rounded in academics, the arts, and related extracurricular pursuits

World citizens

- Resilient and self-motivated to succeed
- Committed to excellence in all facets of their lives
- People who possess respect for themselves, others, and God's creation

PATRON SAINTS

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.

ADMINISTRATION

PRESIDENT

The President is appointed by the Archbishop of Philadelphia upon the recommendation of the Board of Limited Jurisdiction. The President is the Chief Executive Officer of the school.

PRINCIPAL

The Principal is appointed by the Archbishop of Philadelphia upon the recommendation of the President and Superintendent. The Principal reports directly to the President and to the Superintendent of Secondary Schools. In the absence of the President, the Principal is the presiding Executive Officer of the school.

ASSISTANT PRINCIPAL OF ACADEMIC AFFAIRS (APAA)

The Assistant Principal of Academic Affairs is directly responsible to the Principal and assists in the daily supervision of the school's academic programs, its development and supervision of faculty, and its students' academic placement and progress.

ASSISTANT PRINCIPAL OF STUDENT LIFE (APSL)

The Assistant Principal of Student Life is directly responsible to the Principal and oversees all student activities and athletics. Duties may vary according to the needs of the local school. The APSL manages the school's safety program and participates in the evaluation of faculty.

ASSISTANTS TO ADMINISTRATION

DEAN OF CULTURE

The Dean of Culture directly reports to the Principal and assists in the daily operation of the school's code of behavior, including attendance and uniforms.

SCHOOL MINISTER

The Director of School Ministry, 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 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. 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.

DIRECTOR OF COLLEGE GUIDANCE & COUNSELING

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.

RELIGIOUS PROGRAM

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. These days provide an opportunity for the students to reflect on their own faith life, and to look more closely at their relationship with the Lord 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 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. Every month, a school-wide or class mass is offered. 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 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.

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 School Minister 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 School Minister at any time.

ACADEMICS

REPORT CARDS

At the end of each quarter, report cards are emailed to the parent/guardian email on file. Final failure warnings for the year will be issued on the third quarter report card. Parents should be aware of their son's/daughter's efforts and academic progress in school. If a student's grades need improvement, the parent/guardian should contact the teacher to discuss the possible causes.

In addition to report cards, progress reports/failure warnings are issued midway between each marking period.

POWERSCHOOL

PowerSchool is the official gradebook, attendance record, and discipline record at Ss. Neumann Goretti. Each student and their parent/guardian have access to an account at <https://aopcatholicschools.powerschool.com/public/home.html>. Passwords can be obtained in the Academic Affairs office. **Parents and students are expected to use PowerSchool to check on progress in classes at least weekly.**

SCHOOLGY

Students use their Ss. Neumann Goretti Google Account to log into Schoology, our Learning Management System. Schoology is used by instructors to post assignments, assessments, links, updates, discussions and more for students to easily access. Parents/Guardians are able to access student's assignments that are upcoming as well as those that were already due on Schoology by setting up a parent/guardian account. The Academic Affairs office will provide information in the beginning of the school year for how to set up this account.

FINAL EXAMS

A cumulative final assessment will be administered during Final Exam Week that can be found in the school calendar. This assessment is worth 10% of the students' overall grade.

GRADING POLICY*

- **Quarter Grades:** The grade for each quarter is the numerical average actually received for each quarter.
- **Semester Grades:** The first semester grade will be an average of the 1st and 2nd quarters (Theology and semester courses such as but not limited to Gym and Health are calculated as 45% 1st Quarter + 45% 2nd Quarter + 10% 1st Semester Final Exam). The second semester grade will be an average of the 3rd and 4th quarters (Theology and semester courses such as but not limited to Gym and Health are calculated as 45% 3rd Quarter + 45% 4th Quarter + 10% Semester Final Exam).
- **Final Grades:** 45% of first semester grade + 45% of second semester grade + 10% of the Final Exam = final grade

Theology and semester course such as but not limited to Gym and Health: 1/2 of the first semester, 1/2 of the second semester = final grade

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 they meet the criteria, and after consultation with the teacher and the Assistant Principal of Academic Affairs. A student or parent should consult with the subject teacher if a tier change is sought. The Assistant Principal of Academic Affairs, in consultation with the teacher, is 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 |
| Grade | AP | Honors | CP |
| 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 |

ACADEMIC PROBATION

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

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 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.

ACADEMIC DISHONESTY

Any student who engages in any form of academic dishonesty, including cheating, plagiarism, and using artificial intelligence (AI) programs will be subject to disciplinary action.

Along with plagiarism, cheating is the most severe of academic offenses. 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.

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.

AI programs, such as ChatGPT, are not permitted to be used as a student's own unique work. Any student found using such AI programs will be subject to disciplinary action, as this is considered a form of academic dishonesty.

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 of Academic Affairs to arrange for work/assignments for that time. Please allow three day's notice before picking up assignments. Most assignments will already be posted to Schoology directly by the teacher.

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 roll 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.

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. The student, in consultation with Administrators, teachers, counselors, and parents, ultimately determines the direction and scope of the individual curriculum.

DIOCESAN SCHOLARS

Juniors who rank at the top of the class in 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.

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 or attendance, at the close of the school year may be dismissed.

FAILURES

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

HONORS

The honor roll reflects the performance of a student within a given tier. Requirements for honors:

- DISTINGUISHED: (1st Honors) an average of 93 with no grade lower than 90
- HIGH HONORS: (2nd Honors) an average of 88 with no grade lower than 85

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

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.

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. Chromebooks are returned in June and will be reissued in September. In regards to electronic textbooks, see the Technology policy. **Final reports will not be mailed until all texts are returned. If a textbook or Chromebook is damaged or lost, the student may have to pay a fee.**

WITHDRAWALS AND TRANSFERS

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

- complete forms provided by the Office of Academic Affairs
- sign the request for a transfer
- all financial obligations must be paid in full
- have an exit interview with a school administrator

A transcript will not be released without having met financial obligations and having returned all books, locker keys, ID cards, and equipment. Transcripts will not be given to the student or parent; they will be forwarded to the principal or registrar of the school to which the student is transferring.

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

RULES & 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 Dean of Culture.**

THE DEMERIT/DETENTION SYSTEM

Any serious offense can result in a student being immediately dismissed from Saints John Neumann

and Maria Goretti Catholic High School.

For offenses, demerits and detentions may be issued.

For each demerit received, one (1) point will be deducted from a conduct grade of 100. **Demerits accumulate through each marking period.** Discipline will be calculated by taking the average of each semester.

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 may result in him/her not being re-admitted to our school for the following academic year.

20 demerits -parent contact, the loss of privileges and Saturday school.

30 demerits -parent contact, loss of privileges, Saturday school, and reviewed for dismissal.

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

Some of the infractions and their respective demerits include:

1. Late for class- 1 demerit
2. Defiance - 5 demerits
3. Late for school - 2 demerits
4. Mobile phone/ earpods other devices - 5 demerits
5. Disruptive Behavior - 5 demerits
6. Out of bounds - 5 demerits
7. Appearance/ Uniform - 5 demerits
8. Teacher disrespect - 5 demerits
9. Offensive language - 5 demerits
10. Cutting class - 10 demerits
11. Cutting afterschool detention - 5 demerits and an extra detention
12. Fighting - 20 demerits
13. Cheating - 20 demerits
14. Plagarism - 20 demerits
15. All Other Infractions- As deemed by administration

DETENTION

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 subject to further disciplinary action. Students must wear their official Neumann-Goretti uniform. Students must be on time to be admitted to the detention.

