

# WEST PHILADELPHIA CATHOLIC HIGH SCHOOL STUDENT HANDBOOK

4501 Chestnut Street  
Philadelphia, PA 19139

**School Patroness:** Mary, Mother of God

**School Motto:** United in Faith, Loyalty, Knowledge  
(215) 386-2244 (Office) (215) 386-6360 (Absence)

Office Hours: 7:30 – 3:30

**School Colors:** Blue, White, & Gold

**School Nickname:** The Burrs

## ADMINISTRATION

Brother Timothy Ahern, FSC  
*President*

Sister Mary Elizabeth Bur, IHM  
*Principal*

Brother Patrick Cassidy, FSC  
*Assistant Principal,  
Academic Affairs*

Mr. John Jackson  
*Assistant Principal,  
Student Services*

Ms. Mary DeMasi  
*Assistant Principal, Student Affairs*

## DEPARTMENT CHAIRPERSONS

**Business** – Mr. W. Hoy

**Religion** – Br. L Rhoades

**Social Studies** – Ms. N. Roper

**Fine Arts** – Ms. P Morgan

**English** – Sister Ave Armstrong, SSJ

**Mathematics** – Sr. Regina Kovalik

**Science** – Sr. J. Shaw, IHM

**Foreign Language** – Ms. M. Cargan

**Guidance** –

**Health/Physical Education** – Mrs. L. Lawson

## DIRECTORS

**School Ministry** – Fr. John Hand

**Athletics** – Mr. Brian Fluck

**Library Services** – Mrs. Carol Tulba

**Admissions** – Mr. Brian Fluck

**Director of Development** – Mr. Nicholas Voight

**Ass't Director of Development** - Mr George Light

## DIOCESAN ADMISSION POLICY

As part of the Archdiocesan School System, West Philadelphia Catholic High School admits students of any race, color, religion, national, or ethnic origin to all the rights, privileges, programs, and activities at our school. Similar policies apply to our school staff. Our school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admission policies, or in any school-administered program.

## MISSION STATEMENT

West Philadelphia Catholic High School is a Catholic community of academic excellence in an urban environment that is open to an interdenominational population. The school's rigorous spiritual, academic, technological, and co-curricular programs develop our ethnically and religiously

diverse student body into young men and women of strong moral and ethical character. West Catholic prepares each student to face the challenges of everyday life in an ever-changing global society.

## **BELIEF STATEMENT**

At West Philadelphia Catholic High, we believe our education...

- ❖ Is grounded in the Catholic message of gospel values.
- ❖ Is a ministry that participates in God's saving work
- ❖ Develops each person's full potential-spiritually, intellectually, socially and physically
- ❖ Inspires a life long commitment to service, especially to those in need
- ❖ Promotes learning in a collaborative effort between home and school
- ❖ Fosters mutual respect among students, teachers, administrators, and all members of the school community
- ❖ Should be made available to all students regardless of ethnicity, religious affiliation or socio-economic status
- ❖ Encourages respect for and an understanding of our multicultural family

## **PROFILE OF A GRADUTE**

A West Catholic Graduate

- is compelled by his/her baptismal call and Gospel values to be of service to others in the local community and global society.
- is an articulate young man or woman of moral character who becomes an upstanding citizen, a committed family member, and a responsible employee.
- is characterized by his/her respectful and compassionate attitude toward others as a unique outgrowth of the West Catholic heritage.
- assumes responsibility for his/her own well being in an independent, ethical, and moral manner.

is empowered by his/her well-rounded education to be self-directed, able to communicate effectively, has the ability to exercise problem solving and critical thinking skills, and keeps pace with a technologically growing environment.

## **OFFICE OF THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES**

The purpose of school regulations is to develop a sense of personal responsibility and self-discipline, to protect the rights of all students, and to provide an atmosphere of good order conducive to learning. All students must observe the regulations as published in this handbook.

West Catholic High School maintains a professional environment that promotes respect for each of its members, and is free from harassment and any intimidation of a verbal or physical nature. Each member of the West community has the responsibility to maintain acceptable standards of personal behavior to ensure that all of its members have the opportunity to experience an atmosphere that promotes respect for each member of the West family.

### **DRESS CODE**

The dress code represents a professional environment. Proper wearing of the uniform indicates respect for oneself and the community of West. There are to be NO INNOVATIONS to conform with current fashion. The official school uniform should be purchased from Flynn and O'Hara Uniforms, Philadelphia, PA, phone # 215-637-4122.

**YOUNG WOMEN:** A copen blue jumper of modest length (one inch above the knee), a white or light blue blouse with a peter pan collar, with long buttoned sleeves or short sleeves. Solid opaque

blue, black, or white stockings are mandatory. Copen blue knee socks are optional. No other sock is permitted. All girls are to wear the Eastland shoe #3150 available from Flynn & O'Hara. No other footwear is permitted. The official West Catholic school sweater, a copen blue cardigan embroidered with the school emblem, must be worn from the beginning of November through March.

Young women are permitted to wear small stud earrings, no loops, dangling styles, names, or logos. Any other jewelry may not be visible. Head coverings are not permitted. Headbands and scarves wider than ½ inch are not permitted. Nails of exaggerated length or extreme color are not permitted.

**YOUNG MEN:** A regulation dress shirt, white or blue, with long or short sleeves, properly tucked in, regulation gray Flynn & O'Hara dress pants with belt worn at the waist, and a regulation school tie, worn at the neck, must be worn. Young Men's dress pants must be hemmed. All boys are to wear the Eastland shoe #7150 available at Flynn & O'Hara. No other footwear is permitted. Socks must be worn. The official West Catholic school sweater with the embroidered school emblem: a navy blue pullover, a V-neck navy cardigan, or a V-neck navy cardigan with a white stripe, must be worn from the beginning of November through March. Pants must fit at the waist and break at the shoe.

**FIACIAL GROOMING:** Students must be clean shaven (No beards, mustaches, or other facial hair) and maintain an acceptable haircut. Hairstyles, including cultural or ethnic variations, are not to extend below the shirt collar or ears. Dyed hair is not permitted. Sideburns must be above the earlobe. Gentlemen are not permitted to wear ponytails or mohawks. Braids are permitted but the length must be above the collar. Afros more than one inch in length are not permitted. Non-compliance with our facial grooming policy will result in the student being sent home to correct the problem or be subject to suspension. Earrings are not to be worn. They should be removed before entering the building.

**Students experiencing facial problems due to shaving are to have on file a diagnosis from a dermatologist. A note from a medical doctor, DO, nurse practitioner or a clinic will not be accepted. The diagnosis is to include the medical reason for his facial situation, the name of the prescription, and how often he could shave per week. The diagnosis from the dermatologists will be re-evaluated in the second semester. A new diagnosis will be required to be in his file by September 1 of each year.**

A parent will indicate to the Assistant Principal the frequency of barber appointments so he is within the grooming code requirements. The Assistant Principal, in turn, will send to the parent a calendar of the dates indicated per the diagnosis. Students will have to adhere to these dates to remain in school .

