



Saints John Neumann and Maria Goretti Catholic High School

Student Handbook

Table of Contents

Table of Contents.....	2
Neumann Goretti at a Glance.....	6
School Information.....	6
School Leadership.....	6
Mission Statement.....	7
Belief Statement and Core Values.....	7
Profile of Graduates.....	7
Offices at a Glance.....	8
Patron Saints.....	8
Saint John Neumann.....	8
Saint Maria Goretti.....	8
Prayer to Our Patron Saints.....	9
Visitor Policy and Information.....	10
Admission Policy.....	10
Religious Program.....	11
Prayer.....	11
Retreats.....	11
The Sacraments.....	11
Christian Service Requirements.....	12
Academic Affairs and Policies.....	13
Curriculum.....	17
Academic Integrity Policy.....	17
Academic Integrity: Shared Responsibilities.....	18
Quality of Work.....	20
Academic Requirements for Graduation.....	20
Graduation Policy.....	20
Academic Groupings.....	20
Grading Policy.....	21
Report Cards.....	22
PowerSchool.....	22
Schoolology.....	22
Quality Points.....	22
Academic Honors.....	23
Failures.....	24
Academic Promotion & Probation.....	24
Summer Credit Recovery.....	25
Dismissal.....	25
Course Selection.....	25
Advanced Placement.....	26
Online Courses.....	26

Diocesan Scholars.....	26
Dual-enrollment.....	26
Transfer Credits.....	27
Course Change Policy.....	27
Class Assignments and Make-up Work.....	27
Withdrawals and Transfers.....	28
Code of Conduct.....	29
Philosophy.....	29
Safety Violations.....	29
Inappropriate Behavior.....	29
Inappropriate Behavior Online.....	30
Harassment – See Diocesan Policy Below.....	30
Loitering.....	30
Safe Schools Act.....	31
School and the Law.....	31
Student Conduct During Lunch Periods.....	31
Student Conduct in the Hallways.....	32
Vandalism.....	32
Smoking and Vaping.....	32
Electronic Delivery Systems/Smoking Devices; “Vaping”.....	32
Mobile Devices.....	33
Lockers.....	35
Corridor and Stairway Use.....	36
Drug Policy.....	36
Definition of Terms.....	36
Policy Statement.....	36
Prevention and Education.....	36
Reporting and Intervention.....	37
Consequences for Violations.....	37
Support for Students.....	37
Uniform Policy.....	38
Ladies' Uniform Policy.....	39
Gentlemen's Uniform Policy.....	41
The Demerit Detention System.....	43
Conduct Score Rubric.....	44
Detention.....	45
Saturday School.....	45
Suspension, Probation, and Expulsion.....	45
Student Vehicles.....	46
Lost and Found.....	47
Gambling.....	47

Terms of Technology Usage.....	47
Transportation.....	47
Universal Search Policy.....	47
ACTIVITIES & ATHLETICS.....	48
School sponsored events and activities:.....	48
Field Trips.....	48
Dances.....	49
Special Events:.....	51
Clubs and Activities.....	52
Fundraising for Clubs and Activities:.....	53
Athletics.....	54
Mission & Vision.....	54
Mission Statement.....	54
Vision Statement.....	54
Student-Athlete Code of Conduct & Ethics.....	54
1. Academic Excellence.....	55
Sports Teams.....	55
Academic Eligibility Standards (Numerical Grades).....	57
Academic Support Expectations.....	57
Special Cases.....	57
Conduct Policy.....	57
Philosophy.....	58
On the Field:.....	58
In the Classroom:.....	58
In the Community:.....	58
Athletic Fees.....	59
Physicals.....	59
Athletic Registration Requirements.....	59
Summer Camps (Athletic).....	59
Athletic Principles of Conduct and Sportsmanship.....	60
Playoff and Championships.....	60
Policy on Substance Abuse.....	60
Philadelphia Catholic League (PCL).....	60
Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies:.....	62
PIAA Eligibility Standards.....	62
Attendance.....	63
Guidance.....	65
College Visits.....	65
Available Services.....	65
Scholastic Aptitude Test (SAT).....	66
Student Assistance Program.....	66

Guidance Policy.....	66
Health Services.....	67
School Medication Policy.....	67
Mandatory Documents.....	67
Health Room.....	67
Health Room Hours.....	68
Tuition and School Fees.....	69
Tuition and Fees.....	69
Families with Three or More Children in the Archdiocesan High Schools.....	69
Tuition Assistance and Scholarships.....	69
Fees.....	71
Tuition Refund Policy.....	71
School Dances, Activities, Athletics, and Graduation.....	71
Delinquent Tuition.....	71
Information from the Archdiocese of Philadelphia.....	73
Responsible Use Policy for Technology.....	73
Technology Use Guidelines.....	76
Examples of Unacceptable Uses –.....	78
Users are not to:.....	78
Personal Use of Social Media.....	79
Policy Violations.....	80
RESPONSIBLE USE POLICY FOR TECHNOLOGY.....	81
Catholic Schools of the Archdiocese of Philadelphia Student Internet Access Contract.....	81
Student Access Contract.....	81
Archdiocese of Philadelphia.....	82
Virtual Classroom Video/Audio Recording.....	82
Chromebook User Agreement 2024-2025.....	84
Archdiocese of Philadelphia Policy on Artificial Intelligence.....	90
Acknowledgement.....	93
A Faith-Based Vision for Technology.....	94
The Human-Led Classroom - Guidance for Educators.....	95
Academic Integrity and Authorship - Guidance for Students.....	96
Developmental Distinctions.....	97
Accountability of AI Use.....	98
Responsible Use of AI for Students.....	98
[School Name].....	99
Approved AI Tools.....	100
Signatures.....	100
Appendix A: Student AI Use Self Reflection Guide.....	102

Appendix B: A Parent's and Guardian Guide to.....	103
Supporting their Child's Use of AI.....	103
Key Principles for Home Support.....	103
How to Help Your Child Use AI Effectively.....	103
The "Tandem" Approach.....	104
Archdiocese of Philadelphia Immunization Policy and Rationale.....	106

Neumann Goretti at a Glance

School Information

1736 South Tenth Street

Philadelphia, PA 19148-1694

Phone Number: 215-465-8437

Attendance Line: 215-755-3742

School Website: www.neumanngorettihs.org

School Colors: Black, White, and Gold

School Patrons: Saint John Neumann and Saint Maria Goretti



School Leadership

President

Mr. Tim Cairy

tim.cairy@neumanngorettihs.org

Assistant Principal for Student Services

Mr. Ken Brightcliffe

kenneth.brightcliffe@neumanngorettihs.org

Principal

Ms. Kim Eife

kim.eife@neumanngorettihs.org

Director of Campus Minister

Ms. Angelina Graves

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Assistant Principal of Academic Affairs

Mr. Justin Huckel

justin.huckel@neumanngorettihs.org

Director of College Guidance & Counseling

Ms. Kathleen Landrum

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Assistant Principal of Student Life

Mr. Ben Hemsley

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Director of Athletics

Dr. Marc Casserio

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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 situation dictates.

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.

Belief Statement and Core Values

- *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.

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

Offices at a Glance

Principal's Office - In Main Office; Students are always welcome to visit the Ms. Eife's office. Questions or concerns regarding Academic Affairs, Student Services, or Student Life should first be discussed with the appropriate office

Academic Affairs - Room 110; Students should visit the Academic Affairs Office with questions about schedules, grades, SAT/PSAT testing, and other academic concerns.

Student Life - Room 104; Students should visit the Student Life Office with questions about extracurricular activities, clubs and activities, student government, field trips, dances, and other non-academic concerns.

Student Services - Room 109; Students should visit the Student Services Office with questions about attendance, lockers, and discipline.

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.

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

Visitor Policy and Information

All visitors to Neumann Goretti are required to:

- Enter through the school's secure entrance located on 10th Street. No visitor may enter any other exterior door during school hours.
- Get a visitor's pass and name tag form the main office or entry attendant.
- Wear said pass/name tag at all times when in the building.
- Visitors to the building during school hours should take care not to interrupt classes or other activities.

Visitor Parking:

Visitors arriving by car during school hours should:

- Park in the school's parking lot
- Visit the main office for a visitor parking pass
- Place the parking pass in the rear window of their vehicle so that it is visible to parking enforcement personnel.

Vehicles without a valid Neumann Goretti Parking Tag or Visitor's Parking Pass will be towed without warning. Visitors assume responsibility for their vehicle and the item within. Neumann Goretti does not and will not reimburse any person for stolen or lost items, and does not reimburse parking tickets, towing fees, or other costs.

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.

Religious Program

Prayer

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. During prayer, students should pause what they are doing and stand silently, regardless of their religious background. This includes when students are in the hallway, at their locker, or in their classroom.

Retreats

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. Retreat Days count as a Major Assignment in Theology classes, worth 100 points, regardless of their religious background. Students who do not attend retreat are required to complete a make-up assignment.

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 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. During Mass, students should sit in their homerooms. Students who do not sit in their homeroom will be written up for out-of-bounds and defiance (10 demerits total). Students sitting by their homerooms is especially essential in the case of emergency. 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.

Christian Service Requirements

Students of Ss. John Neumann and Maria Goretti High School are required to complete 10 Christian Service hours during each year they are students at Neumann- Goretti High School. As disciples of Jesus, we are invited to imitate God's sacrificial love and recognize the face of Christ in "the least of our brothers and sisters" (Mt. 25:40). Christian Service is one concrete way in which we put our faith into action.

Students who fail to complete 10 hours of service per school may not receive their Q4 Report Cards and/or may not be able to receive their final transcripts.

Service Hours are due on May 1st.

A minimum of 2 Service Hours must fall within the Corporal Works of Mercy. The Corporal Works of Mercy are as follows: feed the hungry, give drink to the thirsty, clothe the naked, shelter the homeless, visit the sick, visit the imprisoned, bury the dead. Examples of service inspired by the Corporal Works of Mercy are as follows: volunteer at a food pantry, a food kitchen, visit and spend time with the residents in a nursing home, assisting with a clothing drive, etc.

The remaining 8 hours can be spent doing other service in the community: assisting a neighbor in cleaning their yard, babysitting (cannot be an immediate family member), assisting a coach with prep work or post event work, volunteering at the local park on clean up days, etc.

Students cannot earn more than 2 hours from assisting a faculty member, unless discussed prior with the Director of School Ministry.

There will be opportunities throughout the school year to earn service hours, however the opportunities will not be enough to cover all 10 hours. Please be proactive in completing these hours.

To log hours there will be a sheet that **MUST** be filled out and turned in by May 1st.

As well, these hours **MUST** be logged in MobileServe.

These links will be made easily accessible and each student will be informed of this process.

*Class of 2026: Students must have a total of 15 hours to graduate.

Class of 2027: Students must have a total of 30 hours to graduate.

Class of 2028: Students must have a total of 40 hours to graduate.

Class of 2029: Students must have a total of 40 hours to graduate.

*Grandfather clause for Class of 2026.

If there are any questions or concerns, please contact Director of School Ministry, Ms. Angelina Graves.

Academic Affairs and Policies

ATTENDANCE

NOTIFYING THE SCHOOL OF A STUDENT'S ABSENCE

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.

Reporting a student absent from school does not excuse the absence, and not all absences are excusable. On their return to school, students must present an official doctor's note to the Student Services Office. If a doctor's note, signed by the doctor and on official letterhead, is not turned in to the Student Services Office within three school days of a student's return (including the day they return), the absence will be noted as unexcused.

An absence is only considered excused if the student is absent due to illness and brings a doctor's note on their return. Other absences, including college visits, serious injury, death in the immediate family, quarantine or serious illness, or court or administrative proceedings, must be accompanied by official documentation on official letterhead. Any other absence is unexcused.

Out of school suspensions do not count towards total absences.

ATTENDANCE OVERVIEW

ARRIVAL AT SCHOOL

The 11th Street Cafeteria entrances open at 7:15 AM. All students should enter through these doors. These are the only points of entry for morning arrival.

Students exit the 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.

Any student who arrives late to school and **enters through a door other than the Secure Entrance** will be sent home. In order to return to school, a meeting will take place with the administration, the student, and his/her parent/guardian.

Any student who **opens an exterior door for another student**, allowing them to enter the building, will be sent home. In order to return to school, a meeting will take place with the administration, the student and his/her parent/guardian.

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. Students arriving after 8:00 AM should enter through the secure entrance in the front of the building, and not through the cafeteria.

LATE TO SCHOOL

Any student arriving at school after 7:48 AM must report to the secure entrance on 10th Street. Students will need to get a late slip attendant in the secure entrance in order to be admitted to homeroom or class. Students who arrive late but before 8:00 AM will receive 1 demerit.

Students arriving after 8:00 AM must use the 10th Street secure entrance, ring the bell and get 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 ensure an on-time arrival at school. Students who arrive to school late because of weather will not be excused.

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, but not limited to, Graduation.

DETAILED ATTENDANCE AND LATENESS POLICIES

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. Failure to comply with this regulation will result in the student being instructed to leave the event and may result in further disciplinary action.

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.

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.

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

When a student has accrued:

5 unexcused absences- Parents/guardians will receive an email notification from administration.

10 unexcused absences-The student and parent will meet in-person with a counselor and the Assistant Principal of Student Services to develop further plans for supporting healthy attendance. The Assistant Principal of Student Services 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 unexcused absences- The student, parent/guardian, Assistant Principal of Student Services, 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, and other off campus events. 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. Neumann Goretti is required to maintain a legal record of your presence at school and all late arrival, for any reason, are included in that record which must be reported to the state. SNG does not excuse any late arrivals for any reason. Late arrivals up until 8:00 am 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 unexcused latenesses- Parents/guardians will receive an email notification from administration.