SATURDAY SCHOOL

Saturday school is announced in school days prior to the Saturday School session. An email will be sent home to notify parents and guardians of a student's Saturday School session. Sessions are from 8am -11am. Students must arrive on time at 8:00 AM in full Neumann-Goretti uniform in order to enter the session. Students are responsible for transportation. If a student fails to attend their assigned Saturday School session, further discipline sanctions as deemed appropriate by the administration

may occur.

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 Dean of Culture and/or the Principal. 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 Dean of Culture. 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 this program. Any student who is directed to these classes and fails to show may not be readmitted to school the following year.

Students who are failing conduct for the quarter and/or year may not be permitted to attend school functions—including the Junior and Senior Proms and athletic events.

ALL CONSEQUENCES ARE AT THE DISCRETION OF THE ADMINISTRATION.

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/>

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 in the 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—including shoes.
- 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 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 are not to be defaced in any way. A new lanyard and/or ID are purchased if damaged/lost.
- 6) The Administration assigns the details of any substitute dress.

Regulations for Ladies and Gentlemen

- The regulation quarter zip may be worn in the Fall/Spring if a student is cold. No other sweater/top may be worn.
- Tattoos If a student has a visible tattoo, it must be appropriate and in good nature. If a visible tattoo is deemed inappropriate by the Administration, 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) are permitted anywhere at any time in the building.
- Sneakers for gym class are worn only in the gym, and only for the gym class itself.
- T-shirt worn under the regulation polo shirt or white dress shirt will be plain, white or light grey with absolutely no printing, writing, or pictures on it.
- Fanny packs or Hip Packs are not permitted.

Ladies' Uniform Policy

| | | | |
|--|--|--|---|
| <u>Skort</u> <i>(All-year)</i> | <i>Regulation black/white Flynn & O'Hara SKORT, no shorter than 2-inches above the knee.</i> | Will be worn at the natural waist and never pulled-up or rolled | Pleated skirt is not permitted. |
| <u>Stockings</u> <i>(All-year)</i> | <ul style="list-style-type: none"> • plain black opaque stockings (available at Flynn & O'Hara) • plain, black 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. | |
| <u>Polo Shirt</u> <i>(All-year)</i> | White regulation Flynn & O'Hara, white, banded-bottom polo with school shield. Sleeves will not be rolled. | | |
| <u>Quarter Zip</u> <i>(Winter)</i> | <i>Black, regulation Flynn & O'Hara quarter zip with school shield.</i> | Students are permitted to wear the regulation quarter zip in the winter. If a student wishes to wear it earlier if cold, they are permitted to do so. | No hoodies, jackets, or non-school issued outerwear is permitted to be worn. |
| <u>Shoes</u> <i>(All-year)</i> | <i>The black Eastland lace-up available at DiGiulio Brothers is the recommended/preferred style.</i> <i>Guidelines for footwear purchased privately</i> | <ul style="list-style-type: none"> • <i>Embellishments including but not limited to glitter, stones, designer emblems, metal, etc. are not permitted</i> • <i>heels greater than one-half inch are not permitted</i> | NOT PERMITTED: casual shoes including but not limited to canvas shoes, sneakers, boots, slippers, sandals, flip-flops, etc. |

| | | | |
|----------------|--|--|--|
| | <ul style="list-style-type: none"> • <i>black, plain, leather, dress shoe that stops before the ball of the ankle and has SCUFF PROOF soles</i> | | |
| <u>Hair</u> | <ul style="list-style-type: none"> • neat, clean, and well-groomed; modest and professional in appearance | Extreme/unprofessional hair styles are not permitted. | |
| <u>Jewelry</u> | <ul style="list-style-type: none"> • 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. | -Earrings are permitted; all other piercings are under the discretion of the administration. | |

Gentlemen's Uniform Policy

| | | |
|--|--|---|
| <u>Pants</u> <u>(All-year)</u> | <p>Regulation Flynn & O'Hara tan khaki pants.</p> <p>Pants must be worn at the natural waist/above the hips. Pants may not hang from the hips nor drag on the floor.</p> | <ul style="list-style-type: none"> • Dickie and cargo pants are not permitted. • No objects including but not limited to metal chains, hooks or lanyards may hang from the pockets or belt loops • No cutting of pant seams is permitted |
| <u>Belts (All-year)</u> | Black, leather, dress belt with a modest buckle | |
| <u>Polo Shirt</u> <u>(All-year)</u> | Black, regulation Flynn & O'Hara, banded-bottom polo with school shield. | <ul style="list-style-type: none"> • Sleeves may not be rolled. |
| <u>Quarter Zip</u> <u>(Winter)</u> | Black, regulation Flynn & O'Hara quarter zip with school shield. | <ul style="list-style-type: none"> • Students are permitted to wear the regulation quarter zip in the winter. If a student wishes to wear it earlier if cold, they are permitted to do so. • No hoodies, jackets, or non-school issued outerwear is permitted to be worn. |

| | | |
|----------------------------|--|--|
| <u>Shoes</u> (All-year) | Black Hush Puppy Venture (lace-up or slip-on) available at DiGiulio Brothers are the recommended/preferred styles. Footwear purchased privately: -Leather dress shoe that stops before the ball of the ankle and has scuff proof soles | <ul style="list-style-type: none"> • Embellishments including but not limited to glitter, stones, designer emblems, metal, etc. are not permitted • heels greater than one-half inch are not permitted |
| <u>Socks (All-year)</u> | Plain black dress socks (available at Flynn & O'Hara) | |
| <u>Hair</u> | Neat, clean, and well-groomed; modest and professional in appearance | Extreme/unprofessional hair styles are not permitted. |
| <u>Facial hair</u> | -Clean-shaven is preferred; however, students may have well-groomed facial hair. | Natural hairlines on the face are to be followed. Neatly-groomed facial hair will be clean-shaven at the neck (use the top of the Adam's apple as a guide). |
| <u>Jewelry</u> | 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. | -Earrings are permitted; all other piercings are under the discretion of the administration. |

Grandfather Clause on Uniforms for the Classes of 2024, 2025, and 2026:

The above requirements regarding the School Uniform take effect for the 2023-2024 school year. All incoming students (freshmen and transfer students) are required to wear exactly what has been indicated above.

The students in the Classes of 2024, 2025, and 2026 who have been at Neumann-Goretti are grandfathered into wearing items from the former iteration of the school uniform. Therefore, students in these classes are still permitted to wear the Knit Sweater in place of the Quarter Zip as part of their Winter Uniform, and these students are permitted to wear the White Button Down Shirt (ladies and gentlemen) and the Tie (gentlemen only) along with the Knit Sweater as part of their Winter Uniform.

POLICIES & EXPECTATIONS

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 may occur:

- Students may be evaluated by the school nurse or other qualified professional.
- Students may be sent home in the custody of a parent.
- A valid drug and alcohol screening of the student's blood may be 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 can 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 may be required.
- Family counseling or social service intervention may be required.

HARASSMENT – See Diocesan Policy Below

Harassment in any form is unacceptable conduct and will not be tolerated. Any repeated action, physical, electronic, verbal or written, which persistently annoys a teacher, student, staff member or anyone within the school community and has the effect of disrupting that person's normal activity is prohibited by this policy. Sexual harassment can result from unwanted sexual attention, sexual advances and comments, or requests for sexual favors.

Examples include:

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

Any student who feels he or she has been subjected to harassment should bring the matter personally to the immediate attention of the Administration. If the student is uncomfortable for any reason discussing the matter with the Administration, the student should report it to a teacher. 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. A copy of the Harassment/Sexual Harassment policy is on file in the Principal's office.