#### **ALL Students:**

Hair should always be neat and clean, and well groomed. Extreme hair styles or hair dyes are not permitted. No visible body piercing is permitted; this includes the piercing of the tongue, eyebrows, lips and/or nose. No visible tattoos are permitted. Shaved heads are not permitted for either boys or girls. **Students judged by the APSS to be in violation of these regulations will be sent home to correct the problem. Refusal to make the necessary changes will result in suspension from school. It is never appropriate to write on or deface clothing or shoes.**

**SUMMER DRESS CODE:** The summer option is in effect from September through October, and from April through June. For the boys this option consists of a regulation navy blue or white golf shirt, embroidered with the designated school logo. Shirts must be properly tucked in at the waist. Regulation trousers are still required. For the girls the optional summer dress consists of a regulation navy blue or white banded golf shirt, embroidered with the designated school logo, and a blue pinstriped skort of modest length (one inch above the knee) worn with navy blue knee socks.

#### **STUDENT ATTIRE FOR FIELD TRIPS**

A field trip during the school day is regarded as a co-curricular experience. Therefore, for most field trips, the regular dress code will be in effect.

## **FINAL INTERPRETATION OF THE DRESS CODE REGULATIONS IS LEFT TO THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES.**

### **I.D. CARD**

Every student is required to wear an ID card at all times. This card must be worn on a lanyard around the neck at all times in the building. Students found in violation of this policy will receive two demerits for the first and second offense. Habitual offenders will receive additional demerits and a detention for each subsequent violation of the requirement. Any alterations, mutilations, or defacing of the ID will result in demerits and the need for a replacement. If the student loses his/her swipe card, they must report this to the APSS immediately. Replacement identification cards are available for a fee of \$5.00.

### **CONDUCT MARK**

Every student begins each quarter of the school year with a conduct mark of 100. At the end of the marking period deductions from the conduct mark are based on the total number of demerits received during that marking period.

When a student's conduct grade falls below 70, he/she will be placed on Conduct/Social Probation for a period of fifteen (15) days. The APSS reserves the right to immediately place a student on conduct probation following a major infraction of the conduct code. A student on Conduct/Social Probation is barred from participating in any school activity or organization (club, athletic team, etc.) or from attending any school function including any dance, prom, ring ceremony, etc., until he/she is notified by the APSS of his/her removal from the probation list. Both the student and the parent are required to sign a contract agreeing to comply with regulations. If a student violates probation by participating in or attending a social event, he/she will be suspended with intent to dismiss.

A second conduct failure of a school year will result in the student being placed on a pre-dismissal contract and liable for expulsion. At any time a second group of 30 demerits is accrued, the student will be placed on a pre-dismissal contract and liable for expulsion. A student placed on Conduct/Social probation during the fourth quarter who does not complete the probation period before the end of the school year will remain on probation for the specified time during the first quarter of the following school year. Seniors on conduct probation are not permitted to participate in Graduation ceremonies.

The Assistant Principal for Student Services reserves the right to assign a student to discipline summer school for Behavioral Remediation at the end of the year. There will be a fee attached to this program. Students who fail to attend the required program will not be permitted to return to West Catholic.

### **VIOLATION SLIPS**

Demerit/infraction slips are the official notice that a student's behavior has been less than satisfactory in a particular area. Students are to have the demerit/infraction slip SIGNED and returned to the Office for Student Services the NEXT SCHOOL DAY. This is the school's way to communicate with the parent/guardian. Failure to return the slip signed will be held against the student in the event of his/her record being reviewed.

### **DISCIPLINE INFRACTIONS**

2 points: dress code; late to school; late to class; no ID; progress report not returned; chewing gum; food or drink outside the cafeteria; use of headphones; failure to cooperate

Students who receive 2-point violations are to report after school for work duty on the day this violation is given. Students who receive 2 point violations are to report to detention after school on the day the violations is issued. This will result in the points being removed from the student's conduct grade.

3 points: disruptive behavior; misconduct at liturgy/assembly; skipping private detention; out of bounds

6 points: disrespect; defiance; obscene or vulgar language; use of cell phone

15 points: verbal altercations; smoking; vandalism; gambling; manifest disrespect; cutting class. Manifest disrespect will result in 15 points and a one day suspension.

30 points: fighting; harassment/bullying; truancy; theft; abusive language to faculty/staff; gross insubordination; drug or alcohol possession. These violations also carry a 3 day suspension.

*The Assistant Principal reserves the right to suspend a student for multiple violations.*

## **LATENESS**

When a student is late two (2) points will be deducted from the student's conduct grade. The student has the opportunity to remove the late points *only if detention is served the very next school day or on the first day back to school if the student is absent the very next day.*

Students who accrue (6) latenesses in the quarter without attending detention will be subject to suspension. Students chronically late (over 6 in a quarter), whether they serve or not, will be liable for suspension. Again, only if detention is served the very next day are the late points removed from the conduct mark.

## **DETENTION**

General detention is held in the mornings from 7:20 to 7:40. Students who fail to serve detention are subject to additional demerits, detentions, and suspension. Afternoon detentions may be served with the approval of the APSS. Afternoon detentions will last one hour past the end of the school day.

## **HARASSMENT PROHIBITED**

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

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

## **SEXUAL HARASSMENT**

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

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

If the unwanted behavior in question does not fit into the above categories but is the inappropriate sexualization of an otherwise nonsexual relationship it will be considered as sexual harassment.

In 1986, two forms of sexual harassment were identified by the United States Supreme Court: "quid pro quo" and "hostile environment".

"**QUID PRO QUO**", means "something for something". This kind of sexual harassment usually involves individuals with power who use:

Threats – if a member does not acquiesce to sexual advances; and/or

Rewards – if a member does acquiesce to sexual advances.

"**HOSTILE ENVIRONMENT HARASSMENT**", is defined as regular and repeated actions, or materials displayed around the school, that interfere with performance or create an "intimidating, hostile,

or offensive learning/working environment.

A hostile environment may include:

Sexual pictures, calendars, graffiti, or objects.

Offensive language, stories, jokes, gestures, noises, or comments.

## **PROCEDURE FOR REPORTING VIOLATIONS**

- Violations involving a student shall be reported immediately to the APSS. If the student is uncomfortable for any reason discussing this matter with the APSS, the student should report it to the Principal.
- Violations involving an employee shall be reported immediately to the principal and/or designee.
- Sanctions for violations of this policy may be progressive in nature and include:
  - Referral to counseling;
  - Conference with Principal and/or APSS;
  - Roster reassignment if possible;
  - Suspension with demerits;
  - Expulsion/termination;
  - Referral to the criminal justice system for possible sexual assault violation.

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

## **CONCLUSION**

All members of the West Catholic High School family should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer. Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including disciplinary action by the Diocesan Office for staff.