10 unexcused latenesses-The student and parent will meet in-person with a counselor and the Assistant Principal of Student Services to develop a plan for supporting healthy punctuality. The Assistant Principal of Student Services 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 unexcused latenesses- The student, parent/guardian, Assistant Principal of Student Services, 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, and other off campus events. 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.

ALL STUDENTS WHO ARE LATE DUE TO DOCTOR OR DENTAL APPOINTMENTS ARE REQUIRED TO BRING A NOTE, SIGNED BY THE DOCTOR'S OFFICE, TO VERIFY THEIR APPOINTMENT AT THE TIME OF THEIR RETURN.

VACATION

SNG does not recommend students to go on a vacation during the school year. Advance notice to the Attendance Office is required. 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.

LEAVING SCHOOL EARLY DUE TO ILLNESS

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. An Administrator or the Assistant Principal of Student Services 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, and will be reported to the state as such.

Ordinarily, dismissal before the end of 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 without prior written approval from the parent/guardian.**

Please email attendance@neumanngorettihs.org.

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

Curriculum

The Saints John Neumann and Maria Goretti Catholic High School curriculum has been developed within the guidelines set forth by the Pennsylvania Department of Education and the Archdiocese of Philadelphia. It includes courses across every discipline, providing students a multitude of options to advance their studies and careers. At every step of the way, students receive the spiritual guidance and support necessary to make smart decisions and apply their knowledge in ways that benefit their colleagues and communities.

- | | |
|--|------------------------------|
| ◇ Business, Computers and Information Technology | ◇ Performing and Visual Arts |
| ◇ English Language Arts | ◇ Science |
| ◇ Guidance | ◇ Social Studies |
| ◇ Health & Physical Education | ◇ Theology |
| ◇ Mathematics | ◇ World Language |

Academic Integrity Policy

Saints John Neumann and Maria Goretti Catholic High School is committed to upholding the highest standards of academic integrity and honesty. As a Catholic institution, we believe that academic integrity is essential for the development of moral character and the pursuit of truth. The following actions are strictly forbidden:

1. **Plagiarism:** Plagiarism, the act of using someone else's work or ideas without proper citation, is strictly prohibited. Students must give credit to the original sources of information in all academic work, including papers, projects, and presentations.
2. **Cheating:** Cheating, including but not limited to copying someone else's work, using unauthorized materials during exams, and collaborating on assignments without permission,

is unacceptable. Students are expected to complete all academic work independently unless otherwise specified by the teacher.

3. **Unauthorized Assistance:** Students are not allowed to seek or receive unauthorized assistance on assignments, exams, or any other academic work. This includes obtaining answers from external sources, sharing answers with other students, or using online resources without permission.
4. **Falsification:** Falsifying academic records, credentials, or any other documentation related to academic work is a violation of academic integrity. Students must provide accurate and truthful information in all academic matters.

Saints John Neumann and Maria Goretti Catholic High School recognizes the importance of upholding academic integrity in the digital age, where access to information is easier than ever before. As such, the school's Academic Integrity Policy includes specific considerations related to the use of Artificial Intelligence (AI) technology in academic work.

1. **AI Tools:** While AI can be a valuable aid in research and academic tasks, students must ensure that they understand how to properly cite and attribute any AI-generated content in their work.
2. **Plagiarism Detection:** The school utilizes plagiarism detection software to identify instances of plagiarism in student work. Students may be expected to submit their assignments through the designated plagiarism detection system to check for any potential academic misconduct.
3. **Ethical Use of AI:** Students are prohibited from using AI technology to engage in academic dishonesty, such as generating fake citations, creating counterfeit work, or manipulating data to deceive instructors. Any misuse of AI tools will be considered a violation of the Academic Integrity Policy.

By incorporating AI considerations into the Academic Integrity Policy, Saints John Neumann and Maria Goretti Catholic High School aims to equip students with the knowledge and skills needed to navigate the evolving landscape of technology while upholding the principles of honesty, integrity, and academic excellence.

Academic Integrity: Shared Responsibilities

Students are responsible for:

- ◊ Reading and abiding by the Academic Integrity Policy
- ◊ Understanding the Academic Integrity Policy and all teacher assignments and testing guidelines
- ◊ Summarizing, paraphrasing or quoting without proper documentation
- ◊ Avoiding the copying of homework or letting others copy one's own homework

- ◊ Working with others (parents, tutors, etc.) only with a teacher's permission
- ◊ Clarifying with the teacher any ambiguities about Academic Integrity Policy violations

Teachers are responsible for:

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

Parents / Guardians are responsible for:

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

Administrators are responsible for:

- ◊ Creating a school-wide environment that encourages adherence to the Academic Integrity Policy
- ◊ Making available a copy of the Academic Integrity Policy to all students, teachers and parents
- ◊ Assuring that the entire school community knows and understands the Academic Integrity Policy
- ◊ Facilitating on-going discussions about the Academic Integrity Policy
- ◊ Administering fair and consistent consequences for Academic Integrity Policy violations
- ◊ Maintaining cumulative records of reported Academic Integrity Policy violations
- ◊ Procedures and Consequences for Academic Integrity Policy Violations

Violation of Academic Integrity Policy

Violations of the Academic Integrity Policy will result in disciplinary action, which may include but is not limited to:

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

- ◊ Receiving a lower/failing grade on the assignment/exam
- ◊ Receiving a lower grade in the course
- ◊ Academic probation
- ◊ Suspension from school
- ◊ Expulsion from school

By adhering to the Academic Integrity Policy, students at Saints John Neumann and Maria Goretti Catholic High School demonstrate their commitment to academic excellence, personal integrity, and ethical behavior.

Quality of Work

Minimum quality standards for both classwork and homework have been established:

1. Proper grammar, syntax and spelling are expected in all written and oral work in all subject areas.
2. Neatness and clarity of presentation are also expected.
3. All work may be submitted electronically, unless otherwise specified by the teacher.
4. Resources for student work must be clearly identified and properly cited.

Academic Requirements for Graduation

The course requirements for graduation from Saints John Neumann and Maria Goretti Catholic High School are outlined in the Saints John Neumann and Maria Goretti Catholic High School Course Catalog.

Graduation Policy

In order to participate in graduation ceremonies, a student must have fulfilled all academic, service, disciplinary and financial requirements set forth by the school. To receive a diploma, a student must participate in all graduate exercises, including the Baccalaureate Mass. All seniors are required to pass all courses taken during senior year. Failure to do so will result in the loss of the privilege of participation in the graduation ceremonies. To earn the honor of being the Valedictorian or Salutatorian, a student must have attended Saints John Neumann and Maria Goretti Catholic High School all four years.

Academic Groupings

Based on academic performance, students are placed into the following academic groupings:

- ◊ Advanced Placement (AP)
- ◊ Honors (H)
- ◊ College Prep (CP)

A student may be moved to a higher or lower grouping if they meet the criteria set forth by the various academic departments, 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 grouping change is sought. The Assistant Principal of Academic Affairs, in consultation with the teacher, is responsible for approving such moves.

Grading Policy

Full-year Courses

- ◇ **Quarter Grades:** The grade for each quarter is the numerical average received each quarter.
- ◇ **Semester Grades:** *First semester grades* will be an average of 1st and 2nd quarter grades.

First semester grades are worth 45% of the students' final grade.
Second semester grades will be an average of the 3rd and 4th quarter.

Second semester grades are worth 45% of the students' final grade.
- ◇ **Final Exams/Assessments:** A cumulative final assessment will be administered during Finals

Week that can be found on the school calendar. This final Assessment grade is worth 10% of the students' final grade.
- ◇ **Final Grades:** **First Semester Grade (45%) + Second Semester Grade (45%) + Final Assessment/Exam Grade (10%) = Final Grade**

Theology Courses

(1st Quarter Grade + 2nd Quarter Grade /2 (45%)) + 1st Semester Final Assessment (5%) + (3rd Quarter Grade + 4th Quarter Grade /2 (45%)) + 2nd Semester Final Assessment (5%) =

Final Grade

Semester / Half-credit Courses

1st Semester Courses:

1st Quarter Grade (45%) + 2nd Quarter Grade (45%) + Final Assessment (10%) = Final Grade

2nd Semester Courses:

3rd Quarter Grade (45%) + 4th Quarter Grade (45%) + Final Assessment (10%) = Final Grade

Report Cards

At the end of each quarter, report cards are distributed 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 Saints John Neumann and Maria Goretti Catholic High School. Each student and their parent/guardian have access to an account at <https://aopcatholicschools.powerschool.com/public/home.html>. Passwords can be obtained through the Academic Affairs office. Parents and students are expected to use PowerSchool to check student progress. **The grades displayed on PowerSchool are the ONLY grades of record and reflect the students true average.**

Schoology

Students use their Saints John Neumann and Maria Goretti Catholic High School Google Account to login to 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. **The grades displayed on PowerSchool are the ONLY grades of record and reflect the students true average.**

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	GRADE	AP	HONORS	COLLEGE PREP
100	54	48	44	79	33	27	23
99	53	47	43	78	32	26	22
98	52	46	42	77	31	25	21
97	51	45	41	76	30	24	20
96	50	44	40	75	29	23	19
95	49	43	39	74	28	22	18
94	48	42	38	73	27	21	17
93	47	41	37	72	26	20	16
92	46	40	36	71	25	19	15
91	45	39	35	70	24	18	14
90	44	38	34	69	23	17	13
89	43	37	33	68	22	16	12
88	42	36	32	67	21	15	11
87	41	35	31	66	20	14	10
86	40	34	30	65	19	13	9
85	39	33	29	64	18	12	8
84	38	32	28	63	17	11	7
83	37	31	27	62	16	10	6
82	36	30	26	61	15	9	5
81	35	29	25	60	14	8	4
80	34	28	24				

Academic Honors

First Honors: Quarterly Average of **93**; no single grade below **90**

Second Honors: Quarterly Average of **88**; no single grade below **85**

***NOTE** that a conduct grade lower than an 80 will exclude a student from receiving honors.

Honors signifies that a student is being recognized for his academic achievement with respect to his overall course of studies. It recognizes that he has made a serious effort to maximize his abilities commensurate with his educational level. Honors will be calculated on a quarterly basis. Semester assessments or averages are not included.

Class Rank

A student's rank in class is determined by quality point average. Quality points are weighted based on level and grade. This rank is computed for each current year and also cumulatively across academic years.

A GPA, based on a weighted 4.0 scale, is calculated, and recorded on records for the convenience of colleges and institutions of higher learning. The GPA provides a universal standard by which these institutions can assess the performance of students. Valedictorian and Salutatorian are chosen from the senior class each year based on the cumulative GPA and rank at the end of the first semester of the senior year.

Failures

Students must pass each subject with a minimum of a 70. Students with failures as final grades must remediate all failures by completing the Summer Credit Recovery Program and passing the subjects they have failed. Otherwise, students may not be readmitted the following school year.

Academic Promotion & Probation

Students must receive a final grade of 70% in all subjects to be promoted to the next grade. Those with a failure at the close of the 4th marking period must remove the failure by attending the Summer Credit Recovery Program. A student with two failures at the close of the 4th marking period is automatically on academic probation for the next school year. If he or she has two failures at the end of the 4th quarter the following year, he or she may be dismissed. If he or she has one failure at the close of the 4th quarter the following year, he or she may be placed on probation. Seniors who would be dismissed under the probation policy will be permitted to attend summer school to remove the failures and be able to receive a diploma after receiving a passing grade.

Students with three or more failures at the end of the first quarter must meet with school leadership with their parents/guardians and may be reviewed for dismissal. Ninth grade students with four failures at the end of the first semester are ordinarily dismissed. Tenth, eleventh and twelfth grade students with four or more failures at the end of the first semester are ordinarily dismissed.

A student on academic probation who receives three failures at the end of the first semester is ordinarily dismissed. Any student who receives three failures at the end of the school year is ordinarily dismissed. Students with more than three failures will be dismissed.

Summer Credit Recovery

Saints John Neumann and Maria Goretti Catholic High School follows the Archdiocesan policy regarding Summer Credit Recovery which states that “All students in Archdiocesan High Schools with final failures in major subjects, both required and electives, must complete a repair credit course of 30 hours for each failed subject. This is accomplished by participating in an on-line program hosted by the Archdiocese of Philadelphia.” This online program is monitored at the school level, however, there is no instructor present.

A senior who fails any subject, elective or required course, must attend Summer School, may not participate in the graduation exercises, and will not receive a diploma until the successful completion of the repair credit.

Archdiocesan directives state that students with excessive absences (22), not excused by medical certification, do not successfully complete the school year until they make up the time missed in Conduct Summer School. This applies even though the student may have no academic failures.

Failure in three or more quarters for discipline or an equal number of demerits (93) will require that the student attend Conduct Summer School and the student may be reviewed for dismissal. Failure in 4 quarters or an equal number of demerits (124) may result in dismissal. The student's conduct grade can be viewed on PowerSchool; it can take up to 48 hours for demerits to be updated. Major disciplinary infractions may result in loss of all activities or athletics at the discretion of the administration.

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.

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.

Minimum Course Load

Freshmen and sophomores are required to take seven (7) courses each year. Juniors and seniors must take a minimum of six to seven (6-7) courses per semester, regardless of the number of credits needed for graduation.

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.

Online Courses

Students are expected to take all required courses at Neumann Goretti. A student who has completed NG's curriculum in a given area may, with the prior approval of the Assistant Principal for Academic Affairs, may take an elective course via online platforms such as Educere or AVLI.

Other online courses may be offered at the discretion of the Office for Academic Affairs.

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.