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 may 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 and Vaporizers.

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.

SCHOOL AND THE LAW

Any unlawful acts 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.**

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 can result in disciplinary action. **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. Participate in Prayer.
4. Students are to line up for the purchase of food in an orderly fashion when called by the moderator.
5. Discard and recycle trash in the proper containers.
6. Tables and floors must be cleaned and left in order.

VANDALISM

Students guilty of vandalism (defacing or damaging school and other property or facilities) may be suspended and reviewed for dismissal. Any student deemed guilty of vandalizing school property will be responsible for any cleaning or replacement costs associated with their vandalism, and such charges will be assessed to the student and parent/guardian.

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).

SMOKING AND VAPING

Saints John Neumann and Maria Goretti is a smoke free school. If a student is caught / in possession

of / suspected of smoking, vaping, or chewing tobacco either in the school, on school property (including but not limited to parking lots, courtyards, sidewalks adjacent to the school, off-campus athletic fields, etc.), at any school related functions, on school buses, school vehicles (owned, leased, rented, chartered, etc.) public transportation, commuting to and from school, etc., the student is subject to serious disciplinary action.

A faculty/staff 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 disciplinary action.

Electronic Delivery Systems/Smoking Devices: “Vaping”

i.e., any electronic system/device, the use of which may resemble smoking,

which can be used to deliver an inhaled dose of nicotine or other substances to the user.

Saints John Neumann and Maria Goretti is a vape-free school. Broadly referred to as “vaping”, this policy covers a wide variety of devices and associated paraphernalia such as but not limited to the vaping devices and its associated cartridges, vape pens, e-cigarettes, e-cigarillos, e-cigars, e-hookas, e-pipes, smokeless tobacco, etc. For ease of readability we will use the term “vaping” to include all electronic delivery systems/smoking devices and their associated paraphernalia.

When?

- caught vaping
- In possession (including but not limited to person, personal bags, locker, etc.) of vaping paraphernalia
- sharing vaping devices and/or paraphernalia
- suspected of vaping; a student should not be anywhere near where another student(s) is vaping if he/she does not want to be accused of this offense. If there is a suspicion of vaping, the student will be subject to disciplinary action.

Where?

- in the school
- school property (including but not limited to parking lots, courtyards, sidewalks adjacent to the school, off-campus athletic fields, etc.)
- any school related functions
- school buses, school vehicles (owned, leased, rented, chartered, etc.)
- public transportation
- commuting to and from school including walking,
- other circumstances where a student can be identified as a student of the school

Offense Includes:

1. Student/personal property/locker search
2. Vaping devices and paraphernalia confiscated (under no circumstances will any items be

returned to a student or parent/guardian)

3. Student to be picked up on day of offense by parent/guardian
4. Authorities and the Archdiocese of Philadelphia will be notified as required for illegal substances and related items turned over
5. Student will be reviewed for dismissal/expulsion
6. If reinstated
 - The student is required to be assessed by the Student Assistance Program (SAP) which necessitates parent/guardian participation.
 - Minimum three (3)-day, suspension (either in-school or out-of-school suspension, as determined by the Principal)
 - Minimum 20 demerits
 - Parent/Guardian meeting with Administrator required
 - Student placed on disciplinary contract/disciplinary contract updated for the remainder of the year; all students on a disciplinary contract are reviewed at the end of the school year for dismissal/expulsion or discipline summer school

MOBILE DEVICES

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

The following items are NOT permitted in school and must remain in either the student's locker:

- Headphones/earbuds/air pods
- Smart watches
- All personal electronic devices except a school-issued chromebook
- Music may not be played on devices
- If a student is wearing earbuds or headphones, it is assumed that they have their phone on their person

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

All cell phones, smart watches, wearable technology and laptops, other than the school issued Chromebook, will be silenced and stored in the student's locker from 7:50 am until 2:30 pm. This includes during the lunch period.

In the event of illness or emergency, parents, guardians and students are to use the school phones to communicate. The school's main phone number is **215-465-8437**
Students who are not meeting this expectation will have their cell phone and/or wearable technology confiscated and sent to a member of the administration.

It is the responsibility of the student to place their mobile device and other technology in their locker prior to homeroom (7:50am). Students who do not comply and elect to use their phone during the school day will be held accountable for their poor decision. The consequences for using the phone during the school day are described below:

First Offense

- The phone or other technology will be confiscated.
- Any phone/personal technology that is confiscated will be given to the Main Office and remain there until the end of the school, at which time students may pick up their property (after 2:30).
- Minimum 5 demerits
- Uncooperative students will be subject to additional disciplinary action

Second offense

- The phone or other technology will be confiscated.
- Any phone/personal technology that is confiscated will be given to the Main Office and remain there until the end of the school, at which time students may pick up their property (after 2:30).
- Minimum 10 demerits
- Uncooperative students will be subject to additional disciplinary action
- A meeting will be held with the student, parent or guardian, the Dean of Culture, the Principal.

Additional Offenses

- The phone or other technology will be confiscated.
- Any phone/personal technology that is confiscated will be given to the Main Office and remain there until the end of the school, at which time students may pick up their property (after 2:30).
- Minimum 10 demerits
- Uncooperative students will be subject to additional disciplinary action
- An in-school suspension will be issued

LOCKERS

Each student will be issued a locker for the school year located near his or her Homeroom. Students are only permitted to use their lockers before Homeroom, before Lunch, and at the end of the school day. Students who use their lockers at any other point during the day may be considered out of bounds and subject to disciplinary action.

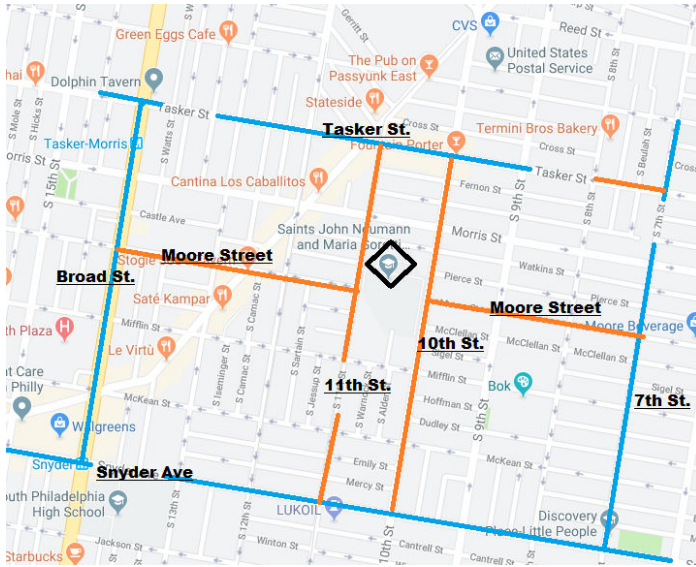
Student lockers are the property of the school and subject to inspection and search.

Lockers should be kept clean and orderly. Each student is responsible for any damage to the locker at the end of the school year.

Items of value should not be brought to school. The school assumes no responsibility and will not reimburse students for any personal article, equipment, or cash that is lost or stolen from any locker.

Each student will be given a key for their locker. Students are responsible for keeping the key throughout the year, and they will return their key at the end of the school year. Students who lose their key will be charged \$25 per lost or damaged key. Students who forget their key will be able to rent a spare locker key for the day for \$1. Issues with keys should be taken to the Student Services Office.

COMMUTER SAFE CORRIDOR ROUTES



The Safe Corridor Zone Boundaries are North and South between Tasker St. and Snyder Avenue and East and West between 7th Street and Broad Street.