## **BEHAVIOR IN PUBLIC**

In addition to providing a solid education, the mission of West is to instill Christian values that our students can carry into adulthood and beyond. Our school discipline code reinforces our mission, and school policy allows for disciplinary action where Catholic and legal standards are violated. Behavior in public which projects a bad or unfair image of West will be treated as a school matter. Such actions not only can harm the student involved; they damage the reputation and image of the West community that all of us – administration, faculty, alumni, parents, and friends – have worked so hard to build and uphold. The school does not actively seek out or inquire about activities that take place outside school unless they are school-sponsored activities, such as athletic events, field trips, retreats, or dances. Nevertheless, the school is concerned when negative incidents are brought to our attention. West has confidential support services available to address the conduct in question, to try to change the behavior leading to such acts, and to provide support for the student. Therefore, if the school is notified of events which are found disturbing, and if parental or guardianship authority is required for a referral to our confidential support services, the APSS will ask verbally and in writing to refer the student to our confidential support services.

## **THE SCHOOL AND THE LAW**

Any unlawful act which takes place on school grounds or any unlawful act which brings scandal to the school not only makes the student subject to the penalties of the law but may also result in suspension or expulsion from school. The school has the right to search personal possessions and

lockers of students suspected to be in violation of the contraband, drug/alcohol, weapons policies of the code of conduct.

## **SUSPENSION AND DISMISSAL**

Formal suspension is a serious disciplinary action taken by the school authorities whenever a student is guilty of a major violation of the discipline code or whenever a student accumulates a large number of demerits for a series of minor violations. Following a formal suspension, the parent or guardian must have an interview with the APSS before the student is permitted to return to school. Suspensions usually last for a period of one to three days. While under suspension a student may not attend any school-sponsored event, either athletic or social.

## **BULLYING/HAZING**

Bullying and hazing in any form (verbal, physical, or written) is unacceptable and will not be tolerated. Reports of such activity will be thoroughly investigated and appropriate sanctions will be imposed on anyone guilty of this behavior. Such a student may be liable for expulsion.

Bullying is commonly defined as intentional, repeated hurtful words, acts, or other behaviors, such as name-calling, threatening, and shunning, committed by one or more students against another.

Cyber bullying can be defined as sending or posting harmful or cruel text or images using the internet or other digital communication devices. The various ways in which bullying may occur include flaming, harassment, cyber-stalking, denigration, masquerading, outing and trickery, and exclusion. Cyber-bullying material may be posted on personal web sites, in blogs, and on third party web sites. Cyber-bullying messages may be transmitted through e-mail, discussion groups, chat, instant messaging, newsgroups and text or digital image messaging via mobile devices. A cyber bully may be a person the student knows, or an on-line stranger.

## **CAFETERIA AND LUNCH PERIODS**

Lunch period is to be treated like a class period: *students should be in the cafeteria within five minutes or be considered out of bounds*. To establish responsibility for the cafeteria, specific seats will be assigned which the students will use for the entire year. No food or drink may be carried outside or to any part of the building. No student may leave the cafeteria during the lunch period without a HALL PASS. Students are responsible for leaving their place in order. Students going to their lockers en route to lunch are to remember that the **SECOND BELL IS ALWAYS A SIGNAL FOR SILENCE** in the halls since classes are then in session.

## **CELL PHONES**

**CELL PHONES MAY NOT BE USED DURING THE SCHOOL DAY. ALL PHONES MUST BE TURNED OFF BEFORE THE STUDENT ENTERS THE BUILDING, AND BE PLACED IN THE LOCKER FOR THE REMAINDER OF THE SCHOOL DAY. IF THE STUDENT IS FOUND USING A CELL PHONE DURING THE DAY OR THE CELL PHONE RINGS IN A CLASS, THE PHONE WILL BE CONFISCATED AND DEMERITS/DETENTIONS WILL BE ISSUED. THE APSS WILL CONTACT THE PARENT/GUARDIAN TO COME AND PICK UP THE PHONE. A \$5.00 FEE MUST BE PAID FOR THE RETURN OF A CONFISCATED PHONE. PARENTS SHOULD CONTACT THE STUDENT SERVICES OFFICE TO RELAY A MESSAGE TO THE STUDENT. STUDENTS MAY USE PAY PHONES BEFORE OR AFTER SCHOOL, AND DURING THEIR LUNCH PERIOD.**

## **CHEWING GUM**

Gum is not permitted in the building at any time.

## **CONTRABAND**

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, are a source of disturbance, or do not promote the common good. Among these are drugs/alcohol, cigarettes, lighters, weapons, playing cards, and toys. In addition, reading material that is considered offensive or not essential to academic success is not permitted. The school does not assume responsibility for contraband items brought to school. This includes earrings, phones, and necklaces. *Private or personal collection of money in school is a direct violation of Diocesan Policy.*

## **DRUGS AND ALCOHOL**

Anyone buying, possessing or using drugs, including alcohol, is suspended, expelled or arrested depending upon the nature of the violation. Drug paraphernalia also constitutes a violation of this policy. If two or more teacher/chaperones, during a school day or at a school sponsored activity, observe behaviors that point to the use of such chemicals it will be considered a violation. A student found to be in violation of the policy will be dealt with directly. Parents will be contacted immediately and will be required to come to the school to pick up their son or daughter. Police will be notified if the administration deems it necessary.

- An immediate drug/alcohol screening, at the parent's expense, will be required.
- The student will be automatically suspended and not permitted to return until the parents and student meet with school administrators.
- Students will be referred to the Student Assistance Program and will be required to follow the recommendations of the team.

The school will work with the parents to confront the situation directly. It should be noted that serious and deliberate action will be taken. Such action could include expulsion.

Students involved in the sale/distribution of drugs/alcohol will be dismissed immediately. It is to be noted that this policy will be applied even in cases where there have been no previous suspensions from school. These policies apply to the school grounds, school building, school buses and school activities.

## **ELEVATOR**

Permission to use the elevator must be obtained from the School Nurse or the APSS.

## **EMERGENCY DRILLS**

Drills are held at stated intervals as required by law and in cooperation with the Fire Marshal and other civil personnel. Every fire drill must be taken seriously; misconduct or failure to cooperate is a serious offense. As soon as the alarm sounds, students should stop all other activity and leave the school in silence, following the directions given in all classes. Any student who takes it upon himself/herself to TAMPER WITH THE FIRE ALARM and brings about a disruption of the daily schedule is guilty of a serious breach of disciplinary code. Such an act will bring about an immediate suspension, 30 demerits, or possible dismissal, depending upon individual circumstances.

## **FIGHTING**

Fighting will not be tolerated either in the building or on school grounds. Fights that occur on the way to or from school will be considered a school violation, as well as fights that originate in school and are carried off the school grounds after hours. In a first offense, both fighters will receive 30 demerits and suspension. If a student is involved in a second fight, the student will be expelled. The school reserves the right to expel a student on the first offense for resisting faculty attempts at interventions, for fights that are extremely violent in manner, or for fights that involve an outsider.