Dual-enrollment

Dual-enrollment courses, or courses offered at the college/university level via dual enrollment will be computed into the student's GPA at the Honors level. The college course will appear on a student's transcript that is mailed to a college. Online courses are governed by the same rules as college/university courses. Such courses must be approved and completed within the regular school year if a student is to receive credit. All communication regarding coursework, grades and course withdrawals must be made directly to the college/university.

College and University grades are alpha (A, etc.), so these must be converted to numeric grades to be assigned the proper number of quality points for high school. This conversion applies to courses taken in the Diocesan Scholars program and the Dual Enrollment courses. The conversion chart follows:

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
96	93	89	86	83	79	76	73	72	71	70	65

Transfer Credits

All transfer students must take Theology courses from the time of enrollment. If possible, the student may take additional Theology courses as elective courses in junior and senior years. Transfer students must take additional classes as necessary to have completed the required credits to graduate.

Course Change Policy

Since course selection should be done only after careful and thoughtful consultation with parents and teachers, the following procedures are established for a change or a drop in a course:

1. Ordinarily, changes in course selection must be made no later than three weeks after course selection. **Once classes have begun, rosters will not be changed - courses will not be added or dropped.**
2. Changes after that date will not be considered if submitted for the following reasons: teacher preference, reduction of load because of outside employment, change of mind as to a personal preference or course content, displeasure with schedule.
3. In August, roster change meetings will be held. **This is the last time a student may change their roster for any reason, for a fee of \$50 a course.**

Class Assignments and 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 expecting 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 enrolled at 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.

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:

1. complete forms provided by the Office of Academic Affairs
2. sign the request for a transfer
3. meet all financial obligations
4. 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.

Code of Conduct

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/or Neumann/Goretti, whether on or off campus, is subject to sanctions imposed by the school.

Neumann Goretti is a safe place for students to learn, grow, and explore their true selves. To that end our code of conduct is designed to maintain a safe environment in all areas of school culture. This code is intended to set forth guidelines governing the physical, emotional, social, and academic behavior and growth of students so that they are able to grow into spiritually grounded, academically prepared world citizens. Students who violate the trust placed in them by the Neumann Goretti community are subject to disciplinary action at the discretion of the administration.

All students represent Neumann Goretti in all aspects of their lives, 24 hours per day. Any student whose behavior causes disgrace to themselves and/or Neumann/Goretti, whether on or off campus, is subject to sanctions imposed 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.

Safety Violations

Weapons of any kind are strictly forbidden on school property, all school events (regardless of location), transportation to school events, public transportation, etc.. If a student is found to be in the possession of a weapon, or weapon-like object, the school will impose disciplinary measures and involve local law enforcement as necessary.

Items considered to be weapons include but are not limited to:

- Any object designed as a weapon of offense or a weapon of defense
- Any object which is designed to cause harm to body or property
- Any object which can cause harm to body or property even though it may not have been designed as such
- Any object which the user intends to use in order to cause harm

Inappropriate Behavior

If a student is deemed by a teacher, administrator, or staff member 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 or guardian.

Suspicion of drug, alcohol, or other impairment

- Students may be evaluated by the school nurse or other qualified professional.

- Students may be sent home in the custody of a parent or guardian.
- 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.

Inappropriate Behavior Online

Any online behavior, be it on social media, video platforms (youtube, etc) website, text message, chat room, any other online space, etc., will not be tolerated. Any post or content that defames or otherwise harms the school's reputation will be met with disciplinary action by the school. Such content may also trigger action by the Archdiocese of Philadelphia and local law enforcement. As in the harassment policy, no student may harass or otherwise antagonize another student via the internet or mobile device. Any threat made in this space will be treated as if it is the user's intent to carry out that threat. Other actions that this policy applies to include, but are not limited to, cyberbullying, doxing, trolling, etc.

Any threat or harassment made across state lines is a federal offense and will trigger a federal law enforcement response.

Any student who feels that they have been the victim of such actions should report it to the school and law enforcement immediately. If possible, the victim should take screenshots of any harassing content.

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, or other, which has the effect of disrupting the victim'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, and is strictly forbidden.

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 or counselor. A copy of the Harassment/Sexual Harassment policy is on file in the Principal's office. For more information please see the below policy written by the Archdiocese of Philadelphia that informs and governs the school's policy.

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. Students are expected to follow all school policies while on campus. At dismissal students are expected to vacate campus and proceed home unless engaged in sports or an activity.

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 act, committed by a student, will fall under the auspices of federal, state, and local laws, and can result in suspension or expulsion from school.

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

Student Conduct During Lunch Periods

Students have 5 minutes to get to the cafeteria from the end of the prior period. 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 the prior period.
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. Those not participating in prayer should remain silent.
4. Students are to line up for the purchase of food in an orderly fashion when called by the moderator. Students observed cutting the line will return to their seat until all students have purchased their lunch.
5. Discard and recycle trash in the proper containers.
6. Tables and floors must be cleaned and left in order.

In addition to the above, no student, for any reason, may order or arrange food to be delivered to the school from any outside vendor, delivery service, or other method of procurement. Any food requested by a club or other activity must be authorized by the administration and consumed in designated areas which must be completely cleaned of all food waste and associated garbage at the close of the event.

Student Conduct in the Hallways

Students are expected to maintain all standards of behavior while in the school's corridors. Unofficial 'pep rallies' and other non-sanctioned student events are not permitted under any circumstances. Students engaged in such activity are subject to disciplinary action. Any student who damages school or personal property during said behavior will not only be subject disciplinary action but also required to reimburse the property owner for any and all expenses related to the damage.

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.

Vandalization of religious items is a hate crime. Students found to have vandalized religious property, Catholic or otherwise, will be reviewed for dismissal.

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. If there is a suspicion of smoking, the student will be subject to disciplinary action. Students are encouraged to walk away from peers engaging in prohibited behavior lest they be subject to the same disciplinary actions.

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 batteries, 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 does this policy come into effect?

- 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; If there is a suspicion of vaping, the student will be subject to disciplinary action.

Where?

- in the school
- on 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

Responses include but are not limited to:

1. Search of personal property including self, locker, bags/purses, and etc.
2. Confiscation of device or paraphernalia (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 one (1)-day, suspension (either in-school or out-of-school suspension, as determined by the Principal)
 - Minimum 10 demerits
 - Parent/Guardian meeting with Administrator required
 - Student placed on 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 Main Office. Parents requiring emergency contact with students should call 215-465-8437.

In an extreme emergency, please dial 445-246-7106. Please dial the Main Office phone number first.

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

- Cell phones
- 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. Students should NEVER loan their phone to another student or leave their phone unattended.

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 2:26 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.

A student's refusal to turn over a device which has been requested for confiscation will be considered defiance and/or gross insubordination and trigger the associated disciplinary action as listed in the conduct rubric.

The school is not responsible for any damage incurred as a result of confiscation and storage. It is the students' responsibility to place their devices in their locker at the beginning of each day.

It is the responsibility of the student to place their mobile devices and other unauthorized 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 (see next page):

1st Offense	◇ 2 Point Deduction from Conduct Score ◇ Confiscation of Device (collect in Main Office after 2:26pm) ◇ Defiance/Insubordination is subject to additional disciplinary action
2nd Offense	◇ 5 Point Deduction from Conduct Score ◇ Confiscation of Device (collect in Main Office after 2:26pm) ◇ Defiance/Insubordination is subject to additional disciplinary action ◇ Meeting held with the student, parent/guardian and Admin
3rd Offense / Subsequent Offenses	◇ 10 Point Deduction from Conduct Score ◇ Possible Suspension ◇ Confiscation of Device (collect in Main Office after 2:26pm) ◇ Required to turn in cell phone to Student Services Office for remainder of the quarter ◇ Defiance/Insubordination is subject to additional disciplinary action ◇ Meeting held with the student, parent/guardian and Admin

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.

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. Keys are returned at the end of the school year. Students who lose their key will be charged \$50 per lost or damaged key. Issues with keys should be taken to the Student Services Office.

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 *and* 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 or cutting class (and will receive the associated demerits and detentions). When a student is summoned to an office, the official request slip serves as a hall pass. At no time will any more than one student be allowed to leave a class at any given time, for any reason.

Drug Policy

Purpose and Philosophy

At Saints John Neumann and Maria Goretti Catholic High School, we are committed to fostering a safe, healthy, and supportive educational environment that reflects our Catholic values. We believe that all students have the right to learn and grow in an atmosphere free from the influence of drugs and alcohol. This policy outlines our stance on drug use, provides guidelines for prevention, and establishes consequences for violations.

Definition of Terms

1. **Drugs:** For the purpose of this policy, "drugs" refers to any substance that alters mood, perception, or behavior, including but not limited to illegal drugs, prescription medications not taken as prescribed, alcohol, and tobacco products.
2. **Possession:** Having drugs on one's person, in personal belongings, or in school property.
3. **Use:** Consuming or ingesting drugs in any form.

Policy Statement

Saints John Neumann and Maria Goretti Catholic High School prohibits the possession, use, distribution, or sale of drugs on school property, at school-sponsored events, or during school-related activities. This includes all forms of illicit drugs, alcohol, and tobacco products.

Prevention and Education

To promote awareness and prevention, Saints John Neumann and Maria Goretti Catholic High School will:

- Provide age-appropriate drug education programs that align with Catholic teachings.

- Offer resources for students and families about the effects of drug use and available support services.
- Encourage involvement in school activities that promote healthy lifestyles.

Reporting and Intervention

Students are encouraged to report any concerns regarding drug use or possession to a trusted adult, teacher, or counselor. The school will take all reports seriously and handle them with confidentiality and sensitivity.

Consequences for Violations

Violations of this policy will result in disciplinary action, which may include but is not limited to:

- Immediate confiscation of any drugs or paraphernalia.
- Notification of parents or guardians.
- Referral to the school counselor or outside support services.
- Disciplinary measures such as suspension or expulsion, depending on the severity and frequency of the offense following investigation

Support for Students

Recognizing that drug use may be a symptom of deeper issues, Saints John Neumann and Maria Goretti Catholic High School is committed to providing support for students struggling with substance use. This may include:

- Counseling services available on campus
- Referrals to outside treatment programs
- Opportunities for rehabilitation and recovery support

Review and Amendments

This policy will be reviewed annually and may be amended as necessary to ensure it meets the needs of our school community and adheres to legal guidelines.

Acknowledgment

By enrolling at Saints John Neumann and Maria Goretti Catholic High School, students and their families acknowledge their understanding of this drug policy and agree to uphold its principles.

This policy reflects our commitment to the well-being of each student and our dedication to upholding the values of our Catholic faith. Together, we can create a safe and nurturing environment for all.

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 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.
- 2) 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.
- 3) Students who are negligent of the uniform policy can be sent home with an absence in the custody of a parent/guardian.
- 4) 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 lost or missing lanyard can be replaced for \$2. The plastic pouch may be purchased at a cost of \$1 each. A lost or missing student ID may purchased at a cost \$10. Items can be purchased in the Student Life Office (104) using cash only.
- 5) 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. The only exception to this rule applies to formal religious dress worn under the uniform. No student, at any time, may wear any garment that covers all, or a portion of, their face.
- 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, hip packs, purses, or other small bags are not permitted to be worn.

Ladies' Uniform Policy

Uniform Item	Description	How to Wear	Notes
School ID and Lanyard			
ID and Lanyard	School issued in homeroom during first week.	<i>Must be around neck at all times</i>	Students must: - Wear the correct class-colored lanyard - have their school issued ID, in the school issued ID pouch, hanging from said lanyard - have their locker key hanging from the lanyard
	<i>Students can replace lost or broken lanyards/pouches or IDs in the Student Life Office (104), or replace their locker key in the Student Services Office (109). Lanyards - \$2 Pouches - \$1 ID's - \$10 Locker Keys - \$50</i>		
<u>Bottoms</u>			
Skort and Tights	Regulation black/white SKORT from Flynn O'Hara	Worn at natural waist; never rolled or pulled up. Hem MUST be within 2" of the knee	Skort must always be worn with black opaque stockings/tights from Flynn O'Hara. No knee socks.
<i>or</i>			
Pants	Charcoal gray dress pants from Flynn O'Hara <i>only</i>	Hem should touch the shoe	<i>Only</i> pants from Flynn O'Hara are acceptable
<u>Tops</u>			
Polo Shirt	White regulation polo from Flynn O'Hara; Banded-bottom polo with school shield	Daily uniform shirt, year round	Do not roll sleeves

<i>and (optionally)</i>			
Quarter Zip	Black regulation quarter zip from Flynn O'Hara, with school shield	Optionally worn year-round for warmth. Only to be worn over the polo shirt. No hoodies or other non-uniform shirts may be worn under the quarter zip.	Absolutely no - hoodies, jackets, non-school issued outerwear <i>at any time</i> . 'I don't have one/didn't buy one' are not acceptable excuses.
<u>Shoes and Socks</u>			
Shoes	Black Eastland brand lace-up dress shoes. Scuff proof soles. Available from DiGiulio Bros.	Embellishments and heels greater than 0.5" prohibited	Not permitted: casual shoes incl. but not limited to - canvas shoes, sneakers, boots, slippers, open toed shoes and sandals/flip-flops, 'hey dude shoes' etc.
	Other brands of shoe are acceptable if they are: black, scuff proof, stop before ball of ankle, are lace up		
Socks	Black crew socks	Only when wearing pants	Tights must be worn with skort; black socks optional
<u>Hair and Jewelry</u>			
Hair	To be kept neat, clean, professional, and modest in appearance		Natural colors are encouraged. Extreme styles not permitted.
Jewelry	Limited to: 1 - necklace 1 - watch (no smart watches permitted) 1 - class ring (seniors only) 1 - set of earrings	Necklace: chain no thicker than yarn; single pendant no larger than a quarter.	Absolutely NO smart glasses