Students are expected to follow the designated safe corridors for travel to and from Saints John Neumann & Maria Goretti Catholic High School. These routes have been mutually agreed upon with local authorities. Students traveling within the boundaries of the Safe Zone are required to utilize the following streets

Safe Corridor Routes

North/South travel - 10th & 11th Sts.

East/West Travel - Moore St.

This applies to students

- Walking to/from home
- Walking to/from public transportation such as the subway, busses (11th/12th/7th/8th/Snyder/Tasker/Morris, etc.)
- Student driven vehicles
- **Vehicles not driven by a parent/guardian or by a parent/guardian assigned designee under the age of 25.**

This policy does not apply to students walking to/from their school provided home address if it is within the boundaries of the Safe Corridor Zone

Students who do not adhere to this policy may be subject to disciplinary action as follows:

First offense: Student conference in-person, parent/guardian phone conference with Dean of School Culture

Subsequent offense: minimum 10 demerits, 1 Saturday detention, Student/Parent/guardian/school police officer in-person conference with Dean of School Culture and/or Principal

STUDENT VEHICLES

Cars - Students may only commute to Saints John Neumann & Maria Goretti Catholic High School if they are fully licensed and the vehicle is properly registered and insured. Parking is on the street. **Seniors** may apply for the parking lot lottery at the beginning of Senior year which is first-come-first-serve and spaces are limited. Parking in the lot is not otherwise permitted for students. Unauthorized vehicles will be routinely ticketed and towed. The school is not responsible for the security of legally or illegally parked cars in the school lot. The school will not investigate complaints of damage, theft, etc.

Pedal Bikes (unmotorized) - The school is not responsible for the security of bikes. The school will not investigate complaints of damage, theft, etc.

Students are not permitted to commute via any other mode of personal vehicle such as, but not limited to, skateboards, motorized bikes/scooters (please note that street legal and licensed vehicles are not permitted)

CORRIDOR AND STAIRWAY USE

A student who needs to leave a classroom, study hall, or the cafeteria must either obtain an official hall pass from the faculty member in charge or have the appropriate SmartPass from said faculty member. 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.

GUM AND TOBACCO

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

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.

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. 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 may be subject to 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 computers.

TRANSPORTATION

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

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.

ATTENDANCE

ARRIVAL AT SCHOOL

The 11th Street Cafeteria and Gym entrances open at 7:15 AM. 9th and 11th grade students enter through the cafeteria doors. 10th and 12th grade students enter through the gym doors. These are the only points of entry for morning arrival.

Students exit the gym/cafeteria into the building at 7:42 AM to go to their homeroom. 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.

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 in advance to report this fact.

LATE TO SCHOOL

The late bell is 7:48 AM. Students will need to get a late slip in the cafeteria in order to be admitted to homeroom. Students who arrive late but before 8:00 AM will receive 1 demerit.

Students arriving after 8:00 AM must use the 10th Street entrance, ring the bell and go to Room 109 for a late slip. Students arriving after 8:00 AM will receive three demerits.

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).

More than 15 unexcused late arrivals 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 may be subject to loss of privileges, including Graduation.

LATE TO CLASS

A student who is not in their class seat at the second bell is late to class.

ABSENCE

Pennsylvania law requires the attendance of each student on all days and hours that school is in session.

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

Students who are marked absent are not permitted to participate in any school or school sponsored activity (such as class dances and participation in athletic events) on days they are absent from school, unless approval has been previously obtained from the Principal or Dean of Culture. Failure to comply with this regulation will result in the student being instructed to leave the event.

A parent meeting will be required for any student who has excessive absences. Further documentation will be required. The student may be reviewed for dismissal. Further details below.

Doctor's notes should be attached to the parental note and submitted on the day that the student returns to school.

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

More than 15 unexcused absences will require the student to attend a summer program. There is a fee for this program.

Healthy school attendance is essential for student growth and achievement. Students who maintain healthy attendance habits are more likely to achieve their goals than peers who struggle to attend school. Attendance is a legal record of your presence at school.

Students who have more than 15 absences for the school year, for any reason, will be assigned to attendance summer school and reviewed for expulsion.

The following interventions will be implemented as students accrue absences during the school year.

When a student has accrued:

5 absences- The student will meet with a counselor to determine what barriers exist for healthy school attendance and make plans to address the barriers. The student's parent/guardian will attend the meeting via phone.

10 absences- The student and parent will meet in-person with a counselor and the Dean of School Culture to develop further plans for supporting healthy attendance. The Dean of School Culture

officially notifies the student and parent/guardian that the student is at risk of reaching 15 absences. Students who reach 15 absences are required to attend attendance summer school.

15 absences- The student, parent/guardian, Dean of Culture, and Principal will meet in-person. The Principal notifies the student and parent/guardian that the student is required to attend attendance summer school and will be reviewed for expulsion. The student is not permitted to attend the freshmen-sophomore dance, junior prom, or senior prom. The student is placed on an attendance contract. Additional consequences for continued absences will be detailed in the attendance contract. Seniors who do not adhere to the attendance contract will not be permitted to participate in graduation ceremonies.

LATENESS TO SCHOOL

Punctuality is also essential for student growth and achievement. Late arrivals are a legal record of your presence at school. SNG does not excuse any late arrivals for any reason. Late arrivals up until 8:00am will be assigned one demerit for each late arrival. All late arrivals after 8:00am will receive 3 demerits.

Students who have more than 15 late arrivals for the school year will be assigned to attendance summer school and reviewed for expulsion.

When a student has accrued:

5 latenesses- The student will meet with a counselor to determine what barriers exist for healthy punctuality and make plans to address the barriers. The student's parent/guardian will attend the meeting via phone.

10 latenesses- The student and parent will meet in-person with a counselor and the Dean of School Culture to develop further plans for supporting healthy punctuality. The Dean of School Culture officially notifies the student and parent/guardian that the student is at risk of reaching 15 latenesses. Students who reach 15 latenesses are required to attend attendance summer school.

15 latenesses- The student, parent/guardian, Dean of Culture, and Principal will meet in-person. The Principal notifies the student and parent/guardian that the student is required to attend attendance summer school and will be reviewed for expulsion. The student is placed on a lateness contract. Additional consequences for continued latenesses will be detailed in the attendance contract. Seniors who do not adhere to their lateness contract will not be permitted to participate in graduation ceremonies.

Vacation - SNG does not recommend students to go on a vacation during the school year. Advance notice to the Attendance Office is appreciated. Students are responsible for informing each of their teachers on their own at least two weeks in advance of a vacation as a professional courtesy to their teachers. The attendance policy for student absence will be enforced. Furthermore, teachers are

under no obligation to make special arrangements and accommodations for students who are absent for a vacation. School work from teachers will not be provided in advance of a vacation. Students who are absent for a vacation will follow the absence policy of each teacher which will include a deadline for work missed while absent and deadlines for taking any missed assessments (quizzes, tests, etc.). Please note that when a student is absent for any reason, it is the school's expectation that students will take responsibility to schedule with their teachers any missed assessments outside of the school day and according to the teacher's availability.

SCHOOL DANCE - SCHOOL ATTENDANCE REQUIREMENTS -

Freshman/Sophomore Dance - less than 15 absences

Junior and Senior Proms - less than 15 absences

To report an absence, the parent or guardian of a student must telephone the Student Services Office 215-755-3742 or 215-465-8437 ext. 256 **before** 8:15 AM each day of his/her absence.

STUDENTS ARE NOT PERMITTED TO REPORT THEMSELVES 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.