In the event of a fight, parents will be notified immediately. If warranted, the police will be summoned. Students who engage in physical and verbal altercations are subject to demerits, detentions, suspension and possible expulsion. In addition, students are required to participate in the Student Anti-Violence Education (SAVE) program which will be arranged by the APSS. A student who refuses to comply will be dismissed.

Threats, written or verbal, made to teachers or other students will be treated as VERY SERIOUS Matters. Parents/guardians will be contacted and, if warranted, the police will be involved and the student will be liable for suspension or dismissal.

## **GAMBLING**

Playing cards, shooting dice, or engaging in any other form of gambling is forbidden. Students who engage in such activities are liable for suspension or expulsion.

## **LOCKERS**

Lockers are the property of the school and may be inspected at any time by school authorities. Each student may use only the locker assigned on the student's roster. Students must use the lock given to them. Only school locks are permitted. Students should securely lock their lockers and keep their combination confidential. Students may not share lockers. The school is not responsible for items lost or taken from a locker. Any damage to a locker must be reported to the APSS.

## **OUT OF BOUNDS**

Students are to be where they belong according to their rosters; otherwise, the student will be considered out of bounds and be issued demerits. Students with an early dismissal should report to the cafeteria to wait for after school activities. Students should use the courtyard doors to enter and exit the building. Main entrances are not to be used.

## **PARKING**

Students must obtain a parking permit from the APSS. They must present a valid driver's license and insurance card. Students may not park along the perimeter of the school. The school reserves the right to search vehicles at any time.

## **PRIVATE DETENTION**

Teachers reserve the option to assign a student to private detention before or after school as punishment for the violation of school/classroom regulations. The students will be given one day's notice if he/she is to report for private detention. Students who fail to serve a private detention are subject to demerits, and must serve a general detention.

## **PREGNANCY**

If a student becomes pregnant the Principal will be notified. The parents and the student will then meet with the APSS to review the Pregnancy Policy/Guidelines. At this meeting, both the parents and the student will sign the policy indicating their awareness of the policy and its ramifications. Under normal circumstances, the student will remain in school until the date the doctor indicates. After that, her academic needs will be cared for during the time she is away from school. Once she has left school, she will not be permitted to participate in school activities.

## **SMOKING/CIGARETTES**

West Catholic High School is a SMOKE FREE BUILDING for all members of the school community. Smoking or being in possession of cigarettes and all tobacco products is a violation of ACT 145 of 1996: School Smoking Laws. Smoking is also prohibited on buses, chartered for school activities. This law applies to all school functions, property, and the area immediately around the property. Suspicion of smoking is also a disciplinary matter.

## **VANDALISM**

Any student involved in vandalism is liable for suspension and dismissal. He/she will be required to make restitution for damages incurred. Possession of markers is considered a major infraction, and is liable for demerits and suspension.

## **WEAPONS**

Students are forbidden to bring to school or to have in their possession any materials that would be capable of inflicting bodily harm or injury. Any student who has in his/her possession any firearm, pellet guns, BB guns, knives, or any object commonly used as a weapon is liable for immediate dismissal. Law enforcement authorities will also be notified.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is designed to utilize the help of members of the administration, faculty, and support service people to identify, assess, intervene, and potentially refer students for counseling who may be struggling with issues related to chemical use/dependence and/or mental health issues, including suicide.

The S.A.P. is not a treatment program. It works as a support to the students and their families in recognizing and working with a student's problems. The team: intervenes to help the student understand that he/she is not managing productively; provides assessment and referral resources to the student and/or family; acts as a liaison with any agency that is providing services to the student; and assists in creating a supportive environment for the student in the school. The SAP accepts parent, teacher, or other concerned adult, peer, or self-referrals.

Members of this team have completed the formal SAP training. They are alert to signs and symptoms, which may suggest that a student is having difficulty; they formulate the procedure for addressing the issues Confidentiality is maintained by the members of the SAP team.

If the school sends a student for an assessment the report is to be released to the APSS so that the recommendations may be followed.

## SEARCH POLICY

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

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

# ATTENDANCE

## ABSENCE

When a student is absent, parents are required to telephone the Attendance Office (215-386-6360) on the morning of the absence to notify the school that the student will not attend. THIS PHONE CALL IS TO REACH SCHOOL BY 9 A.M. The attendance office will randomly make return calls to verify an absence.

**WHEN CALLING ABOUT ABSENCE, GIVE THE FOLLOWING INFORMATION:**

1. Caller's Name
2. Student's Name
3. I.D. Number
4. Homeroom
5. Reason.

A student returning to school after an absence of 3 or more days must submit a Dr's. Certificate.

If a student is to be absent for an extended period for surgery, hospitalization or other serious illness, the parent(s) are required to inform the Attendance Office of the nature of the illness and the estimated length of the absence. Parents should also contact the Assistant Principal for Academic Affairs so that work can be made up during the absence. **According to Diocesan policy, seniors with twenty-two or more absences must attend Diocesan Summer School for the subject in which they received the lowest grade. Seniors will not graduate until they have fulfilled this obligation. Underclass students who are absent for twenty-two or more must also attend the summer Behavior Modification program.**

## TRUANCY

Truancy is absence from school without the knowledge of parents/guardians. This includes leaving the school building any time during the day without permission. This is a serious violation of the school code and will result in suspension.

## EARLY DISMISSAL

No student may leave school premises without the permission of the APSS. Students sent home before 11:00AM are counted as absent for the school day. All appointments with doctors, dentist, etc., are to be made for other than school hours when possible. In the event that a student must be dismissed from school early for a serious reason, he/she must present a note from the parent/guardian requesting this dismissal to the Attendance Office **BEFORE HOMEROOM**. Students being dismissed early or sent home because of illness must be picked up by a parent or guardian in the Student Services Office. **No phone calls requesting early dismissal will be honored,**

and no early dismissals will be issued before two full periods of class on any given schedule.

## LATE ARRIVAL

Should a doctor or dentist appointment necessitate a late arrival, the student must present a certificate when he/she reports to school. A student is considered late for school if he/she is not present in the homeroom at 7:50 a.m. If a student is late, he/she must report to the Student Services Office for a late pass. Unexcused lateness results in a two point deduction from the conduct grade. Habitual offenders are liable for additional demerits, detentions, and suspension. When a student is late (2) points will be deducted from the student's conduct grade. The student has the opportunity to remove the late points *only if detention is served the very next school day*. Students who accrue (6) latenesses in the quarter without attending detention will be subject to suspension. Again, only if detention is served the very next day are the late points removed from the conduct mark. A student who maintains perfect attendance but is late five or more times during the course of the school year, will not be issued a perfect attendance certificate. **Students who are late 25 times or more during the school year are subject to attend the summer Behavior Remediation Program.** Seniors must complete additional service hours prior to commencement exercises. STUDENTS ROSTERED FOR 8th PERIOD STUDY. Any student who has an 8th period study on his/her roster will be required to sign an Early Dismissal Agreement. Failure to comply with the terms of this agreement will result in the student being suspended from this right.