Gentlemen's Uniform Policy

Uniform Item	Description	How to Wear	Notes
School ID and Lanyard			
ID and Lanyard	School issued in homeroom during the first week.	<i>Must be around neck at all times</i>	Students must: - Wear the correct class-colored lanyard - have their school issued ID, in the school issued ID pouch, hanging from said lanyard - have their locker key hanging from the lanyard
	<i>Students can replace lost or broken lanyards/pouches or IDs in the Student Life Office (104), or replace their locker key in the Student Services Office (109). Lanyards - \$2 Pouches - \$1 ID's - \$10 Locker Keys - \$50</i>		
<u>Bottoms</u>			
Pants	Flynn O'Hara tan khaki pants	Worn at natural waist, above the hips. Hem should touch top of shoe.	- Hem should <i>not</i> touch ground. - Dickies, cargo, and carpenter pants are not acceptable. - No objects may hang from pockets or belt loops, incl. but not limited to: chains, hooks, lanyards, etc. - Do not cut pant seems/hems
Belt	Black, leather, modest buckle		
<u>Tops</u>			
Polo Shirt	Black regulation polo from Flynn O'Hara; Banded-bottom polo with school shield	Daily uniform shirt, year round	Do not roll sleeves

<i>and (optionally)</i>			
Quarter Zip	Black regulation quarter zip from Flynn O'Hara, with school shield	Optionally worn year-round for warmth. Only to be worn over polo shirt. No hoodies or other non-uniform shirts may be worn under the quarter zip.	Absolutely no - hoodies, jackets, non-school issued outerwear <i>at any time</i> . 'I don't have one/didn't buy one' are not acceptable excuses.
<u>Shoes and Socks</u>			
Shoes	Black Eastland brand or Hush Puppy Venture lace-up dress shoes. Scuff proof soles. Available from DiGiulio Bros.	Embellishments and heels greater than 0.5" prohibited	Not permitted: casual shoes incl. but not limited to - canvas shoes, sneakers, boots, slippers, open toed shoes and sandals/flip-flops, 'hey dude shoes' etc.
	Other brands of shoe are acceptable if they are: 'Oxford style', black, scuff proof, stop before ball of ankle, are lace up		
Socks	Plain black men's dress socks		
<u>Hair and Jewelry</u>			
Hair	To be kept neat, clean, professional, and modest in appearance		Natural colors are encouraged. Extreme styles not permitted.
Facial Hair	Clean shaven is preferred; well-groomed facial hair permitted	Natural hairlines should be followed. 'Well-groomed' means: - clean shaven below Adam's apple - well kept and well maintained	

Jewelry	Limited to: 1 - necklace 1 - watch (NO Smart Watches) 1 - class ring (seniors only) 1 - set of earrings	Necklace: chain no thicker than yarn; single pendant no larger than a quarter.	Absolutely NO smart glasses
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Uniform Infractions

1st Uniform Infraction - Pink Uniform Infraction Slip and 1 demerit

2nd Uniform Infraction - Pink Uniform Infraction Slip, 2 demerits, and Parent/Guardian Contact

3rd (and additional) Uniform Infraction - Pink Uniform Slip, 5 demerits, and the student will be sent home from school

The Demerit Detention System

Breaches of the code of conduct can result in demerits and/or detention. Any serious offense (as defined by school administration) can result in a student being immediately dismissed from Saints John Neumann and Maria Goretti Catholic High School. Further, mandatory parent meetings, loss of scholarship/financial aid, and other non-demerit consequences may be applied.

For each demerit received, one (1) point will be deducted from a conduct grade of 100. Demerits accumulate through each quarter. The final discipline grade will be calculated by taking the average of each quarter.

Every time a demerit is issued an email is automatically generated regarding said demerit and sent to the family's email of record as listed in Powerschool. Parents/guardians are encouraged to check their email, Powerschool, and Schoology on a regular basis to ensure that no communication regarding their child is missed.

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 [there is a service charge associated with summer school]). If so mandated, failure to attend this program may result in dismissal.

Please see the **Conduct Score Rubric** on the next page.

<u>Conduct Score Rubric</u>		
Level	Consequences	Offense(s)
1	1 Point Deduction from Conduct Score	◇ Dress Code (1st Offense) ◇ Attendance Infraction ◇ Hallway Violation ◇ Sharing Log-on Information ◇ Missing ID/ID Defacement ◇ Cafeteria Violation ◇ Food/Drink (Outside Cafe) ◇ Disruption (Minor/Specify) ◇ Contraband (Minor/Specify) ◇ Other (Specify)
2	2 Point Deduction from Conduct Score	◇ Dress Code (Repeated Offense) ◇ Improper Language (Minor) ◇ Technology Violation ◇ Failure to Report to Detention ◇ Late to School/Class (Habitual Offenses) ◇ Off-limits ◇ Disruptive Behavior (Catholic/Religious Observances) ◇ Out-of-Bounds ◇ Cell Phone (1st Offense) ◇ Unauthorized Elevator Use ◇ Other (Specify)
3	5 Point Deduction from Conduct Score	◇ Disruption (Major/Specify) ◇ Theft (1st Offense) ◇ Improper Language (Major) ◇ Cutting Class (On Campus) ◇ Technology Violation (Habitual) ◇ Dress Code (Habitual) ◇ Failure to Report to Detention (Habitual) ◇ Defiance/Disrespect towards Teacher/Staff ◇ Repeated Disruptive Behavior (Catholic/Religious Observances) ◇ Contraband (Major/Specify) ◇ Cell Phone (2nd Offense) ◇ Other (Specify)
4	10 Point Deduction from Conduct Score. After-school Detention or Possible Suspension at the Discretion of the administration	◇ Gross Insubordination towards Faculty/Staff/Administrator ◇ Vulgar Language towards Faculty/Staff/Administrator ◇ Truancy, Leaving School without Permission and/or Parent/Guardian Contact ◇ Graffiti/Vandalism ◇ Violation of Drug/Alcohol/Tobacco/Vaping Policy ◇ Fighting on/off Campus ◇ Theft (Repeated) ◇ Excessive Detention/Lateness ◇ Hate Related Offenses (Racial/Ethnic/Gender Slurs) ◇ Lying/Intentional Deceit ◇ Technology Violation (Habitual) ◇ Bullying ◇ Cyberbullying ◇ Acceptable Use/Social Media Violation ◇ Cell Phone (3rd Offense) ◇ Other/Contraband (Major/Specify)

Detention

Detention is held on Tuesday and Thursday from 2:45pm to 3:30pm and Wednesday from 7:00am-7:45am in Room 306. Time and location of detention may be changed at administration's discretion. One detention is earned for every 3 demerit points issued (ex: conduct score drops to 97=1 detention, drops to 94 = 2nd detention, etc.).

Missing a detention is considered a Level 2 violation of the school code of conduct (see rubric). Students who are supposed to attend detention and who do not attend that detention will be subject to further disciplinary action. If a student needs to reschedule detention due to extenuating circumstances, they must have their parent/guardian email the Assistant Principal of Student Services with prior notice. Students must wear their official Neumann-Goretti uniform. Students must be on time to be admitted to the detention. Cell phones, computers, and other electronic devices (of any kind) are strictly prohibited.

Students who attend assigned detentions and adhere to all behavior expectations at detention are eligible to receive one conduct point back per detention.

1st Missed Detention - 2 Demerits Issued and Parent/Guardian contact

2nd Missed Detention- 5 Demerits Issued, Possible Saturday Detention Assigned, and Parent Contact

Saturday School

Saturday School is announced in school days prior to the scheduled 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 disciplinary sanctions, as deemed appropriate, by the administration may occur. A fee of \$20 is charged for Saturday detentions. This fee will be billed to the students' FACTS account. All Saturday School fees are due by the end of the semester in which they are incurred.

1st Missed Saturday Detention - 10 Demerits Issued, Automatic Saturday Detention Assigned, and Parent Contact

2nd Missed Detention- 10 Demerits, Automatic Conduct Summer School, and Parent Conduct

Suspension, Probation, and Expulsion

A student who has been suspended may not return to school unless he or she, and at least one parent/guardian, are interviewed by the Principal, and/or Assistant Principal. An automatic

suspension carries a minimum of 10 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 Assistant Principal of Student Life. See previous for suspension levels and corresponding disciplinary actions.

A student who is suspended at any point of the school year becomes a candidate for discipline summer school. The fee for this program is \$100. Any student who is directed to these classes and fails to participate may be dismissed from the school.

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

ALL CONSEQUENCES ARE AT THE DISCRETION OF THE ADMINISTRATION.

Student Vehicles

Cars - Students may only commute to Saints John Neumann & Maria Goretti Catholic High School using a personal vehicle if they are fully licensed and the vehicle is properly registered and insured. It is recommended that students park 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 (vehicles without a visible NG parking pass) are routinely ticketed and towed. Towing expenses and related tickets are the responsibility of the student-driver and the school will not reimburse students whose vehicle is towed or ticketed.

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.

If a student with a registered vehicle and legitimate parking pass needs to use a vehicle other than the one which is registered, they must report to the main office for a temporary parking pass. Failure to do so may result in the car being towed at the student's expense. Under no circumstances will the school reimburse towing costs or parking tickets.

Pedal Bikes (unmotorized/fully human-powered) - 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)

Loss of Parking Privileges - a student's parking pass may be revoked if the student is found to be driving in an unsafe manner on school property or around school personnel or students (even if not on school property).

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, Goods, and Services

No student is permitted to sell merchandise of any type (e.g. food products, gambling - including sports 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.

Gambling

All forms of gambling are strictly prohibited on school property and all school events. Off campus gambling that involves school events, students, or personnel is also prohibited. This includes but is not limited to sports pools, online gambling, direct betting, underage gambling, betting on school sports, etc.

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, or play sounds of any kind during class, homeroom, assemblies, or other school functions.

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.

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 but are not limited to: athletics, clubs and organizations, convocations, class dances, student socials, musical productions, publications, intra-mural sports, and other special events.

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. Participation in a sport, club, or activity is a privilege and must not be detrimental to students' 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.

School sponsored events and activities:

A number of special events and dances are held each both on and off campus. Regardless of location, the following policies and instructions should inform student behavior and decision making.

Field Trips

Off campus field trips, whether for academics, sports, or clubs, will always require a permission slip signed by a parent or guardian. Permission slips are prepared in advance of an event by the Student Life Office and are distributed in homeroom. Students may also visit the Student Life Office to pick up a copy of the permission slip.

N.B. - Retreats are not field trips, and not an optional part of student life. They are a required part of the school's religious program, and all students, regardless of religious background, are required to attend.

Permission slips will always list a due date, and all permission slips are due by the end of the homeroom period (8:02am) on the listed date.

Field Trip Eligibility: Students in good standing are eligible to attend field trips. Students 'in good standing' meet the following criteria:

- Fewer than 15 cumulative absences or latenesses/early dismissals - see attendance and lateness/early dismissal policy
- A passing conduct grade for the quarter in which the event is taking place
- The student has earned fewer than 20 demerits in the time between the issue of permission slips and the date of the event
- The student has not lost field trip/dance/event privileges

- Other requirements made by trip organizers/administration including for conduct/attendance/etc..
- Should a student turn in a permission slip and pay for a trip, and then lose eligibility, the student will be called to the Student Life Office and informed of their revoked eligibility. The student will receive a full refund for any payments made. Refunds will take the form of the students' method of payment (if a student pays cash, cash will be returned)

Students who misbehave on a field trip may be ineligible to participate in further field trips, special events, dances, or other activities up to and including graduation.

Dances

School sponsored dances include:

- Homecoming (on campus) (no outside dates permitted)
- Ring Dance (on campus)
- Freshman/Sophomore Dance (on campus)
- Junior Prom (off campus)
- Senior Prom (off campus)
- Mixers (on campus) (no outside dates permitted)

All dances, regardless of location, require a dance contract signed by parents/guardians. All dates must also provide a signed contract. Dance contracts are prepared by the Student Life Office and distributed in homeroom. Students may also visit the Student Life Office to pick up a copy of the dance contract. The following contracts are required:

- Dance contract - for the student attending a dance
- Dance contract - for a date to a dance who attends Neumann Goretti (the same contract as above)
- Outside Date Contract - for a date who does NOT attend Neumann Goretti. This contract must be signed by the date, the date's parents or guardians, and an administrator at the school which the date attends. 'Administrator' includes principal, assistant principal, Assistant Principal of Student Life, or president. Unacceptable signatures include teachers, counselors, coaches, and other non-administrative personnel. Outside date contracts with unacceptable signatures will be returned. The Student Life Office confirms every outside date contract with the administrator who signed it.
- No student or person who has been dismissed from Neumann Goretti, previously dismissed from an NG dance or event, or who is not in good standing at their current school may attend an NG dance or event.

Dance contracts and outside date contracts will always list a due date, and all contracts are due by the end of the homeroom period (8:02am) on the listed date.

Dance Eligibility: All students in good standing are invited to attend school dances. Students 'in good standing' meet the following criteria:

- Fewer than 15 cumulative absences or latenesses/early dismissals - see attendance and lateness/early dismissal policy
- A conduct grade at least 80 in the quarter in which the event is taking place
- The student has not lost field trip/dance/event privileges
- Other requirements made by organizers/administration including for conduct/attendance/etc..
- Student tuition is up to date
- Should a student turn in a contract and pay for a dance, and then lose eligibility, the student will be called to the Student Services Office and informed of their revoked eligibility. Every effort will be made to issue a full refund for any payments made. It should be noted that there are circumstances under which a refund is not possible. Refunds will take the form of the students' original method of payment (if a student pays cash, cash will be returned).