In order to accurately maintain our records and for the safety of our students we must insist that this policy is followed.

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 should not call a parent on his/her own accord in the event that the student is not feeling well. It is important to follow the proper procedure. An Administrator or the Dean of Culture 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 (4th) period will be considered a day's absence.

Official requests for early dismissal should be made in writing or email in advance to Student Services.. 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.**

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 required to participate in Summer Behavior School. There is a fee.

Lateness: Whenever a student has accumulated more than 15 late arrivals, they are required to participate in Summer School. There is a fee.

Absentees: Any student with more than 15 absences will be required to participate in Summer School. There is a fee.

GUIDANCE

The Office of Guidance and College Counseling assists students with social, emotional, and academic needs, as well as with preparations for the college and post-secondary application process.

The Guidance team's main goal is to support all students in an individualized way so that their unique needs can be met, and they can access their education. 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 individual counseling for social, emotional, and academic needs
- Assisting with conflict resolution and behavior management plans
- Conducting group counseling and classroom guidance
- Providing college counseling and other post secondary planning support
- Processing college applications
- Administering SATs and career interest surveys
- Posting available employment opportunities on the guidance bulletin board
- Collaborating with parents, administrators and faculty concerning student growth and achievement
- Hosting College Fairs and Information Nights for parents and students regarding college admissions and financial aid

COLLEGE VISITS

Seniors are encouraged to explore college and career choices on the PSAT testing days and other days when no classes are held. Juniors are encouraged to explore on days when no classes are held, also. No college visits are to be scheduled during assessments, or the week before assessments, retreat 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 The Student Services Office must be notified of the college visit and the student needs to pick up a card from Student Services to take to the college visit.
2. After the visit, the card, signed by a parent and college official, must be returned to the Student Services office.

As funding permits, the department works with the following organizations to augment services:

CATHOLIC SOCIAL SERVICES: a partnering agency that provides a full time social worker to assist all students and their families, both during school and outside of school, to support a variety of needs. This position works directly with the Guidance Department and the Office of Community Partnerships.

CATAPULT LEARNING: an independent agency that provides a full time family connections

counselor to assist students and families who qualify for services under Title 1.

CORA SERVICES INC: an independent agency that provides a full time school counselor to implement all Guidance tasks for 9th and 10th grade students, as well as a part time school psychologist to conduct educational evaluations and help teachers use effective strategies for students who have learning differences.

PA COLLEGE ADVISING CORP: a nonprofit organization that provides a part time college advisor to conduct college counseling and related programs.

SCHOLASTIC APTITUDE TEST (SAT)

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. All students have college board accounts where they can access free test prep, register for the test, and explore colleges and scholarships.

STUDENT ASSISTANCE PROGRAM

The Commonwealth of Pennsylvania **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.

HEALTH SERVICES

SCHOOL MEDICATION POLICY:

All medications that come to school must have the prescription label on them. Inhalers must be in the box with the label. If you don't have the box, please ask the pharmacist to give you a new one for school purposes. Over the counter medications must be in their original packaging.

A Med-1 Form with the healthcare provider's signature **OR A Medication In School Letter** from the healthcare provider *must accompany all medications prescription and over the counter*. Med -1 forms and physician letters may also be faxed to the school. Fax: 215-462-2410

As a safety precaution, the nurse as well as the staff need to be made aware of students who have chronic conditions and medications in school.

Regarding Inhalers: Every student who has an inhaler should visit the nurse with their inhaler to demonstrate its proper use. Many students do not use them properly and/or have different kinds and need to be reminded of which inhalers are for daily use and which are for emergency use.

Some students also receive an ACTION PLAN from their physician. The ACTION PLAN is a plan for the child specific to them when using their inhaler or EpiPen. Please read carefully. The school will make a copy and send the original back home with your child.

All medications must be picked up at the end of the school year by a parent/guardian. If they are not picked up, they will be disposed of.

All students are required to have a complete immunization record on file. The Archdiocese Does Not accept religious or ethical exemptions. Medical exemptions must be accompanied by a physician letter of explanation. Pennsylvania State Law requires that students have a physical examination upon starting 11th grade, and a dental exam upon starting 9th grade. Students who are planning to participate in Neumann-Goretti's athletic program must also complete the set of PIAA forms which also include a doctor's physical exam requirement. The forms are available on our website or in the Main Office.

Please Note: *The Student Emergency/Medical Information Form is Mandatory at the start of school.* A physician signature is not required.

HEALTH ROOM

The Health Room is located in Room 101. (215-465-8437 X265). The nurse is an employee of the Philadelphia School District and scheduled either two or three days per week. Students must have a pass from their teacher to visit the health room.

There is a schedule of Open Hours for the students suffering from a minor illness/injury. Examples are listed below and will be seen during Open Hours:

| | |
|----------------|------------------|
| Stomachache | Menstrual Cramps |
| Minor Headache | Earache |
| Nausea | Abrasions & Cuts |

The Following are a Priority And Always Seen As Emergencies:

| | |
|----------------------------------|--|
| Bleeding (including nose bleeds) | injury involving bone/joint with swelling or |
| Burns (occurring in school) | bruises, pain or loss of mobility |
| Chest Pain or Heart Palpitations | Medication Reactions including skin rash |
| Severe Diaphoresis (sweating) | Neck or Back injury occurring in school |
| Difficulty Breathing | Seizures |
| Dizziness | Swelling of lips, face, or tongue |
| Eye injuries | Tremors |
| Severe Headache | Visible/Audible Vomiting |
| Head/Face Injury | Vision Changes |
| Hives | |

Health Room Hours:

| | |
|-------------------|---|
| 1st & 2nd period: | Consultation Hours – |
| | Mandated Screenings and Referrals, Assessment & Documentation of Health |
| | Records, Parent Contacts verbal and/or written |

3rd, 4th & 5th period: OPEN HOURS– Students may be sent to the health room. A note must accompany the student.

6th period: Lunch

7th & 8th period: Consultation Hours

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 Health Room or Student Services Office..

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 Main Office.

ACTIVITIES & ATHLETICS

The Office of Student Life 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, class dances, student socials and other special events, 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 privilege and must not be detrimental to scholastic development.** It is expected that students participating in extracurricular 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.

SPECIAL EVENTS

Class dances (e.g. Homecoming, the Freshman/Sophomore Dance, Junior Prom, Ring Dance and 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.**

SCHOOL DANCE - SCHOOL ATTENDANCE REQUIREMENTS

Freshman/Sophomore Dance - less than 15 absences

Junior and Senior Proms - less than 15 absences

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 Life Office. This contract states specific school policy for each class dance.
- A student's behavior at these events is expected to reflect courtesy and maturity. Any misbehavior may 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.

ADDITIONAL REGULATIONS

- Students must be in school the day of the dance.
- Students are not permitted to loiter outside, to wait in cars, or to congregate at the properties around the school.
- All guests must be registered with the Student Life Office the week of the dance. 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 dance.
- Neatness, good grooming, and modesty are expected of students who attend dances. 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 dance will be met with immediate action.
- 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.

A SAMPLING OF STUDENT CLUBS AND ORGANIZATIONS

Ambassadors Club

Cheerleading

Cultural Diversity Club

Italian Cultural Appreciation Club

National Honor Society

Publications:

Yearbook

Newspaper

Saints Philanthropy

Student Council

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

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

Sexual Harassment: can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include:

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

Bullying: intentional, repeated, hurtful words, acts, or other behaviors, including but not limited to: exclusion, spreading rumors, name calling, threatening, and/or shunning, completed by one or more students against another over a period of time. Bullying includes relational aggression, a type of emotional violence whereby individuals use relationships to harm others, and cyber bullying, the sending or posting of harmful or cruel text or images using the internet or other digital communication devices.