## SCHOOL NURSE

Any student who becomes ill during the day should report to the subject teacher and request a pass to the nurse. Students must report to the Student Services Office before reporting to the Nurse's Office. The decision to be sent home must be made by the APSS or the Nurse. If a student has a health problem, the school nurse should be notified. Parents are encouraged to call to discuss any concerns they may have. Our health goal is to strive for maximum physical, mental, and social efficiency of the individual student for his/her personal development and the achievement of his/her education potential.

## HEALTH POLICY REGARDING MEDICATION

School Health policy prohibits a student from carrying medication, whether non-prescription or prescription. Ideally, the administration of medication or utilization of equipment should take place at home. Students who require medication during the school day must provide instructions completed by your Doctor. The medication must be brought to school in the container from the pharmacy marked with the student's name, name of medication, doctor's name, and date. The medication is to be kept in the Nurse's Office or Student Services Office. The medication will be administered by the school nurse, or in her absence, by selected school staff from the Office for Student Services.

## COLLEGE VISITS

Seniors are advised to use the fall testing days to schedule college visits. Seniors may request two days as excused absences following set procedures. The visit must be certified by the Guidance Office before the process is initiated. The following criteria must then be met: student may not be on academic or conduct probation; may not have any report card failures; must have parental permission and permission of all subject teachers; must have the signature of the APSS.

# OFFICE OF THE ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS

## SIX DAY CYCLE

West Catholic High School follows a six-day instructional cycle. Whenever a holiday or longer vacation interrupts the cycle, classes resume with the next number following the last day.

## **CLASSROOM STANDARDS**

### **A) Be Present and on Time**

1. Good attendance is important for success in class. Participation in listening, reading, speaking, and writing are daily components of the classroom experience.
2. A truancy will result in an F for the work of the day.
3. An unauthorized absence will result in a grade reduction of the work of the day.
4. A pre-excused/school-related absence means that the student should have the work for the day completed before excused. Teacher discretion should allow variance. The student should be prepared to take a quiz or test if it should fall on the day of his/her return.
5. If a student is absent for several days, he/she should follow the assignment sheet, if one is provided by his/her teacher. The student should be prepared to take a quiz or test should it fall on the day of his/her return. Teacher discretion should allow variance.
6. The late policy will be enforced by the classroom teacher. The student is to remain in his/her seat until the dismissal bell rings.

### **B) Bring Classroom Materials**

1. The student is expected to come to class with a pen/pencil, paper, notebook, textbook, etc.
2. Passes to lockers for the above materials should not be issued.

### **C) Show Respect for Other People and Their Property**

1. At all times, the student should act with courtesy towards teachers and other students. A student's words and actions should reflect this courtesy.
2. The student is responsible for keeping all school property (books, classroom materials, etc.) in good condition.
3. The students will refrain from improper classroom behavior which includes, but is not limited to; eating in class, putting feet on desks or book racks, writing on desks or bulletin boards, throwing paper on the floor, doing work other than work for that class, cheating, talking, or other actions which would distract the teacher or other students.

### **D) Be Prepared to Participate**

1. The quarter grade is determined by tests, written and oral quizzes, participation, effort, attitude, homework, and daily attendance.
2. Students are expected to come to class with homework completed. Incomplete or incorrect homework may not be accepted according to the teacher's policies.

## **HOMEWORK POLICY**

The administration and faculty of West Philadelphia Catholic High School, recognizing the importance of homework as an integral part of the school day, offer the following guidelines to parents and students. Homework consists of any or all of the following: written work, reading assignments, and reviewing the day's lessons. Homework guidelines include: establishing a time and place each school night (Sunday-Thursday) for completing homework; setting a consistent time limit for homework; developing a systematic approach to homework (review each class for the main point of the lesson); accepting responsibility for completing all written homework and assigned reading. Failure to complete assignments may cause a student to fail that course.

## **COMPUTER ACCESS POLICY**

West Catholic is fortunate to have internet access available for our students for information communication, and research. However, with opportunity comes responsibility. A copy of the Archdiocesan Computer Access Policy is sent home at beginning of the school year for a parent's signature and a copy is posted in all computer centers with Internet access, and is on file in the school office.

## **ABSENCES**

Students are expected to make up all academic work missed due to any kind of absence from class. Extended absences fall into three categories:

Limited Absence: one week or less – the student is responsible to contact his/her individual subject teachers or classmates to obtain any assignments missed during the student's absence.

Extended Absence: more than a week, resulting from a serious illness or accident – the parent/guardian of the student must notify the Attendance Office and call the Academic Affairs Office so that assignments can be requested of the student's subject teachers. A contact person will be required to pick up textbooks and assignments as well as return all assignments to the Academic Affairs Office. These will be forwarded to the student's subject teachers.

Special Leave: students who do not fall into the above categories, but who, for urgent reasons, must be absent from school – the parent/guardian of the student must notify the Attendance Office of the absence and call the Academic Affairs Office for information on assignments.

In all absences, as long as a student remains on the school roll, he/she (or his/her parent/guardian) is responsible for the payment of full tuition.

## **ACADEMIC DISMISSAL**

The following policy on failures will be followed. All students who receive academic failures totaling three credits at the end of the school year may be dismissed. Students with four or more failures are dismissed. Seniors with one half to three credit(s) of final failure(s) may not participate in graduation exercises or receive their diploma until all credits are made up in Diocesan Summer School. Seniors with more than three final failures do not receive a West Catholic Diploma. Ninth-grade students with five failures at the end of the first semester may be dismissed. Tenth, eleventh, and twelfth grade students with four failures at the end of the first semester may be dismissed.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

While extra-curricular activities are an important part of school life at West Catholic, they are nevertheless secondary to the work that takes place in the classroom. For this reason, the student's eligibility will be reviewed on a weekly basis. If a student with seven (7) classes has four (4) failures for a given week, they will not be allowed to participate in games from that Sunday to the following Saturday. If a student with 6 (six) classes has three (3) failures for a given week, they will not be allowed to participate in games from that Sunday through the following Saturday. At the end of a quarter, if a student fails three or more subjects, he/she will be on academic probation for fifteen (15) calendar days. During those 15 days, the student will be allowed to attend athletic practices and activity meetings. They will not be allowed to play in games or participate in club events. At the end of the fifteen (15) days, the students will be on a weekly review schedule. If a student fails conduct, the student will be on conduct probation from the moment that he/she fails for the next 15 calendar days. During those fifteen (15) days, the student will be allowed to attend athletic practices and activity meetings. Students will not be allowed to play in games or participate in club activities. At the end of the fifteen (15) days, the student can resume normal activities. CSC, LaSallian Youth, and Encounter Retreats are not subject to academic probation rules.

## **TRANSFERS**

A student who wishes to transfer from West Philadelphia Catholic High School to another school must apply to the Academic Affairs Office for the transfer. The student must be accompanied by a parent or legal guardian. All transfers to public school must be issued to the public school in whose jurisdiction the student resides. This procedure is mandated by the School District of Philadelphia. No official transcripts of grades will be released to the receiving school until all financial obligations are settled. Official transcripts are **never** given to a student or parent/guardian.