Dance Policies and Regulations:

- Doors will lock 30 minutes after the dance begins regardless of location. No exceptions will be made.
- All school rules apply during dances. Rules apply to NG students as well as outside dates.
- Students or dates who violate any of the regulations listed in this document as well as the dance contract may be asked to leave the dance. In this case, an administrator will call the parents/guardians of the student/s in question and request that they pick the student up. Students violating regulations may also be subject to disciplinary measures in school including but not limited to demerits, detention, suspension, or dismissal from NG. These consequences are at the sole discretion of the administration.
- Students must be in school the day of the dance unless otherwise notified by the administration (ex. Juniors may be excused from school on the day of the junior prom, etc.).
- Students are responsible for the behavior of their outside dates. This includes behavior during the event, on the way to and from the event, and the signature of outside date contracts. A forged outside date contract will result in the NG student and outside date losing eligibility to attend that dance, and all other dances in a given school year.
- Students are not permitted to loiter outside, to wait in cars, or to congregate at the properties around the school.

- Neatness, good grooming, and modesty are expected of students who attend dances. If a student is inappropriately dressed, he/she may 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 including possible dismissal from the event, school disciplinary action, dismissal from school, and possible law enforcement involvement. The school reserves the right to breathalyze any attendee. Suspicion of intoxication will be considered intoxication.
- Individual students from other schools, who are not the date of an NG student, will be considered trespassing if they enter the dance, and will be turned over to the police.

Students who misbehave at dances may be ineligible to participate in future dances, field trips, special events, or other activities up to and including graduation.

No student who has lost the privilege of attending their own class dance may attend another class dance as a date. No student who has lost the privilege of attending their own class dance will receive a signature to attend another school's dance as an outside date.

Special Events:

Special events include but are not limited to:

- Ring Mass
- Student Council Installation
- Spirit Days
- Father-Senior Dinner
- NHS Induction
- Mother-Senior Brunch
- Baccalaureate Mass
- Graduation/Commencement Activities

All special events require a permission slip signed by a parent or guardian unless otherwise noted. Permission slips are prepared in advance of an event by the Student Life Office and are distributed in homeroom. Students may also visit the Student Life Office to pick up a copy of the permission slip.

Permission slips will always list a due date, and all permission slips are due by the end of the homeroom period (8:02am) on the listed date.

Special Event Eligibility: Students in good standing are eligible to attend special events. Students 'in good standing' meet the following criteria:

- Fewer than 15 cumulative absences or latenesses/early dismissals - see attendance and lateness/early dismissal policy

- A conduct grade at least 80 in the quarter in which the event is taking place
 - The student has not lost field trip/dance/event privileges
 - Other requirements made by organizers/administration including for conduct/attendance/etc..
 - Student tuition is up to date
-
- Should a student turn in a contract and pay for an event, and then lose eligibility, the student will be called to the Student Services Office and informed of their revoked eligibility. Every effort will be made to issue a full refund for any payments made. It should be noted that there are circumstances under which a refund is not possible. Refunds will take the form of the students' method of payment (if a student pays cash, cash will be returned).

Students who misbehave at an event may be ineligible to participate in future special events, field trips, dances, or other activities up to and including graduation.

Clubs and Activities

Extracurricular clubs and activities support the social, emotional, and educational growth of Neumann Goretti's students. All clubs, activities, and gatherings are safe spaces for students to explore their world, their school, and themselves. These groups offer opportunities for leadership experience, fraternity, and learning.

Students interested in joining a club or activity may speak with the club's student leadership, faculty moderator, or the Student Life Office. Students interested in starting a new club or activity should:

- Gather interested students
- Ask a faculty member to moderate the club
- Speak with the Assistant Principal for Student Life in the Student Life Office

All students may participate in the club or activity of their choosing.

It should be noted that while clubs and activities are an important part of student life at Neumann Goretti, academics must always be a student's first priority. To that end, students must work to maintain eligibility to participate.

- A student must be present in school on the day of a club or activity meeting in order to participate. A student will be considered 'present' if they have attended a minimum of four class periods in a day. Students absent on a Friday will be ineligible to participate in weekend activities, and will be ineligible to participate in any club or activity until they have returned to school.
- If a student has a failing conduct grade, they will lose eligibility to participate in clubs and activities until such time as the conduct grade is considered to be passing again.

- A student's academic record will determine eligibility to participate in clubs and activities. If a student fails one subject, they will lose eligibility for a period of one week. If, following that week, the teacher of that class reports satisfactory improvement, the student will regain eligibility. If a student fails two subjects, the period of ineligibility will be two weeks and require that both teachers report satisfactory grades in order to regain eligibility. If both teachers do not report such grades, the period of ineligibility will continue.
- Students whose tuition payments are past due by 30 or more days will be ineligible to participate in clubs and activities
- Any major violation of the school's code of conduct will result in eligibility for clubs and activities.
- Any student suspended by the school is also suspended from their club or activity until the term of the school suspension has ended. No actively suspended student may participate in any club or activity related activities during said suspension period, which include but are not limited to, formal or informal meetings, competition, awards ceremonies, or team functions (events).

Fundraising for Clubs and Activities:

Throughout the year clubs and activities fundraise for charity or for a specific need. Any student, club, activity, team, or group who wishes to initiate or participate in a fundraising activity must fill out the associated fundraising request form. This form will be reviewed for approval by the President of the school and the school's business office.

Required forms may be obtained from the Student Life Office (104).

N.B. - Beginning in the 2024/25 school year, all fundraisers should attempt to eliminate the receipt of cash by using Acceptiva. Once a fundraiser has been approved by the President and Business Office, the Office of Student Life will assist the organizers in creating an Acceptiva donations page.

Athletics

Please see the [Student Athlete's Manual](#) at the bottom of this document for the most up to date Athletics information and policy.

Mission & Vision

Mission Statement

The mission of Neumann Goretti Athletics is to provide a faith-based, student-centered athletic experience that emphasizes academic excellence, character development, leadership, and service to others. We strive to develop well-rounded student-athletes who compete with integrity, lead with humility, and represent our school and community with pride.

Through athletics, we teach the values of discipline, respect, accountability, and teamwork—both on and off the field. Our programs are rooted in the Catholic mission of Neumann Goretti, helping student-athletes grow not only in skill but in spirit, scholarship, and service.

Vision Statement

Our vision is to build a premier high school athletic program that produces champions in life. We aim to:

- **Support Academic Success** by prioritizing the classroom and preparing student-athletes for college and career readiness.
- **Build Character** by instilling core values such as honesty, perseverance, and respect for others.
- **Develop Leaders** by creating opportunities for student-athletes to lead their peers and grow as confident, service-driven individuals.
- **Engage in Community Service** as a fundamental part of the Saints' experience, encouraging student-athletes to give back and make a positive impact.

At Neumann-Goretti, athletics are not just about winning—they're about preparing young men and women to live with purpose, lead with compassion, and serve with joy.

Student-Athlete Code of Conduct & Ethics

As a member of the Neumann Goretti athletic program, you are expected to uphold the highest standards of personal integrity, responsibility, and sportsmanship. Representing NG means being a leader on and off the field.

By choosing to be a Saint, you agree to the following Code of Conduct & Ethics:

1. Academic Excellence

- I will prioritize my education and strive to meet or exceed all academic expectations.
- I understand that consistent effort in the classroom is required for athletic eligibility

2. Respect & Sportsmanship

- I will respect my teammates, coaches, opponents, officials, and fans at all times.
- I will demonstrate good sportsmanship in both victory and defeat.
- I will refrain from the use of inappropriate language, gestures, or unsportsmanlike behavior.

3. Responsibility & Leadership

- I will be punctual and prepared for all practices, games, and team events.
- I understand that I am a role model and will act with honesty, humility, and accountability.
- I will take responsibility for my actions, both in and out of uniform.

4. Commitment to Team

- I will place team goals above individual recognition.
- I will support my teammates, show up with a positive attitude, and give full effort at all times.
- I understand that participation in athletics is a privilege, not a right.

5. Personal Conduct

- I will live a lifestyle that reflects positively on myself, my team, and my school.
- I will not use drugs, alcohol, tobacco, vaping products, or any illegal substances.
- I will follow all school, team, and league rules and policies, including dress code and behavior expectations.

6. Digital Responsibility

- I will use social media and digital platforms responsibly, avoiding content that is disrespectful, harmful, or damaging to others or the NG community.

Sports Teams

Baseball

Boys Basketball

Girls Basketball

Football

Flag Football (Girls)

Indoor Track & Field (Boys and Girls)

Outdoor Track & Field (Boys and Girls)

Softball

Girls Volleyball

Travel Policy

The purpose of this policy is to ensure the **safety, accountability, and professionalism** of all Neumann-Goretti athletic programs during travel to and from competitions.

- All student-athletes are representatives of **Neumann-Goretti** and are expected to conduct themselves with **respect, maturity, and sportsmanship** at all times while traveling.
- Coaches are responsible for supervising their athletes throughout the duration of the trip—from departure to return.
- Appropriate **behavior, dress code, and language** are expected during all travel.
- All student-athletes are expected to travel to and from contests with their team using **school-approved transportation** (e.g., bus, van, or charter).
- Only **approved drivers** (e.g., bus drivers, NG staff, or faculty with clearance) may transport student-athletes.
- If a student-athlete will **not be traveling with the team** to or from a contest, an **exception must be approved in advance** by the Athletic Director.
 - A **written request from a parent or guardian** must be submitted **at least 24 hours in advance** via email to:
[✉ dr.marc.caserio@neumanngorettihs.org](mailto:dr.marc.caserio@neumanngorettihs.org)
 - The student-athlete may only be released to a parent or guardian unless otherwise specified in writing and approved.
 - Verbal requests or last-minute changes will **not be honored** unless in the case of an emergency, in which case the Athletic Director and coach must both be notified immediately.

Attendance Policy

- A student must be regularly enrolled in a secondary school in full-time attendance. A student who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five (45) school days following the twentieth day of absence. An exception may be considered by a PIAA district committee when there is an extended absence due to approved reasons. (PIAA)
- A student must be in attendance for at least four (4) class periods, not including lunch periods, of the school day immediately before dismissal time to participate in an interscholastic practice or competition on that day. An attendance irregularity during the last day of classes of the school week will make a student ineligible for activities during the weekend.
- Students must be in attendance at the start of the school day following all games/matches, or they cannot participate in practice or a game/match that day.

Academic Policy

Success in the Classroom = Success on the Field

Purpose

Our goal is to develop student-athletes who are disciplined, responsible, and prepared for life beyond high school. Academics come first. Participation in athletics is a privilege earned through effort in the classroom. The Principal and Assistant Principal of Academic Affairs will be involved in all academic conversations and reviews. The Principal or APAA has the authority to supersede the following criteria and can issue a participation suspension at any time.

Academic performance is a top priority. We are committed to developing well-rounded student-athletes who excel both on the field and in the classroom.

Academic Eligibility Standards (Numerical Grades)

♦ Minimum Academic Standard:

- Student-athletes must maintain a **70% or higher** in every class.

♦ Grade Reviews:

- Grades will be reviewed **every 2 weeks on a Monday during the quarter.**

♦ Academic Warning:

- If a student-athlete has at least **one (1) grade below 70%**, they will be placed on **Academic Warning**:
 - They **may continue to play and practice.**
 - They **must attend three (3) academic support sessions per week** until the grade is raised to 70% or above.

♦ Academic Suspension:

- If a student-athlete **does not show improvement** in their grade(s) by the next academic review, they will be placed on a **one (1) game suspension.**
 - If a student-athlete **fails at least one subject** on their quarterly report card, they will also serve a **one (1) game suspension.**
-

Academic Support Expectations



Mandatory Study Hall or Tutoring:

- Students on Academic Warning or Academic Ineligibility must attend academic support **three (3) times per week** until they are passing all classes.
 - Missed academic support sessions = missed practices/games
-

Special Cases



New Students / Transfer Students:

- Students new to the school will be monitored closely during their first marking period.



Students with Documented Learning Plans:

- Students with an approved learning support plan, students who are returning to school based on concussion protocol, or other special circumstances will be considered on a case-by-case basis, with support and fairness in mind.

Conduct Policy

Philosophy

As a student-athlete at Neumann Goretti, you represent yourself, your team, your school, and your community — on and off the playing surface. We expect our Saints to lead by example with **respect, integrity, discipline, and pride** at all times.

Participation in athletics is a **privilege**, not a right. That privilege comes with the responsibility to uphold the highest standards of behavior. The Principal and Assistant Principal of Student Services will be involved in all conduct conversations and reviews. The Principal or APSS has the authority to supersede the following criteria and can issue a participation suspension at any time.

Expectations for Student-Athletes

On the Field:

- Show respect for teammates, coaches, officials, opponents, and fans.
- Play with sportsmanship, effort, and self-control.
- Follow all team rules and school policies.

In the Classroom:

- Attend all classes on time and be an active participant
- Show respect to all teachers, staff, and classmates.
- Maintain academic eligibility and act as a leader among peers.

In the Community:

- Represent Neumann Goretti with pride and integrity at all times.
- Make positive choices in public, online, and on social media.

Unacceptable Behaviors Include (but are not limited to):

- Disrespect toward coaches, teammates, opponents, teachers, or staff.
- Fighting, bullying, or harassment of any kind.
- Use of tobacco, alcohol, vaping, drugs, or other illegal substances.
- Academic dishonesty (cheating, plagiarism).
- Inappropriate behavior on social media.

Consequences

Saints student-athletes are expected to uphold the highest standards of behavior both on and off the field. Conduct will be monitored through the school's **Demerit/Detention Grade System**, and disciplinary action will follow this scale:

- **80% or below - Warning** issued to the student-athlete and coach.
- **75% or below - Student-athlete meets with Principal, APSS, and Athletic Director**
- **69% or below - Automatic 1 Game Suspension**

Coaches will be notified of any student-athlete approaching or falling below these thresholds. Continued behavioral issues may result in additional disciplinary actions, including removal from the team.