Cyber bullying is a violation of the **Acceptable Use Policy and the Diocesan Harassment Policy**.

Hazing: refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

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

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate disciplinary 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.

A copy of the Harassment/Sexual Harassment/Hazing policy and all other diocesan school-related policies are on file in the Principal's Office.

GENERAL INFORMATION

ASSEMBLIES

Students are expected to be in their assigned 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.

CLASS RINGS

Class rings are ordered in 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.

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 being out of bounds.

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 teacher may consult an administrator if he/she is concerned 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 absences 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

First Period begins at 7:50 AM with the Morning Prayer and Pledge of Allegiance, followed by the daily school announcements. The official student attendance check is taken and other school business is conducted. No student is to leave 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 card. Since this is an official card which certifies that a student belongs to the school community, a student must wear the card on an official school lanyard. This card is to be presented to any faculty or staff member upon request. Lost cards must be replaced by contacting the Student Life Office (\$10.00 replacement fee).

RETREATS

Each student is required to participate in a retreat once a year at the assigned time. Only those students who are seriously ill are excused. However, those students may be responsible for making up the retreat per the arrangements provided by the Campus Minister.

STUDENT INSURANCE

All students are covered by a blanket accident insurance policy.

STUDENT PARKING

Parking is limited to Seniors, and a student must submit the proper documentation along with the annual fee. Spots are issued via either a lottery or a first-come first-served policy.

TUITION & SCHOOL FEES

TUITION AND FEES

Tuition and Fees are billed via an outside vendor. This vendor FACTS Management will coordinate the billing and collection of all tuition and fees. Each year, a family will select their billing method, payment method, and payment plan. For example, a family can select automatic billing or invoice billing; a payment due date of the 1st or 15th; email or postal billings; and payment plans of one, two, four or eleven billing months. **FACTS charges a fee to manage your payments each year and that fee varies depending on your selections above.** Payment plans begin in June and end by April of the applicable school year.

Tuition and fees for students in the secondary schools of the Archdiocese of Philadelphia are set each year by the school President in conjunction with the Archdiocese of Philadelphia Office of Catholic Education.

Tuition and fees are due on a timely basis according to the selected and agreed upon payment plan. Late payments are assessed at a fee of \$30 for each delinquent billing period i.e. for any invoice where the balance is not paid in full.

Families with Three or More Children in the Archdiocesan High Schools

Families who have three or more students in any of the Archdiocesan High Schools receive a discount for each student equal to one third of the base tuition amount for that given school year per student. You can contact the Tuition Officer to complete the necessary form to receive the discount for your children. This discount does not apply to students in parish schools or in private high schools.

TUITION ASSISTANCE AND SCHOLARSHIPS:

(NOTE: Neumann Goretti DOES NOT Offer athletic scholarships)

Ss. John Neumann/Maria Goretti Catholic High School (Neumann/Goretti) is committed to making a Neumann/Goretti education accessible for all families. We require every family to apply for financial aid and consider available scholarships.

Parents seeking financial aid must complete an application using the FACTS financial aid portal (the link can be found on our website under Admissions / Tuition / Financial Aid and Scholarships). NO FINANCIAL AID WILL BE GIVEN WITHOUT A COMPLETED FACTS APPLICATION.

This application is required to be completed every year by all families. It covers financial aid and scholarships including: Millay, School Scholarship, Alumni Scholarship, Maguire, Howley, Archdiocese Tuition Assistance and BLOCS. The application is usually available in October for the next school year. The deadline to complete usually ends by **May 15th** of the previous school year. FACTS charges a processing fee, and the application is only considered complete when all necessary documents have been added to the application.

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.

Girls from single parent families may apply for the ELLIS GRANT. You can find more information on this grant by logging on to www.ellistrust.org. 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 Grants or Scholarships are awarded based on scholarship, leadership and/or financial need. The FACTS Financial Aid application is used to determine eligibility for grants and financial aid. Once an award/scholarship is offered and accepted, the student must:

- Maintain at least a grade point average of **85**.
- Maintain a good conduct average of **80** or better, and a 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 Scholarship or Financial aid.
- 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 awards so that these funds may be allocated to other students. Notification of aid is done on a rolling basis.

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.

FEES

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

| | | |
|----------------------|--|--|
| Re -Registration Fee | \$ 225.00 | Charged in February for the following year |
| ID Card Fee | \$10.00 | Charge for a lost ID card |
| Graduation Fee | \$ 375.00 | Charged in November of Senior year (includes graduation materials and yearbook) |
| Athletic Fee | \$300.00 per sport. \$375.00 for football | This fee partially covers the costs of having an athletic program such as referee fee, transportation and facility fees. There may be an additional fee charged for uniforms or equipment. If a student plays more than one sport, there will be a discount on each additional athletic fee. FEES ARE NON-REFUNDABLE |

Rosters for the upcoming school year will be sent in August. Rosters will only be sent if all prior year balances are PAID IN FULL and tuition payments are current for the new school year.

TUITION REFUND POLICY

Students who leave school prior to April 1st, either voluntarily or because of school policies, receive a prorated 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 and the school fees are not refundable and no refunds are given for withdrawals that occur after March 31st.

SCHOOL DANCES / ACTIVITIES / ATHLETICS /GRADUATION

Students are encouraged to participate in a variety of extracurricular activities. However, these activities are a PRIVILEGE. To that end, the expectation is that ALL Tuition and Fees are paid on a timely basis. At a minimum, balances cannot be more than 30 days old in order to participate in any of the extracurricular activities.

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 a previous year.
- Students with balances cannot return to school if their balance is more than 90 days past due.
- 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 Freshman/ Sophomore Dance, Ring Dance) unless they are current in their tuition payments, as well as payment of all fees.**
- 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 fees for the new school year have been paid.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2023

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

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

We are interested in technology because of our faith.

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

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

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 an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all

students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. 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 and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

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

GOALS

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

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

USER RESPONSIBILITIES

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

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

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

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

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing AoP-owned resources, computers or networks.

TECHNOLOGY USE GUIDELINES

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

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

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

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

- Teacher school web page, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents or guardians 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 social networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Digital Security: Digital security must be at the forefront of every user's mindset. Users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access.

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

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as ChatGPT for any academic or assessment-related purposes, including but not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of ChatGPT or other similar AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action.

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

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

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

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

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

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

Examples of Unacceptable Uses –

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.
- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post or disseminate false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee or volunteer without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another individual except with express permission of that individual and the principal.
- Attempt to circumvent system security, blocked sites or to bypass software protections.
- The following activities are strictly prohibited, with no exceptions:
 - Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
 - Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the users normal job/duty.
 - Circumventing user authentication or security of any host, network or account.
 - Any virus or phishing protection software installed on school or school issued devices must not be disabled or bypassed .
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees
- Harm the goodwill and reputation of the school or system in the community. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Any attempt to alter data, the configuration of a school issued device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.
- Load personal software onto a school device or school-issued device without proper permission or direction.
- Attempt to 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 supplement this policy at any time without notice.

All school personnel are reminded that all computer, network, and Internet use will be monitored and there is no assurance of privacy or warranty of any kind, either expressed or implied.

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, Instagram, Tumbler, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

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

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

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

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

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

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

Social media postings from school sanctioned accounts should refer to students by using their first name, last initial. Schools should avoid linking posts to students' personal accounts.