## **ACADEMIC HONORS**

Superior scholastic achievement entitles a student to honor status. Honor certificates are distributed and an honors listing is published after each report period. Requirements for academic honors are as follows: First Honors are awarded to students with a general average of 90 or above, with no grade below an 85; Second Honors are awarded to students with a general average of 85 or above, with no single grade below an 80. Honorable Mention is awarded to students with an

academic average between 83-84 with no single grade below an 80.

## **ACADEMIC ASSESSMENT**

Quarterly assessments in each subject area are designed to measure the progress for the given quarter. The assessment can consist of, but not limited to the following: a written objective/essay test, a quarterly project, an oral presentation, a portfolio of assignments related to the subject. The quarterly assessments will be graded as a major test. Semester assessments are given during a special schedule during the last week of the first and second semesters.

## **ACADEMIC PROGRESS REPORTS**

Academic Progress Reports will be issued four times a year (at the mid-point of each academic quarter). The purpose of the Progress Report is to inform parents of their son's/daughter's status in each of their classes. Should parents wish to speak to any teacher, they may contact the Academic Affairs Office.

## **ACADEMIC REPORTS**

Report cards are issued four times a year – November, January, April, and June. The quarter grade is a measure of the student's academic performance for that marking period. The semester grade is an average of the two quarter grades. The final grade is an average of the first and second semester grades. Only the first semester and final grade appear on a student's permanent record card.

## **STUDENT ACADEMIC HONOR CODE**

West Philadelphia Catholic High School is a Catholic School Community of academic excellence in an urban setting open to all students. As such, West Philadelphia Catholic High School seeks to announce the Gospel by proclamation and example, thereby educating the whole person, spiritually, academically, emotionally, physically, and socially. (Mission and philosophy of West Catholic) One of the goals of West Catholic is for students to achieve "moral integrity." It is an expectation that an atmosphere of trust and integrity is developed among the school community. Violations of moral integrity will impede the development of trust and honesty in our school.

It is for this reason that the faculty and administration have decided that students and their parents understand and agree to the terms by which academic integrity must be safeguarded.

## **STUDENT RESPONSIBILITIES**

- To work on all homework and long-term assignments independently, except in cases where the instructor has made it clear to the students that collaboration is permissible and necessary to complete the assignment.
- To learn, with the aid of a teacher, the meaning of plagiarism and how to properly cite sources when doing a researched assignment.
- To abstain from giving any kind of information about tests and quizzes to another student.
- To acquaint oneself with the ethical use of computers as defined by the Archdiocesan Computer Access Policy.

## **ACADEMIC CHEATING**

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

- Attempting to copy or copying answers from another student's test or quiz.
- Allowing another student to copy answers from a test or quiz.
- Communicating answers orally during a test or quiz.
- Using a cell phone or electronic device in any way, shape, or form.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using unauthorized notes and/or any other unauthorized materials during a test or quiz.
- Receiving information about test or quiz questions/answers before a test or quiz without the

permission of the teacher.

- Attempting to copy or copying the homework of another student and submitting it as one's own.
- Working with other students or with written material in take-home assignments unless permitted by the teacher.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work.

## **PLAGIARISM**

Plagiarism is when a person, in our case namely the student, presents ideas or words that are other than his/her own. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part of or all of another person's work and presenting it as one's own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying parts of a text without crediting sources.

## **SANCTIONS**

Students who violate the previously mentioned terms of academic honor will be subject to disciplinary actions up to and including expulsion from West Catholic. The procedure of disciplinary action for violations of academic integrity will be as follows:

- Teachers will deal with violations of academic integrity on an individual basis.
- All serious instances of academic dishonesty will be reported to the Assistant Principal for Academic Affairs.
- The first violation of academic integrity may result in a reduced grade for the assignment, test, lab report, project, paper, or quiz.
- The second serious violation of academic integrity may result in a failing grade for the assignment and the course in question.
- The third violation of academic integrity may result in suspension from school and/or school related activities for a period of time.
- A student who has any further violations of academic integrity will be reported to the Principal and may face dismissal. Reported violations are for the entire time a student is enrolled at West Catholic, but these do NOT appear on the permanent record.

## **ACADEMIC GRADUATION REQUIREMENTS**

To pass a course, a student must receive a grade of 70 in that course. A failure in any full year or second semester course must be removed by a student's attendance at Diocesan summer school. A failure in a first semester course is made up in the second semester by a student completing a make up packet. A senior receiving failure(s) of one half credit to 3 credits will not be able to participate in graduation exercises or receive a diploma until credits are made up in Diocesan summer school. Seniors with more than 3 full credit failures do NOT receive a diploma from West Catholic. The minimum requirements for a diploma from West Catholic High School are 24 credits by completion of Grade 12, distributed as follows: 4 credits in English; 4 credits in Religion; 3 credits in Social Studies; 3 credits in Mathematics; 3 credits in Science; 2 credits in Language; 1 credit in Health/Physical Education; .5 credit in related arts; and 3.5 credits in other electives from the following departments: Business, Fine Arts, Science, Mathematics, Social Studies, and Language.

## **TRACKING SYSTEM**

Since the range of ability among students is extensive, it is felt that tracking (ability grouping) narrows the range to allow maximum student achievement. Most courses are offered on two or more tracks or levels. There are four different tracks on which a course may be offered. They are as follows:

**Track AP:** College level courses that follow syllabi of the Advanced Placement Program of the College Board, intended for the exceptionally gifted and industrious student.

**Track 1:** College preparatory classes for the superior above average student.

**Track 2:** College preparatory classes for above average students.

**Track 3:** College preparatory or general classes for students of average ability.

Ultimately, the Assistant Principal for Academic Affairs makes the final decision with regard to changes in academic tracking. The procedure for track changes would be the following:

1. On the course registration day, the current subject teacher makes a recommendation for a track change based on the following two criteria: A) Students moving up a track would have a minimum average of 95% for the 1st semester. B) Students moving down a track would have a grade lower than 75% for the 1st semester.
2. Upon consultation with the teacher and the department chair, the Assistant Principal for Academic Affairs may move any student up or down a track for the next school year at the time of course selection or at the end of the school year. The teacher will then inform the student of his/her change.
3. The Assistant Principal for Academic Affairs may have to change a student's track because of conflicts in preparation of the master schedule during the summer months. If this need occurs then the students and his/her parents will be informed.

## **FRESHMAN TRACK 2 AND 3 CLUSTER**

In order to assist freshmen students who are making the transition to West Catholic, teachers of track 3 freshmen will work as a team. This will be done in order to improve the organizational, behavioral, and study skills that will ensure the success of these students while they are here at West Catholic. These teachers will focus on teaching and disciplinary strategies, which will enable track 3 freshmen, to sharpen and improve their academic and behavioral skills.