Student-athletes represent Neumann-Goretti at all times. Respect, discipline, and integrity are non-negotiable.

Athletic Fees

Athletic fees are assessed as a part of tuition.

Physicals

Dear Parents/Guardians and Student-Athletes,

Welcome to Neumann-Goretti! We are excited to have you as part of the Saints Athletics family and look forward to a great 2026-2027 school year.

As we prepare for the upcoming Fall, Winter, and Spring sports seasons, all student-athletes planning to participate in athletics during the 2026-2027 school year must complete the required athletic registration through Arbiter Student Registration, including uploading their completed PIAA Physical.

Arbiter Student Registration

<https://students.arbitersports.com/organizations/saints-neumann-goretti-athletics>

Athletic Registration Requirements

- Complete all required forms through the Arbiter Student Registration portal.
- Upload your completed PIAA Physical in Section 9 of the registration (physical paperwork is attached to this email).
- Physicals must be completed after May 1, 2026, to be valid for the 2026-2027 school year.
- Even if your physical has already been completed, it must still be uploaded into Arbiter along with all other required documents.
- Student-athletes will NOT be permitted to participate in practices, tryouts, workouts, leagues, open gyms, team activities, or contests until all required paperwork has been submitted and approved.

We strongly encourage families to complete this process as soon as possible to avoid delays once athletic seasons begin.

Summer Camps (Athletic)

Listed below is the Neumann- Goretti Catholic High School Athletic Department's policy concerning student participation in summer camps, and/or leagues:

- While the Athletic Department encourages student-athletes to improve their basic skills by participation in summer camps, it must be understood that all such activities are voluntary.
- Members of the coaching staff at Neumann- Goretti Catholic High School are expressly forbidden from placing any pressure on any student to attend any summer camp or to play in any summer league.
- Parents and student-athletes should be aware that participation in summer camp and leagues does not in any way guarantee the player a position on any school team in the years following his or her participation in the camp or league.
- No coach may receive direct payment from students or from parents of students that take part in summer camps or play in summer leagues.
- Non-participation in summer camps and/or leagues shall not jeopardize the opportunity of any student-athlete to participate in tryouts for his or her respective school teams the following year.
- The Diocesan insurance policy, which covers student-athletes during the school year, does not cover injuries incurred during summer camps, or leagues.

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

Athletic Principles of Conduct and Sportsmanship

1. Coaches should continually stress the principles of good sportsmanship as consistent with the mission of NGHS at all practices and games. NGHS will not tolerate any conduct or actions, etc. by athletes or spectators that fail to demonstrate good sportsmanship or that are embarrassing to NGHS or prove detrimental to the athletic program.

2. Policy relating to ejections:

Spectators:

NGHS reserves the right to eject, from the school premises and facilities where our students play, any spectator (adult or student) whose conduct, speech, or actions violate the rules of good sportsmanship or who harass coaches, players, or referees. Any disruptive behavior will not be tolerated. Former students who have left NGHS and are not in good standing will not be admitted.

Student - Athletes Violating the Code of Conduct and Sportsmanship for the

- 1st time - one-game suspension
- 2nd time - three-game suspension
- 3rd time - immediate dismissal from the team

3. Policy relating to fighting:

Any student-athlete who:

a) initiates a physical or retaliatory action on or off the field of play will be subject to consequences up to and including dismissal from the team.

* Retaliatory action by NGHS athletes will be dealt with on an individual basis.

b) enters an existing altercation with the intent to harm an opponent, will be immediately dismissed from the team.

c) leaves the bench on his/her respective team area, will be dismissed immediately from the team for the season. His/her athletic status for the remainder of that academic year will also be evaluated by the Athletic Director, Principal, members of the administration, and the coaching staff.

Any athlete who attempts to stop an on-going altercation by grasping his/her own teammate will not be disciplined under review of the Administration.

Playoff and Championships

Whenever a team has merited an opportunity to attend a PIAA Playoff or State Championship of any kind, the school will assume financial responsibility for ground transportation and fees deemed responsible.

Policy on Substance Abuse

Any student-athlete who is observed to be in possession of, or under the influence of, drugs, alcohol, or tobacco products by a NGHS coach, administrator, faculty member, or a coach, faculty member or administrator from a competing school will be liable for immediate dismissal from his/her respective team for the remainder of the season. The NGHS substance abuse policy will be enforced. There will be no appeal of the final decision under any circumstances. (Please refer to the Drug and Alcohol policy under the Student Services section.)

Philadelphia Catholic League (PCL)

The Philadelphia Catholic League is a unity guided by the teachings of Jesus Christ and principles consistent with these teachings. If the League does not produce a better person, it has no reason, adequate to its financial and human investment, to exist. The league directives aim to make the competition a healthy experience in individual and social growth:

Article One: Athletic Courtesy:

Athletics foster sportsmanship. Each one associated with athletics bears witness to principles in actions

- a) Visiting teams and spectators, guests of the home team, are treated as the home team likes to be treated.
- b) The rules of the game are mutual agreements; a spirit no honorable person breaks.
- c) No action is taken nor course of conduct pursued which even seems unsportsmanlike or dishonorable.

Article Two: Pertaining to Catholic High School Athletics:

This code of ethics is not a recommendation but a rule governing the conduct of student spectators, student-athletes, coaches, and athletic directors.

Section 1: The Student Spectator:

- 1. realizes that he/she represents his/her school just as an athlete
- 2. appreciates and gives suitable recognition to the good in others
- 3. cheers positively and avoids booing. Abusive language or vulgarity is clearly a lack of charity that breeds the same in opponents
- 4. avoids the use of musical instruments, noisemakers, signs, and streamers that annoy some and inflame others
- 5. regards officials and opponents as honest; officials' decisions are abided by, even when they seem unfair
- 6. is aware that a student who continually evidences poor sportsmanship may be banned from future contests
- 7. realizes that a contest ends with the final whistle or other signals; post-game injury to others or damage to property is unchristian and irrational behavior

Section 2: The Student-Athlete

- 1. develops a deep conviction that he/she represents a long tradition of fairness in competition
- 2. develops the self-control necessary for best performance in competition and life; losing his/her temper and consequent fighting or abusive language are unacceptable
- 3. understands that abusing the rules of behavior even once could result in being dropped from the team

Section 3: The Coach

- 1. has a mature and fair relationship towards the players
- 2. teaches athletes to win through legitimate means only; striving to win at any cost is unethical
- 3. gives opponents full credit when they win
- 4. controls his/her temper and discourages, and refrains from, objectionable language at all times
- 5. recommends the use of competent officials and supports their decisions; exercises discretion when questioning the actions or decisions of officials before players or spectators
- 6. counteracts unfounded rumors; if questionable practices are observed, the matter is referred to the Athletic Director
- 7. does not solicit players from other schools

Section 4: The Athletic Director should:

- 1. be aware of his accountability in the supervision and conduct at spectator sports and in the certification of eligibility for the student-athletes
- 2. employ coaches who exemplify Christian principles and who view athletics in proper perspective

3. treat visiting teams and officials as guests
4. foresee possible misunderstanding with other schools and as far as possible settle them before they materialize

Article Three: Penalties

For violations of these rules, a school may, at the discretion of the Board of Directors, have imposed one or more of the following penalties:

Section I:

1. Probation: a school may be placed on probation for a specified period during which adequate improvement must be proven by the offending school; subsequent vote at the end of this period will determine reinstatement
2. Forfeit: a team may have declared forfeited a contest and even a championship
3. Suspension: a sport or school may be suspended from the League for a specified period, either completing the balance of its schedule(s) as exhibition games or not being permitted to compete in this League

Section II:

1. Censure: a school or individual(s) responsible for violation of these rules may be publicly censured in lieu of or in addition to other penalties imposed by the Board of Directors

Section III:

1. Procedure: The alleged violation of the Code of Conduct must be submitted to the Chairman of the Board of Directors. The following are authorized to submit allegations of the Code of Conduct: the School principal; the school athletic director, and the league moderator. Anyone who submits an alleged Code of Conduct violation must notify the principal of the school named in the allegation (September 1992); In the event of an appeal, charges will be made by the Chairman of the Board of Directors in person

Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies:

The Office of Catholic Education, the Board of Governors and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist or engage, condone or tolerate any of the above-stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools.

Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

PIAA Eligibility Standards

Age

You may not have reached your 19th birthday by the date of June 30 that immediately precedes the beginning of the school year. In sports where interscholastic competition is limited to grades 7 through 9, you may not have reached your 16th birthday by the date of June 30 that immediately precedes the beginning of the school year. In sports where interscholastic competition is limited to grades 7 and 8,

you may not have reached your 15th birthday by the date of June 30 that immediately precedes the beginning of the school year. (PIAA)

Amateur Status

A student must be an amateur. You will lose your amateur status in a sport for one year if:

- You or an organization that you represent, or your parent/guardian receives money or property for (or related to) your athletic ability, performance, participation or services.
- You accept compensation for teaching, training or coaching a sport. The exception to this policy is the receipt of normal and customary compensation for instructing or officiating recreational activities, or for serving as a lifeguard at swimming areas.

(PIAA)

Attendance

A student must be regularly enrolled in a secondary school in full-time attendance. A student who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five (45) school days following the twentieth day of absence. An exception may be considered by a PIAA district committee when there is an extended absence because of approved reasons. (PIAA)

- A student must be in attendance for at least four (4) class periods of the school day immediately prior to dismissal time in order to participate in an interscholastic practice or competition on that day. An attendance irregularity during the last day of classes of the school week will make a student ineligible for activities during the weekend
- Students must be in attendance at the start of the school day following all games/matches or they cannot participate in practice or a game/match that day.

Consent of Parent or Guardian

A student shall be eligible for participation in each sport only when there is on file with the principal a certificate of consent signed by a parent or guardian. (PIAA)

Any student wishing to participate in practices, inter-school practices, scrimmages and contests for a PIAA affiliated sports teams must meet the following requirement(s):

- Complete a Comprehensive Initial Pre-Participation Physical Exam (CIPPE) performed by an Authorized Medical Examiner (AME) within one calendar year prior to the start of such participation.
- Submit all properly completed and signed forms related to this CIPPE to the Director of Athletics through FamilyID.
- Furthermore, any student with a current CIPPE on file with the Athletic Department who suffers an illness or injury which:
 - Renders him/her unable to participate in 25% or more regular-season contests in the preceding sports season, and/or
 - Results in absence from school for 10 or more days, and/or
 - Requires surgery and/or
 - Rehabilitation of an injury...

Must complete and submit to the Athletic Director the PIAA Comprehensive Pre-participation Physical ReEvaluation and Re-Certification authorized medical examiner form.

Period of Participation

Students are eligible for practice or participation in interscholastic athletics upon entry into seventh grade. You will lose your eligibility when you reach the end of eight consecutive semesters beyond the eighth-grade year, without regard to the period of

attendance. (PIAA)

All-Star Contests

A student will lose his/her PIAA eligibility in a sport for one year if he/she participates in an all-star contest in that sport that is deemed outside the parameters of the PIAA.
(PIAA)

Curriculum

A student must pursue a curriculum defined and approved by the principal as a full-time curriculum. This curriculum must be approved by and conform to the regulations of the State Board of Education, the Pennsylvania School Code, and any policies established by the local school board.

Eligibility is determined both weekly and by marking period:

Weekly: A student-athlete must maintain a passing average in at least four, full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period and is reported by the teaching staff on a weekly basis. In the event a student-athlete does not meet this standard on the last school day of the week, he/she shall be ineligible for the athletic competition from the Sunday immediately following the report of failure through the next Saturday.

All questions pertaining to Activities or Athletics must be addressed to the administration. All final decisions regarding activities and athletics rests with the administration.

Guidance

The Office of Guidance and College Counseling assists students with personal, 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 individually 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, personal, 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 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 Visits 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 also encouraged to explore on days when no classes are held. No college visits are to be scheduled during assessments, the week before assessments, retreat days, before a school holiday, or during the last week of each marking period.

Available Services

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 11th grade 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.

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.

Guidance Policy

- Students are scheduled for appointments by the Guidance staff for regular meetings.
- Students are encouraged to make an appointment with their counselor to discuss academic and personal issues in a timely manner.
- Students may schedule appointments by emailing their counselor directly.
 - Students may not request appointments during a class when there is a scheduled test/project/presentation.
- All students with scheduled appointments will receive a call pass that they are to show their teacher before coming to the appointment.
- Students are expected to arrive on time for their appointment.
- The Guidance staff will mark the student as "Present in another location" once the student has arrived for the appointment and will edit that notation with an end time once the student leaves the appointment.
- If a student expresses a need to see a counselor during class, that student is to email their counselor directly to request an appointment. If the counselor is available at that time, they will send a call slip to the student telling them that they have permission to come to guidance. If the counselor is unavailable at that time, no call slip will be issued and the counselor will follow up with the student once they are available.
- Students should only visit the guidance office without an appointment if there is an immediate concern; such as but not limited to, the onset of a panic attack or anxiety attack, visible distress, crying, death of a loved one, etcetera. In these cases, the teacher is to reach out to the counselor via text to inform them of the situation so that a guidance member can be ready for that student or come and get the student.
- All community members including but not limited to students, teachers, parents, and guardians are encouraged to refer individuals to Guidance as needed. Guidance will follow up promptly on all referrals. Referrals can be made via the Google Form found in the Weekly Preview, direct emails to counselors, or via phone message.

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. Medications need to be delivered to school and picked up from school by a parent or guardian.