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

In regards to student athletes and coaches:

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

Esports/Gaming Clubs

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

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

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

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

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

Some examples of popular esports games include:

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

| Game Title | ESRB Rating | School Level |
|---|--------------|--------------|
| Call of Duty (COD) | Mature (17+) | Secondary |
| Counter-Strike: Global Offensive (CS:GO) | Mature (17+) | Secondary |
| Defense of the Ancients (DOTA) and DOTA 2 | Teen | Secondary |
| Fortnite | Teen | Secondary |

| | | |
|--|----------------|----------------------|
| Hearthstone | Teen | Secondary |
| League of Legends (LoL) | Teen | Secondary |
| Just Dance (2023) | Everyone | Elementary/Secondary |
| Mario Kart | Everyone | Elementary/Secondary |
| Minecraft | Everyone (10+) | Elementary/Secondary |
| Overwatch | Teen | Secondary |
| Player Unknown's Battlegrounds (PUBG) | Teen | Secondary |
| Pokemon (Sword & Shield) | Everyone | Elementary/Secondary |
| Rainbow Six Siege | Mature (17+) | Secondary |
| Rocket League | Everyone | Elementary/Secondary |
| Super Smash Brothers | Everyone (10+) | Elementary/Secondary |
| Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K | Everyone | Elementary/Secondary |

For ratings of all games, please visit the ESRB Website at esrb.org.

All school sponsored esports activities should have appropriate parental consent forms in relation to the activity.

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

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

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

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

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

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

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

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

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

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

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

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

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

POLICY VIOLATIONS

Inappropriate use in contradiction to the above rules will be addressed 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 and/or in an offline work environment.
- Issuance of demerits/detentions, if applicable.
- Removal from the esports club or limited from participating in public esports competitions
- Possible financial obligations for the repair or replacement of damaged school devices.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Student Contract

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

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

Student Name/ID _____

Student Signature_____

Date_____/_____/_____

Graduation Year _____

Room Number (if elementary) _____

Grade_____

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access - Parent Guardian

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

to purchase products or services.

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

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

_____(school name).

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

 (school name)

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

Parent/Guardian Signature _____

Date _____

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Administrators, Faculty and Staff Internet Access Contract

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

_____(school name).

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

Administrator/Teacher's Signature

Date: _____

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

Archdiocese of Philadelphia**Virtual Classroom Video/Audio Recording****Parent/Guardian Acknowledgment Form**

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

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

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

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

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

Archdiocese of Philadelphia
Virtual Classroom Video/Audio Recording

Parent/Guardian Acknowledgment Form

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

Student's Name:

Classroom Teacher's Name:

School: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print): _____

Date: _____

Student Signature (if high school): _____

Date: _____

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

ADDENDUM:

STANDARDS FOR PROPER CHROMEBOOK CARE

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Unsupervised Chromebooks will be confiscated. Bring the Chromebook and charging unit to NG every school day. (If you forget them, substitutes will NOT be provided.) Students without Chromebooks will need to complete assignments via alternate means and maybe subject to disciplinary action.
- Chromebooks are able to be used in the school for academic reasons. If, however, the teacher requests that Chromebooks be temporarily put away, students are to comply. The use of the Chromebook must support the instructional activities currently occurring in each classroom and lab. Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The student should never use another student's Chromebook.
- At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private cell networks.
- Keep the Chromebook either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school busses/vans, in the gym, unsecured in locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk. Avoid leaving the Chromebook in environments with excessively hot or cold temperatures.
- Adhere to NG School's Acceptable Use Policy at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.
- Backup your data. Never consider any electronic information safe when stored on only one device. Since all students will have accounts in Google Docs as well as network storage, they are encouraged to utilize these areas to store important files.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from NG, all equipment must be turned in to the Technology Office prior to departure or will be charged the full amount to replace the Chromebook with a new Chromebook.

How to Handle Problems

- Promptly report any problems to the Technology Office
- Complete a claim notification form.
- Report to the Technology Office to pick up any repaired Chromebook within 3 days of notice.
- Don't force anything (e.g., connections, buttons). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

Carrying the Chromebook

- Always place the Chromebook in a backpack prior to moving from one class to the next.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight. A full charge should last approximately 12 hours. Failure to come to school with a charged device may incur disciplinary action.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- Don't let the battery completely drain. Immediately shut down if you are unable to connect to the charger.
 - For best battery life, do not recharge until the battery reaches a low level.



September 2020

Dear Parents & Student(s);

Hello and welcome to the 2020-2021 school year. I would like to take the time to update and hopefully answer questions concerning the computerized point of sale system and payment methods used in your school's cafeteria. Please read the following information carefully, and if you have any questions, feel free to contact the school food service office.

QuikLunch will continue to be utilized as our computerized debit system. Students will use their assigned Power School Student ID Number for their **personal identification number (PIN)** to access their account. Pin numbers are used for all transactions including cash sales. Your child will be given a barcode to place on their student ID for convenient scanning. This system will greatly improve line speed.

We are excited to announce that our online payment system **PayForIt.net** has been enhanced and is now called **PaySchools Central**. This system not only allows you to pay for meals through an easy-to-use online portal (www.payschoolscentral.com), you can also use a convenient mobile app, for on the go use and management of your student's lunch account!

PayForIt.net users can use their existing username & password to access PaySchools Central. You will need to add your student to your account. For new users creating an account is easy, quick and free! Once your account is created simply add your child to the system using their student ID number and school district (Archdiocese of Philadelphia).

Once your account is created, you will find a variety of features that will make the management of your student's account easier such as detailed purchase reports, email reminders, and more. Lunch deposits paid online will incur an internet convenience fee. When using a debit or credit card this fee is **4.75%** per transaction. The ACH fee when using an electronic check is \$1.75 per transaction.

You can also continue to send direct payment through cash, a certified check, or a money order to your school's cafeteria via mail or your student can bring it directly to the school cafeteria. No fee is assessed with direct payments. Please note non-certified personal checks are not accepted.

ARAMARK is the cafeteria provider for the Archdiocese of Philadelphia High Schools. All questions regarding the POS system can be directed to the Aramark Cafeteria Manager at your school. Balances for returning students will be carried over to the next school year. We highly recommend that you monitor the account balance as the school year comes to a close, to minimize the amount of money that is carried over or any auto replenish of funds. Monies may also be transferred to siblings or if your child transfers to another Archdiocesan High School.

Any questions can be directed to Pay Schools at 1-800-572-6642 Monday thru Friday 8:30 AM – 7:30 PM

Thank you and we look forward to serving you this school year.

Food Service Director – ARAMARK



ARCHDIOCESE OF PHILADELPHIA

SECRETARIAT FOR CATHOLIC EDUCATION

222 North Seventeenth Street, Philadelphia, PA 19103-1299

IMMUNIZATION POLICY RATIONALE (2013)

The policy of the Archdiocese of Philadelphia with respect to vaccinations, requires all children to be vaccinated against a wide variety of diseases. Exceptions are not granted, except for medical reasons. Rationale for this policy follows.

Opposition to vaccines arises from two prominent concerns. First, some oppose vaccines due to the manner in which the vaccine is developed. These people object to the fact that some vaccines are produced from cells derived from aborted human fetuses. The second major objection is that vaccines are harmful to the health of the child.