## **CLASS RANK**

In an attempt to meet the interests and needs of its students, West Catholic offers a curriculum of required and elective courses on different levels or tracks, indicating their degree of difficulty. Rank in class is determined by Quality Points. Quality Points allow students to receive points based on grade and on course track. Class rank is indicated on the student's permanent record and on the transcripts sent to colleges, businesses, and other agencies outside the school. Quality points are earned for grades received in a particular track according to the schedule reproduced at the end of the handbook.

## **COURSE CHANGES**

Selection of courses should be done only after serious, careful, and thoughtful consultation among students, parents, teachers, and counselors. Therefore, once you choose your courses and they are verified by you and your parents and approved by the Assistant Principal for Academic Affairs, you will not be permitted to change that course selection. Dissatisfaction with a course or teacher, academic difficulties in a course, displeasure with your schedule, or a change of mind are not valid reasons for requesting a change of course. You will be expected to accept any and all consequences of your decisions. It is also important to realize that after-school activities and employment do not constitute a valid reason for a change in your roster. According to School Policy, the school day begins at 7:50 a.m. and concludes at 2:24 p.m. No requests will be honored to arrange a roster to allow an early dismissal for reasons of employment, extracurricular activities, or other non-academic reasons. The only valid reason for requesting a change would be that of a student assigned to a course he/she did not request or for which he/she were not qualified. No other requests will be entertained except for serious and compelling reasons.

## **COMMENCEMENT**

Participation in the commencement exercises of a Diocesan high school is a privilege, not a right. Only those students who have completed all of the requirements for a diploma may participate in the commencement exercises. Students shall be excluded from participation in the commencement exercises for the following reasons: a scholastic failure in the program of studies; a discipline

failure or major breach in the school's disciplinary code; a failure to fulfill financial requirements which include tuition, graduation fees, book fees, and parish fees; excessive absence. No diploma will be issued until all requirements of the Office of Catholic Education and the schools are met.

**Commencement Exercises:** Participation in Commencement Exercises, which includes both Baccalaureate Liturgy and Graduation, is a privilege not a right. Each senior is required to attend practice for Commencement Exercises. In keeping with this requirement, no appointment of any kind may be made once Senior Final Examinations have begun. Graduation Seniors are required to be at both Baccalaureate Mass and Commencement exercises.

Since the Baccalaureate Liturgy and Graduation constitute the Commencement Exercises for West Catholic, any student absent from the Baccalaureate Liturgy will not be permitted to participate in the Graduation Exercises.

**Salutatorian/Valedictorian:** Students who are in the top ten percent of the Senior Class, actively participate in at least two school activities, and are approved by the School Administration are invited to try out for Salutatorian or Valedictorian. All graduation awards are based on First-Semester Cumulative Rank.

## **DIOCESAN SCHOLARS PROGRAM**

Local Catholic colleges and universities will allow outstanding seniors from Archdiocesan and private Catholic high schools to attend classes on their campuses. Each Diocesan Scholar will be permitted to take two courses in each semester of senior year. At the end of the year, an official transcript of credits and grades will be available to the student. The participating seniors will be the guests of the college or university, and no tuition will be assessed. West Catholic High School will be able to present Diocesan Scholars chosen from among its top twenty ranked Juniors. The following colleges participate in this program: Cabrini College, Saint Charles Seminary, Holy Family College, Saint Joseph's University, LaSalle University, Villanova University, Neumann College, and Gwynedd-Mercy College.

## **UNETHICAL USE OF COMPUTERS ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### *Catholic Schools of the Archdiocese of Philadelphia*

## **PURPOSE**

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

## **GOAL**

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

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

## RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet 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 to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

## TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.

- **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, teacher school email, teacher school phone number and educationally focused networking sites.

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

- **Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

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

- **Examples of Unacceptable Uses:**
  - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually

oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

- Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
  - Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password. Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
  - Users must not 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.
  - Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

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

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

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

## LIBRARY

The library contains a large and varied collection of books, magazines, videos, and other audio-visual materials organized and administered for the teachers and students of the school. There are also a number of computers available for student use, some of which have Internet access. Students are strongly encouraged to familiarize themselves with the use of the library and to take advantage of it frequently for course reference work. To ensure that library materials are well-used and retained, the following policies are enforced:

1. The library is open from 7:30 a.m. to 3:15 p.m. everyday for student and faculty use.
2. Students may come to the library on their study periods and before or after school. They must be in the library before the class bell and must remain for the full period.
3. Students may do research and reference work, select and read books, magazines, and newspapers, use the computers for school-related purposes, and make photo copies.
4. Students must present their IDs upon request to check out books and materials.
5. The librarian will gladly aid students in the search for materials they need. To ensure quiet, so that students can work profitably, there is to be no unnecessary talking or noise of any kind.
6. Gum, food, or drink of any kind is positively forbidden. Students who defy this rule will be given detention.
7. Books must be signed out at the desk at least ten minutes before the end of the period.
8. Books may be borrowed for two weeks, and may be renewed for an additional two weeks. As a rule, reference books do not circulate. Exceptions may be made at the discretion of the librarian.
9. Teachers are encouraged to bring their classes to the library for research projects, provided they give the librarian at least one day's notice.
10. Students will be assessed the full replacement value of any book not returned by the last day of school.

# OFFICE OF THE ASSISTANT PRINCIPAL FOR STUDENT AFFAIRS

The Office of Student Affairs organizes and coordinates all student activities so that the educational objectives of the school may be fulfilled. The office supervises all co-curricular and extra-curricular programs which include: athletics, assemblies, ticket sales, school rings, commencement exercises, student clubs and organizations, the school calendar/handbook, the parents' newsletter, and the Parents' Association.

## SCHOOL ACTIVITIES PROGRAM

The school activities program is an important element in achieving West Catholic's objective of developing the total person. This program is designed to nurture the students in their spiritual, social, intellectual, and emotional development. It is also designed to enhance the students' use of leisure time and recreational activity by providing co-curricular and extracurricular programs for student involvement. Recent studies indicate that students who participate in activities not only improve academically, but also develop other facets of their personalities. Self-esteem, self-confidence, social cooperation, and leadership skills are just a few of the personal qualities that are developed through participation in activities. All students are encouraged to participate in one or more activities as an aid in their personal development. Parents/ guardians are urged to support their son's/ daughter's involvement in activities by their presence at various events and competitions throughout the year.

**Ambassador Club** is an organization of student leaders who serve as representatives of West Catholic at various functions, both within and outside the school.

**Community Service Corps** is an activity that provides students with opportunities to render Christian service, to grow in responsibility, to have a sense of accomplishment, and to serve God through service to others. Some of the responsibilities of CSC members include collecting and distributing Christmas presents to under-privileged children, tutoring elementary school children, visiting the aged, collecting and distributing food for the needy, and encouraging and assisting elementary children in remaining drug free.

**La Sallian Youth** is an organization formed for the purposes of prayer, community, and service. They meet weekly for prayer and community, and are also involved in several service projects throughout the year.