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 emailed to aboyd@neumanngorettihs.org

Mandatory Documents

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 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:

Stomach ache	Menstrual Cramps
Minor Headache	Earache
Nausea	Abrasions & Cuts

The Following are a Priority And Always Seen As Emergencies:

Bleeding (including nose bleeds)
 Burns (occurring in school)
 Chest Pain or Heart Palpitations
 Severe Diaphoresis (sweating)
 Difficulty Breathing
 Dizziness
 Eye injuries
 Head/Face Injury
 Hives
 Injury involving bone/joint with swelling or
 bruises, pain or loss of mobility

Medication Reactions including skin rash
 Neck or Back injury occurring in school
 Seizures
 Swelling of lips, face, or tongue
 Tremors
 Visible/Audible Vomiting
 Vision Changes

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/pass 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. Before leaving school, the student must sign out in
 the Attendance 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.

Tuition and 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 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 assesses the following fees:

Re -Registration Fee	\$ 225.00	Charged in February for the following year
Graduation Fee	\$ 375.00	Charged over the year equally (includes graduation materials and yearbook)
ID Card Fee	\$10.00	Charge for a lost ID card
Replacement Locker Key	\$50	Locker keys are given out at the beginning of the year and need to be returned at the end of year. They are very expensive to replace as the whole lock needs to be changed.
Chromebook Replacement	\$ 399.00	Charged if a Chromebook is not returned in working order, or in a condition that could be redistributed to another student requiring it to be replaced. Repair charges may differ
Chromebook Charger	\$20	Chromebooks are chargers are required to be returned at the end of the year in full working order. Missing or damaged chargers will be charged \$20

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, and 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 must be paid 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

Preamble

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2021

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.

GOAL

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.

RESPONSIBILITIES OF USER

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

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

- **Respect One's Self:** 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.
- **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.

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.

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.

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.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees

- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- 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.

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, Tumblr, Ask.fm, Snapchat, Vine, 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.

“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 and 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.

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.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia Student Internet Access Contract

I understand that 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 Saints John Neumann & Maria Goretti Catholic High School.

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 _____

Grade _____

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

Student Access Contract

I hereby release_Saints John Neumann & Maria Goretti Catholic High School.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_Saints John Neumann & Maria Goretti Catholic High School. I hereby give my permission for my child to use the Internet and will not hold

Saints John Neumann & Maria Goretti Catholic High School. 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 _____/_____/_____

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

Student's Name: _____

Classroom Teacher's Name: _____

School: _____

In order to provide continuity of instruction during flexible instruction 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.

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.

Parent/Guardian Signature: _____

Parent/Guardian Name (Please print): _____

Date: _____

Student Signature (if high school): _____

Date: _____

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

Ss. John Neumann & Maria Goretti Catholic High School
Chromebook User Agreement 2024-2025

This contract is in addition to and in conjunction with all the policies and procedures outlined in the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

CHROMEBOOK USER AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of Chromebook, between Ss. Neumann Goretti Catholic High School ("NG"), the student receiving an Chromebook("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with an Chromebook and software for use while a student is at Ss. Neumann Goretti High School, hereby agree as follows:

1. Equipment:

- 1.1 Ownership:** NG retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, NG administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.
- 1.2 Equipment Provided:** Efforts are made to keep all Chromebooks configurations the same; ample RAM and hard-disk space, software, and other miscellaneous items. NG will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.
- 1.3 Substitution of Equipment:** In the event the Chromebook is inoperable, NG has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Chromebook, or to avoid using the Chromebook due to loss or damage. Please note that if the Student forgets to

bring the Chromebook or power adapter to school, a substitute will not be provided and disciplinary action may be taken.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-NG installed software/apps and for any data stored on the Chromebook. It is the sole responsibility of the Student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only.

1.5 Return of Equipment: At the end of each school year the student's Chromebook will be collected for maintenance and reimaging. Students should back up all documents, music and other information stored on the device. If a student leaves NG during the school year, it is the responsibility of the student and parent to return the Chromebook to the Technology Office prior to departure. Failure to do so will result in the full charge for the Chromebook and its accessories (\$399 for device and \$25 for charger).

2. Damage or Loss of Equipment:

2.1 Responsibility for Damage: The Student is responsible for maintaining a 100% working Chromebook at all times. Major components are covered by warranty. Warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost for warranty repairs. The warranty does not cover lost/ power supply, lost battery or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- **Damage Charge** – \$125. Damage may include but is not limited to the following: cracked screened, damaged ports, hardware problems due to a drop/fall, water damage, missing keys and dents to unit.
- **Replacement Charge** - \$300. Replacing a device may be necessary due to the extent of the damage to the device. If it is necessary to replace a device due to gross negligence of the student a replacement charge will be incurred on a student's account. The student is fully responsible for their issued device and they should not leave it unattended or an unlocked location. Devices that are lost or stolen will require the student/family to pay the replacement charge. See the *Standards for Proper Care Guidelines*.
- NG reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by Technology Office and administration. Examples of gross negligence include, but are not limited to:

2.3 Responsibility for Loss: In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.

2.4 Actions Required in the Event of Damage or Loss: Report the problem immediately to the Technology Office. If the Chromebook is stolen or vandalized while not at NG sponsored event, the Parent shall file a police report and inform the Technology Office.

2.5 Technical Support and Repair: NG does not guarantee that the Chromebook will be operable, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies:

3.1 Monitoring: NG will monitor Chromebook use using a variety of methods for monitoring. The Technology Office, in addition to the faculty has the ability to monitor student use while on campus and connected to the NG-Internet network. The school will not monitor students remotely while off campus. On site, the Chromebook is subject to routine monitoring by teachers, administrators and technology staff. NG reserves the right to examine all data stored on the Chromebook to assure compliance with NG's AUP. Email and file folders are property of the school and are subject to school monitoring as needed.

3.2 Legal and Ethical Use: All aspects of NG Chromebook Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Director of Technology.

3.4 Allowable Customizations

The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., background screens, default fonts, and other system enhancements).

Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system and applications.

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.

Archdiocese of Philadelphia Policy on Artificial Intelligence

**Archdiocese of Philadelphia Schools
Artificial Intelligence Policy &
Implementation Guide**



Archdiocese of Philadelphia Schools Artificial Intelligence Policy

Table of Contents

Acknowledgement

3

Faith-Based Vision for Technology

4

Guidance for Educators

5

- AI Permission Scale

6

Academic Integrity and Authorship - Guidance for Students

6

- Developmental Distinctions

7

- Accountability of AI Use

8

Responsible Use of AI for Students Agreement

9

School Community Standards and Local Customization

10

Signatures & Commitments

11

Appendix A: Student AI Use Self-Reflection Guide

12

Appendix B: Family Guide to Supporting Children's Use of AI

13

Acknowledgement

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

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

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

Archdiocese of Philadelphia Schools

Artificial Intelligence Policy

A Faith-Based Vision for Technology

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

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

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

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

The Human-Led Classroom - Guidance for Educators

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

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

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

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

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

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

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

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

Academic Integrity and Authorship - Guidance for Students

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

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

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

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

Developmental Distinctions

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

- **Elementary (K-8):** The focus in these grades should be on building foundational digital literacy and "digital character." Student AI use in these grades should be highly structured and closely monitored by the teacher. Students under the age of 13 should not create individual accounts on any Generative AI site. Students struggle distinguishing between human beings and anthropomorphic chatbots. Teachers may choose to model AI usage for students and teach AI literacy concepts using AI tools specifically designed for safe, secure student interaction.
- **Secondary (9-12):** High school students may be granted greater flexibility with the use of AI, accompanied by explicit instruction in ethical use, attribution practices, and intellectual responsibility. Academic integrity is maintained through transparency; students must clearly disclose when AI has been used to assist with an assignment. These students are expected to engage in deeper ethical discernment, and utilize the [Student AI Use Self Reflection Checklist](#) to evaluate their use of AI tools for any given assignment.

Accountability of AI Use

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

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

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

Responsible Use of AI for Students

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

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

[School Name]

Schools, please use the space below to define your specific community standards:

Approved AI Tools

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

Additional AI tools that have been locally evaluated through our AI evaluation framework include:

Citation Standard

[How should students cite AI? e.g., "Generated by ChatGPT-4o based on student prompt: 'Create an outline for...'"'] [University of Maryland's Citation Guide](#) may be used as a reference.

Consequences of Misuse

[Align with your current student handbook, focusing on restorative justice and the opportunity to "redo" the work with human-only effort.]

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

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

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

Signatures

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

_____ (Student
Signature)

_____ (Date)

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

_____ (Parent
Signature)

_____ (Date)

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

_____ (Teacher
Signature)

_____ (Date)

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

_____ (Staff / Admin
Signature)

_____ (Date)

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

Appendix A: Student AI Use Self Reflection Guide

Alignment with Teacher Guidance

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

Academic Integrity and Authorship

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

Ethical Reflection

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

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

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

Key Principles for Home Support

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

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

How to Help Your Child Use AI Effectively

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

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

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

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

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

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



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).



The Student Athlete's Manual

2026-2027

Updated 8/6/2027



Saints Athletics

Table of Contents

Welcome Letter from the Athletic Director.....	3
Mission and Vision.....	4
Student Athletes' Code of Conduct & Ethics.....	4
Academic Policy.....	6
Conduct Policy.....	7
Arbiter Student Registration and PIAA Physical.....	8
Concussion Protocol.....	9
Travel Policy.....	10
Attendance Policy.....	11
Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies.....	11
Social Media	
NG Social Media Policy.....	11
PIAA - Social Media (Article VI).....	12
SAAC.....	13
NG Resources.....	14
Academics	
NCAA Coordinator and Freshman and Sophomore Counselor	
Guidance & Instructional Support	
Freshman and Sophomore Counselor	
Counselor for Juniors	
Social Worker	
Campus Ministry	
Student Life	
Whom to Contact?	
Important Links.....	14
The Coach's Guide to Supporting High School Athlete Mental Health (Jed Foundation)	
Mental Health Resources for High School Student Athletes	
Sports Nutrition Manual for High School Athletes	
AOP Athletics Policy and Governance	
PIAA Physical	
PIAA Handbook	

Welcome Student-Athletes,

Welcome to another exciting year of Saints Athletics!

Whether you're a returning student-athlete or joining us for the first time, we are thrilled to have you represent Saints John Neumann and Maria Goretti Catholic High School. As a member of our athletic program, you are part of a proud tradition rooted in faith, discipline, integrity, and excellence—on the field, in the classroom, and in the community.

Being a student-athlete at NG means more than just competing. It's about growing as a leader, showing respect to your teammates and coaches, holding yourself accountable, and giving your best in everything you do. We are committed to helping you succeed in all areas—academics, athletics, character development, and service to others.

We expect you to honor the privilege of wearing the Saints uniform by always displaying good sportsmanship, working hard, supporting your teammates, and making smart choices—on and off the field. This manual is a guide to help you understand the expectations, resources, and responsibilities that come with being a Saint.

We believe in you, and we're here to support you every step of the way. Let's make this year one to remember—full of growth, pride, and championship moments.

Go Saints!

Marc Caserio, Ed.D

Director of Athletics

Saints John Neumann & Maria Goretti Catholic High School

Mission & Vision

Mission Statement

The mission of Neumann Goretti Athletics is to provide a faith-based, student-centered athletic experience that emphasizes academic excellence, character development, leadership, and service to others. We strive to develop well-rounded student-athletes who compete with integrity, lead with humility, and represent our school and community with pride.

Through athletics, we teach the values of discipline, respect, accountability, and teamwork—both on and off the field. Our programs are rooted in the Catholic mission of Neumann Goretti, helping student-athletes grow not only in skill but in spirit, scholarship, and service.

Vision Statement

Our vision is to build a premier high school athletic program that produces champions in life. We aim to:

- **Support Academic Success** by prioritizing the classroom and preparing student-athletes for college and career readiness.
- **Build Character** by instilling core values such as honesty, perseverance, and respect for others.
- **Develop Leaders** by creating opportunities for student-athletes to lead their peers and grow as confident, service-driven individuals.
- **Engage in Community Service** as a fundamental part of the Saints' experience, encouraging student-athletes to give back and make a positive impact.

At Neumann-Goretti, athletics are not just about winning—they're about preparing young men and women to live with purpose, lead with compassion, and serve with joy.

Student-Athlete Code of Conduct & Ethics

As a member of the Neumann Goretti athletic program, you are expected to uphold the highest standards of personal integrity, responsibility, and sportsmanship. Representing NG means being a leader on and off the field.

By choosing to be a Saint, you agree to the following Code of Conduct & Ethics:

1. Academic Excellence

- I will prioritize my education and strive to meet or exceed all academic expectations.
- I understand that consistent effort in the classroom is required for athletic eligibility

2. Respect & Sportsmanship

- I will respect my teammates, coaches, opponents, officials, and fans at all times.
- I will demonstrate good sportsmanship in both victory and defeat.
- I will refrain from the use of inappropriate language, gestures, or unsportsmanlike behavior.

3. Responsibility & Leadership

- I will be punctual and prepared for all practices, games, and team events.
- I understand that I am a role model and will act with honesty, humility, and accountability.
- I will take responsibility for my actions, both in and out of uniform.

4. Commitment to Team

- I will place team goals above individual recognition.
- I will support my teammates, show up with a positive attitude, and give full effort at all times.
- I understand that participation in athletics is a privilege, not a right.

5. Personal Conduct

- I will live a lifestyle that reflects positively on myself, my team, and my school.
- I will not use drugs, alcohol, tobacco, vaping products, or any illegal substances.
- I will follow all school, team, and league rules and policies, including dress code and behavior expectations.