Objection: Vaccines Produced from Cells Derived from Aborted Human Fetuses

Some object on the level of conscience because the vaccines come from aborted fetal cell lines and to receive them would be cooperating with evil. The moral argument in favor of using vaccines made from aborted fetal cell lines is based on the notion of the Catholic principle of cooperation with evil. The use of the vaccines in question would not constitute a formal (i.e., on the level of intention) cooperation with the act of abortion. There is no formal cooperation (either explicit or implicit) in such an action, because the user's intention is not to procure an abortion, but to benefit from something derived from the aborted fetuses. Their use would be morally permissible on a provisional basis. At the same time, Catholics would have a responsibility to press for the creation of more morally acceptable alternatives.

The Vatican Pontifical Academy for Life's, *Moral Reflection on Vaccines Produced from Cells Derived from Aborted Human Foetuses*, permits such vaccines "on a temporary basis," while recognizing the duty Catholic have to work for a better solution.

It is clear that parents have no obligation to refuse immunizations derived from cultures taken from aborted fetus cell lines when no suitable substitute immunizations are available. Their cooperation with evil is clearly "remote material cooperation" and therefore morally permissible. Enforcing the current policy of the Archdiocese involves no formal or "immediate material" cooperation in evil, but only remote cooperation.

Objection: Vaccines may prove harmful to the health of the child.

To date there has been no authoritative study that conclusively links vaccines with harmful side effects.

The Church respects the rights of conscience and encourages the faithful to follow their rightly formed consciences. To do so, it is important for parents to examine magisterial teaching themselves and to weigh the opinion of experts in such a matter. The document produced by the Vatican Pontifical Academy for Life's (mentioned above) is one such opinion. The memorandum from the United States Conference of Catholic Bishops Committee on Doctrine which disallows conscientious objection to the use of the vaccine for rubella is another.

In the matter at hand, the Church is not trying to force parents to change their well-formed consciences on vaccinations (even if they be against the conclusion of the above-mentioned document). However, they must accept the consequences. One such consequence is that their child cannot be enrolled in a Catholic school.

Parental right to object to these vaccines can come in conflict with the rights of others to preserve their health and be educated in a safe, disease-free environment. Not vaccinating a child for school may jeopardize the health of the entire student body and affect the larger population. When such conflicts arise between individual rights and the rights of the community, the decision should be taken in favor of the common good. This is the best way to serve the needs of human person, the needs of justice, the needs of society, and the needs of public authority. This judgment is especially important when it comes to issues of public health.

It is uncertain as to what degree abstaining from vaccinations can be done without causing significant risk to children, and the population as a whole. Without a clear determination from the scientific community of the safety of granting exemptions from vaccinations, prudence counsels to err on the side of the common good. We have a moral obligation to ensure the safety of the common good.

Consciences of those who object to immunizations for moral reasons should be respected. They have the right to follow their conscience on the matter and choose not to immunize their child. A Catholic school has the obligation to make a moral choice about what is most prudent and just for its populace and has the right to implement it. Should the determination be made that the common good and justice are best served by making immunizations compulsory in order to enroll children, then the right to do so exists. In such a conflict, it is best to err in favor of the common good. In other words, concern for the common good legitimately can override parental calls for a Catholic religious or moral exemption from these vaccinations.

Students who attend Catholic schools in the Archdiocese of Philadelphia are required to receive all vaccines that are identified in the immunization policy (#S 305).

BELL SCHEDULES
2023-2024

| | |
|------------------|-------------|
| Entrance Opens | 7:15 AM |
| Move to period 1 | 7:42 AM |
| Late for school | 7:48 AM |
| Homeroom | 7:50-8:02 |
| Period 1 | 8:05-8:50 |
| Period 2 | 8:53-9:38 |
| Period 3 | 9:41-10:26 |
| Period 4 | 10:29-11:14 |
| Period 5 | 11:17-12:02 |
| Period 6 | 12:05-12:50 |
| Period 7 | 12:53-1:38 |
| Period 8 | 1:41-2:26 |

Bell One: Regular Schedule

| | |
|-------------------|-------------|
| First Bell | 7:48 |
| Homeroom | 7:50-8:02 |
| 1 | 8:05-8:50 |
| 2 | 8:53-9:38 |
| 3 | 9:41-10:26 |
| 4 | 10:29-11:14 |
| 5 | 11:17-12:02 |
| 6 | 12:05-12:50 |
| 7 | 12:53-1:38 |
| 8 | 1:41-2:26 |

Bell Two: Mass/Assembly

| | |
|----------------------|-------------|
| First Bell | 7:48 |
| Homeroom | 7:50-8:00 |
| Mass/Assembly | 8:05-9:05 |
| 1 | 9:08-9:45 |
| 2 | 9:48-10:25 |
| 3 | 10:28-11:05 |
| 4 | 11:08-11:45 |
| 5 | 11:48-12:25 |
| 6 | 12:28-1:05 |
| 7 | 1:08-1:45 |
| 8 | 1:48-2:26 |

Bell Three: Morning Meeting

| | |
|-------------------|-------------|
| Meeting | 7:50-8:20 |
| First Bell | 8:21 |
| Homeroom | 8:23-8:33 |
| 1 | 8:36-9:17 |
| 2 | 9:20-10:01 |
| 3 | 10:04-10:45 |
| 4 | 10:48-11:29 |
| 5 | 11:32-12:13 |
| 6 | 12:16-12:57 |
| 7 | 1:00-1:41 |
| 8 | 1:44-2:26 |

Bell Four: Extended Homeroom

| | |
|-------------------|-------------|
| First Bell | 7:48 |
| Homeroom | 7:50-8:10 |
| 1 | 8:13-8:57 |
| 2 | 9:00-9:44 |
| 3 | 9:47-10:31 |
| 4 | 10:34-11:18 |
| 5 | 11:21-12:05 |
| 6 | 12:08-12:52 |
| 7 | 12:55-1:39 |
| 8 | 1:42-2:26 |

Bell Five: Early Dismissal/Afternoon Meeting

| | |
|-------------------|-------------|
| First Bell | 7:48 |
| Homeroom | 7:50-8:02 |
| 1 | 8:05-8:42 |
| 2 | 8:45-9:22 |
| 3 | 9:25-10:02 |
| 4 | 10:05-10:42 |
| 5 | 10:45-11:22 |
| 6 | 11:25-12:02 |
| 7 | 12:05-12:42 |
| 8 | 12:45-1:22 |

Bell Six: 2-Hour Delay

| | |
|-------------------|-------------|
| First Bell | 9:48 |
| Homeroom | 9:50-10:02 |
| 1 | 10:05-10:35 |
| 2 | 10:38-11:08 |
| 3 | 11:11-11:41 |
| 4 | 11:44-12:14 |
| 5 | 12:17-12:47 |
| 6 | 12:50-1:20 |
| 7 | 1:23-1:53 |
| 8 | 1:56-2:26 |

Bell Seven: 1-Hour Delay

| | |
|-------------------|-------------|
| First Bell | 8:48 |
| Homeroom | 8:50-8:58 |
| 1 | 9:01-9:39 |
| 2 | 9:42-10:20 |
| 3 | 10:23-11:01 |
| 4 | 11:04-11:42 |
| 5 | 11:45-12:23 |
| 6 | 12:26-1:04 |
| 7 | 1:07-1:45 |
| 8 | 1:48-2:26 |

Bell Eight: Afternoon Assembly

| | |
|-------------------|-------------|
| First Bell | 7:48 |
| Homeroom | 7:50-8:02 |
| 1 | 8:05-8:42 |
| 2 | 8:45-9:22 |
| 3 | 9:25-10:02 |
| 4 | 10:05-10:42 |
| 5 | 10:45-11:22 |
| 6 | 11:25-12:02 |
| 7 | 12:05-12:42 |
| 8 | 12:45-1:22 |
| Assembly | 1:26-2:26 |

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