6. Digital Responsibility

- I will use social media and digital platforms responsibly, avoiding content that is disrespectful, harmful, or damaging to others or the NG community.

Academic Policy

Success in the Classroom = Success on the Field

Purpose

Our goal is to develop student-athletes who are disciplined, responsible, and prepared for life beyond high school. Academics come first. Participation in athletics is a privilege earned through effort in the classroom. The Principal and Assistant Principal of Academic Affairs will be involved in all academic conversations and reviews. The Principal or APAA has the authority to supersede the following criteria and can issue a participation suspension at any time.

Academic performance is a top priority. We are committed to developing well-rounded student-athletes who excel both on the field and in the classroom.

Academic Eligibility Standards (Numerical Grades)

♦ **Minimum Academic Standard:**

- Student-athletes must maintain a **70% or higher** in every class.

♦ **Grade Reviews:**

- Grades will be reviewed **every 2 weeks on a Monday during the quarter.**

♦ **Academic Warning:**

- If a student-athlete has at least **one (1) grade below 70%**, they will be placed on **Academic Warning**:
 - They **may continue to play and practice.**
 - They **must attend three (3) academic support sessions per week** until the grade is raised to 70% or above.

♦ **Academic Suspension:**

- If a student-athlete **does not show improvement** in their grade(s) by the next academic review, they will be placed on a **one (1) game suspension.**
 - If a student-athlete **fails at least one subject** on their quarterly report card, they will also serve a **one (1) game suspension.**
-

Academic Support Expectations



Mandatory Study Hall or Tutoring:

- Students on Academic Warning or Academic Ineligibility must attend academic support **three (3) times per week** until they are passing all classes.
 - Missed academic support sessions = missed practices/games
-

Special Cases



New Students / Transfer Students:

- Students new to the school will be monitored closely during their first marking period.



Students with Documented Learning Plans:

- Students with an approved learning support plan, students who are returning to school based on concussion protocol, or other special circumstances will be considered on a case-by-case basis, with support and fairness in mind.
-

Conduct Policy

Philosophy

As a student-athlete at Neumann Goretti, you represent yourself, your team, your school, and your community — on and off the playing surface. We expect our Saints to lead by example with **respect, integrity, discipline, and pride** at all times.

Participation in athletics is a **privilege**, not a right. That privilege comes with the responsibility to uphold the highest standards of behavior. The Principal and Assistant Principal of Student Services will be involved in all conduct conversations and reviews. The Principal or APSS has the authority to supersede the following criteria and can issue a participation suspension at any time.

Expectations for Student-Athletes

On the Field:

- Show respect for teammates, coaches, officials, opponents, and fans.
- Play with sportsmanship, effort, and self-control.
- Follow all team rules and school policies.

In the Classroom:

- Attend all classes on time and be an active participant
- Show respect to all teachers, staff, and classmates.
- Maintain academic eligibility and act as a leader among peers.

In the Community:

- Represent Neumann Goretti with pride and integrity at all times.
- Make positive choices in public, online, and on social media.

Unacceptable Behaviors Include (but are not limited to):

- Disrespect toward coaches, teammates, opponents, teachers, or staff.
- Fighting, bullying, or harassment of any kind.
- Use of tobacco, alcohol, vaping, drugs, or other illegal substances.
- Academic dishonesty (cheating, plagiarism).
- Inappropriate behavior on social media.

Consequences

Saints student-athletes are expected to uphold the highest standards of behavior both on and off the field. Conduct will be monitored through the school's **Demerit/Detention Grade System**, and disciplinary action will follow this scale:

- **80% or below - Warning** issued to the student-athlete and coach.
- **75% or below - Student-athlete meets with Principal, APSS, and Athletic Director**
- **69% or below - Automatic 1 Game Suspension**

Coaches will be notified of any student-athlete approaching or falling below these thresholds. Continued behavioral issues may result in additional disciplinary actions, including removal from the team.

Student-athletes represent Neumann-Goretti at all times. Respect, discipline, and integrity are non-negotiable.

Arbiter Student Registration and PIAA Physical

Arbiter Student Registration

<https://students.arbitersports.com/organizations/saints-neumann-goretti-athletics>

Athletic Registration Requirements

- Complete all required forms through the Arbiter Student Registration portal.

- Upload your completed PIAA Physical in Section 9 of the registration (physical paperwork is attached to this email).
- Physicals must be completed after May 1, 2026, to be valid for the 2026-2027 school year.
- Even if your physical has already been completed, it must still be uploaded into Arbiter along with all other required documents.
- Student-athletes will NOT be permitted to participate in practices, tryouts, workouts, leagues, open gyms, team activities, or contests until all required paperwork has been submitted and approved.

We strongly encourage families to complete this process as soon as possible to avoid delays once athletic seasons begin.

Concussion Protocol

The **Concussion Protocol** for the **Philadelphia Catholic League (PCL)** follows the policies and procedures set forth by the **Pennsylvania Interscholastic Athletic Association (PIAA)**, which align with state law and best practices from the **CDC** and **National Federation of State High School Associations (NFHS)**.

PIAA Concussion Protocol Summary

1. Immediate Removal from Play

- Any athlete suspected of sustaining a concussion **must be immediately removed** from play, practice, or competition.
- Coaches are trained to recognize the **signs and symptoms** of a concussion and must act conservatively.

2. No Same-Day Return

- **An athlete may NOT return to play the same day** they are removed for a suspected concussion, **even if symptoms clear**,

3. Medical Evaluation Required

- The athlete must be evaluated by a **licensed physician** or other appropriate healthcare professional (such as a certified athletic trainer, nurse practitioner, or physician assistant trained in concussion management).

4. Written Clearance to Return

- The athlete **may not return to activity** until they receive **written clearance** from a healthcare provider who is trained in concussion evaluation and management.

5. Graduated Return to Play (RTP) Protocol

Once cleared, the athlete must follow a **stepwise RTP protocol**, typically over 5–7 days:

1. **Light aerobic exercise**
2. **Sport-specific exercise (no head impact)**
3. **Non-contact training drills**
4. **Full-contact practice**
5. **Return to competition**

Each step requires **24 hours** without symptoms before progressing.

Travel Policy

The purpose of this policy is to ensure the **safety, accountability, and professionalism** of all Neumann-Goretti athletic programs during travel to and from competitions.

- All student-athletes are representatives of **Neumann-Goretti** and are expected to conduct themselves with **respect, maturity, and sportsmanship** at all times while traveling.
- Coaches are responsible for supervising their athletes throughout the duration of the trip—from departure to return.
- Appropriate **behavior, dress code, and language** are expected during all travel.
- All student-athletes are expected to travel to and from contests with their team using **school-approved transportation** (e.g., bus, van, or charter).
- Only **approved drivers** (e.g., bus drivers, NG staff, or faculty with clearance) may transport student-athletes.
- If a student-athlete will **not be traveling with the team** to or from a contest, an **exception must be approved in advance** by the Athletic Director.
 - A **written request from a parent or guardian** must be submitted **at least 24 hours in advance** via email to:
[✉ dr.marc.caserio@neumanngorettihs.org](mailto:dr.marc.caserio@neumanngorettihs.org)

- The student-athlete may only be released to a parent or guardian unless otherwise specified in writing and approved.
- Verbal requests or last-minute changes will **not be honored** unless in the case of an emergency, in which case the Athletic Director and coach must both be notified immediately.

Attendance Policy

A student must be regularly enrolled in a secondary school in full-time attendance. A student who has been absent from school for a total of twenty or more days in a semester shall not be eligible to participate in any athletic contest until he/she has attended school for a total of forty-five (45) school days following the twentieth day of absence. An exception may be considered by a PIAA district committee when there is an extended absence due to approved reasons. (PIAA)

- A student must be in attendance for at least four (4) class periods, not including lunch periods, of the school day immediately before dismissal time to participate in an interscholastic practice or competition on that day. An attendance irregularity during the last day of classes of the school week will make a student ineligible for activities during the weekend.
- Students must be in attendance at the start of the school day following all games/matches, or they cannot participate in practice or a game/match that day.

Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies

The Office of Catholic Education, the Board of Governors, and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing, and/or initiation ceremonies. All verbal, written, electronic, and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences, will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during, and after school hours. No coach, sponsor, volunteer, or diocesan employee shall plan, permit, direct, assist, or engage, condone, or tolerate any of the above-stated activities. Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any form of this misconduct would be subject to disciplinary actions as defined by the member schools. Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

Social Media

NG Social Media Policy

For Student-Athletes, Coaches, and Administrators: Social media is a powerful tool that connects us with the world. As members of the Neumann-Goretti community, we are expected to use these platforms in a way that reflects our core values—integrity, respect, excellence, and unity.

For Student-Athletes

- You are a role model. Conduct yourself with pride, honor, and respect.
- **Do not post** anything offensive, profane, threatening, harassing, or discriminatory.
- Avoid trash talk or negative comments about teammates, opponents, officials, or schools.
- Never disclose confidential team or school information.
- Violations may result in **disciplinary action**, including suspension from practices/games and possible removal from the team.

For Coaches & Administrators

- Maintain professionalism and lead by example—your digital presence reflects our school and athletic program.
- Avoid engaging in arguments or public disputes.
- Do not interact with student-athletes inappropriately through personal social media accounts.
- Protect the privacy and safety of our students—always obtain permission before posting photos, stats, or stories.

Best Practices for All

- Celebrate success. Highlight effort. Promote unity.
- Use official school/athletics accounts when representing the program.
- If you're unsure about a post, don't post it.
- When in doubt, **ask the Athletic Director** for guidance.

Remember: What you post is permanent and reflects on **you**, your **team**, and **Neumann-Goretti**. Represent with pride.

PIAA - Social Media (Article VI)

Athletic Personnel of member senior high school directly or indirectly initiating and/or engaging in communication (including, but not limited to, phone calls, emails, texts, social media, or through another person), that may encourage a student to or the parents of a student attending a school other than a Feeder School of the member senior high school, to have that student enroll

at that school of the Athletic Personnel. The restriction does not prohibit school personnel from **responding** to purely student-or student family-initiated inquiries to the personnel **about athletic programs at the school.**

Student-Athlete Committee (SAAC)

Mission Statement:

The NG Student-Athlete Advisory Committee (SAAC), modeled after the National College Athletics Association (NCAA) SAAC is a student-athlete leadership group that serves to gain insight into the student-athlete experience. This committee offers student-athletes the opportunity to share their thoughts and experiences to help promote and implement programs that encourage SNG core values and student-athlete well-being.

Purpose of SAAC:

- Provide student-athletes with the opportunity to effectively communicate with the SNG Athletic Department.
- Promote effective communication among coaches, the Athletics Department administration, and student-athletes.
- Promote an awareness of SNG Athletics throughout the high school and the community.
- Review student-athlete rules and standards and propose recommendations to coaches and administration that support student-athlete social, emotional, physical, and mental well-being.
- Cultivate a culture of empowering, accountability, support, and inclusion.
- Develop leadership skills that extend beyond the classroom and playing surface.
- Design a community outreach initiative per year to raise awareness for a local organization.

SAAC representatives will serve as liaisons between student-athletes, the athletics administration, coaches, and the SNG community. All athletes are encouraged to communicate concerns and ideas to their team SAAC representatives for discussion at the scheduling committee meetings.

1. A student-athlete will be selected by their respective head coaches to serve on SAAC (1 per team)
 - a. It is important to select individuals who will be responsible for sharing meeting information with other student-athletes and who can bring diverse viewpoints to meetings. Ensure you have a diverse representation of

student-athletes (gender, ethnicity, sport, year in school, etc.), and that you select individuals who can regularly attend meetings.

2. SAAC will meet bi-weekly with the Athletic Department and once a month with SNG Principal Mrs. Eife and SNG President Mr. Cairry.

NG Resources

Academics

<https://neumanngorettihs.org/academics/>

NCAA Coordinator and Freshman and Sophomore Counselor

<https://neumanngorettihs.org/discover/facultystaff/name/barbara-pizzuti/>

Guidance & Instructional Support

<https://neumanngorettihs.org/discover/facultystaff/department/Guidance%20%26%20Instructional%20Support/>

Counselor for Juniors

<https://neumanngorettihs.org/discover/facultystaff/name/kimberly-alegria/>

Social Worker

<https://neumanngorettihs.org/discover/facultystaff/name/uwrittasee-blake/>

Campus Ministry

<https://neumanngorettihs.org/faith/>

Student Life (Calendar, Student Handbook, Weekly Preview, Clubs & Activities, etc.)

<https://neumanngorettihs.org/studentlife/>

Whom to Contact?

<https://neumanngorettihs.org/discover/whom-to-contact/>

Important Links

The Coach's Guide to Supporting High School Athlete Mental Health (Jed Foundation)

<https://jedfoundation.org/wp-content/uploads/2022/10/Jed-HS-Coaches-Guide-V5.pdf>

Student Athlete Mental Health Resources

<https://positivecoach.org/resource-zone/mental-health-tips-for-high-school-athletes/>

Sports Nutrition Manual for High School Athletes

https://www.gomotionapp.com/ieeast/UserFiles/Image/QuickUpload/sports-nutrition-manual-for-high-school-athletes_038800.pdf

AOP Athletics Policy and Governance

<https://aopathletics.org/sports/2016/8/18/policygov.aspx>

Arbiter Registration, including PIAA Physicals:

<https://students.arbitersports.com/saints-neumann-goretti-athletics>

Important:

You will not be permitted to participate in any practices, tryouts, or games until all required documents are completed and submitted through this portal.

Even if you've already completed your physical, it must be uploaded through the link above, along with several other required forms. Completing this now will help us streamline the process and avoid any delays once the season begins.

PIAA Handbook:

<https://www.piaa.org/resources/handbook/default.aspx>