**National Honor Society** is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in its members. Students may not apply for membership in the NHS; rather, qualified sophomores, juniors, and seniors are invited to apply by the NHS Faculty Council. The major function of the NHS is to organize and conduct a tutorial service program to assist any student who is experiencing academic difficulties.

**SADD** is an activity sponsored by Shalom consisting of school-based and city-wide activities whose primary activity is educating students about the danger of drinking and driving, or driving with someone who has been drinking.

**Student Council** is an activity that provides learning experiences for the students as they carry out their responsibilities and develop a greater appreciation of the responsibilities and the rewards of the democratic system. Some of the responsibilities of the Student Council include: ensuring mutual understanding between faculty and students; fostering and promoting school activities in conjunction with extracurricular organizations; enhancing school spirit; acting as a student legislative body; and representing students to the administration and faculty. The student body, with the approval of the administration and faculty, elects Student Council members.

**Art Club** is an activity that provides students the opportunity to work in the art studio on an individual work of art, or on a project for one of various school organizations. Students are given supervised instruction in painting and drawing; and projects include lettering, poster design, cartooning,

scenery painting, and seasonal decorations.

**Computer Club** is an activity whose goal is to increase their knowledge of the Internet, computer applications, and related topics.

**Foreign Language Honor Societies** are organizations that give recognition to students who excel in their foreign language class. Students must be actively involved in a Foreign Language club, maintain a high average, and be willing to tutor students in a foreign language.

**Law Club** is an activity in which students participate in the city-wide Mock Trial competition. The students assume the various roles of attorney, witness, victim, etc. and compete against other schools in a court room trial setting.

**World Affairs Club** is an activity sponsored by the World Affairs Council of Philadelphia in which students attend the monthly Great Decisions Seminars. Students participate in the Model Senate and the Model United Nations, sharpening their analytical and communication skills while covering a wide range of national and international topics.

**Cultural Diversity Club** is an organization that provides the student body with information about other countries and cultures. The Cultural Diversity Club sponsors an International night yearly and different Culture days throughout the year.

**Chorus** is an activity for all students who enjoy singing. This group participates in school liturgies and concerts.

**Jazz/Pep Band** is an activity for students who are members of the music department who are willing to perform at sporting events, pep rallies, concerts, and other school functions.

**String Ensemble** is an activity for members of the music department who play violin, viola, cello, or bass. This group performs at school functions.

**West Catholic Players** is an activity open to the entire student body in which students participate in the total theater experience through rehearsing and performing a stage show for the school and the public.

**Blaze (Yearbook)** is an activity in which the students create a photographic and written history of the school year. Some of the duties of the staff include writing stories and captions, selecting and cropping photographs, typing and proof reading copy and headlines, and organizing the yearbook format.

**Musings (Literary Magazine)** is an activity that fosters an interest in creative writing and encourages an appreciation of student artistic expression. The magazine is published yearly for the enjoyment of the student body.

**West Catholic Correspondent (Newspaper)** is an activity for students interested in working as writers, layout specialists, photographers, and artists. The newspaper affords its staff the opportunity for artistic and journalistic expression by chronicling events both inside and outside of West Catholic.

**Westnet (Television Studio)** is an activity that provides students the opportunity to learn set design, assist with technical equipment, write scripts, direct video productions, and produce their own broadcasts. Some of the responsibilities of the Westnet crew include the daily production of the news broadcast and the promotion of school events.

## **SCHOOL RINGS**

Members of the junior class order their class rings at school in the fall. This ring is the only official school ring containing the school seal. Students will receive their rings in their junior year at a special Mass for students and parents. **Tuition payments and financial obligations must be current, and the ring balance must be received before the students will receive their rings.**

## **SCHOOL DANCES**

Class dances are the principal social events of the year. These special dances – the Sophomore Dance, Junior Dance, and Senior Prom – have become an integral part of the West Catholic tradition. Students who are on conduct probation may not attend these dances. Students must have

all financial obligations up to date to attend these dances. These regulations apply to both the students and their dates, if the date is a WCHS student. If the students date is a former West Catholic student, all of their financial obligations to West Catholic must be up to date. Students who are ineligible to attend these dances and attempt to gain admittance will be suspended. Any student who has been dismissed from West Catholic will not be permitted to attend any class dance. Prior to each class dance, students must submit their names and the name of their date to the Assistant Principal for Student Affairs. Students must arrive at the dance on time, and are not permitted to leave the dance early. Students and their dates must adhere to the school policy on dress code to gain entry into a dance. An information/ permission sheet is also given to each student prior to the class dances. All students are expected to follow the directives or be denied admission to the dance. Students who defy the dance regulations are subject to severe disciplinary action at school, including exclusion from their next class dance. Seniors who defy dance regulations may lose the right to participate in graduation exercises.

## **ATHLETICS**

West Catholic competes in the PIAA. The West Catholic Athletic program is designed to help students grow physically, and to afford them the opportunity to develop sportsmanship. It is the privilege of each one of us associated with athletics to witness to our principles in our actions. Visiting teams and spectators are guests of the home team and should be treated as we would like to be treated, with respect. The rules of the games are to be observed by participants and spectators. No unsportsman like conduct will be tolerated.

## **PHYSICAL EVALUATION**

No student may participate in any sport unless a completed PIAA Pre-participation medical form is on file in the Student Affairs Office. If a student is injured for more than 15 days, then they will have to complete a re-certification medical form that must be filled out by a doctor. If a student does not play 2 consecutive seasons in a school year, and plays 2 sports, a parents' re-certification form must be filled out. No student may participate in practice or competition unless a medical form is on file.

## **THE PHILADELPHIA CATHOLIC LEAGUE CODE OF CONDUCT**

This code of conduct governs the conduct of spectators and student athletes.

The student-athletes should realize that they represent a tradition of fairness in competition. As such, they should develop the self-control necessary to best perform in competition and prepare for the future, and understand that failure to comply with these rules will result in disciplinary action. Poor sportsmanship, loss of temper, fighting, abusive language and gestures will not be tolerated.

The spectators should realize that like the athletes, they also represent the school. They should therefore give recognition to the good in others; cheer positively, and avoid booing, abusive language, and vulgarity; avoid musical instruments and noisemakers; respect and obey property regulations established by each school; regard officials' decision as final. Continuous poor sportsmanship will result in ejection.

### Boys' Sports

Baseball  
Basketball  
Football  
Soccer  
Outdoor Track  
Indoor Track

### Girls' Sports

Basketball  
Soccer  
Cheerleading  
Softball  
Cross Country  
Indoor Track  
Outdoor Track  
Volleyball

## **OFFICE OF SCHOOL MINISTRY**

Catholic education necessarily places an emphasis on prayer and moral living. The Office of School Ministry, therefore, strives to provide opportunities through which the students may grow in their relationship to and understanding of themselves, God, and His people. The School Minister also provides pastoral care for the community of students, faculty, and parents.

**Chapel:** The chapel is located on the first floor in the Ludlow corridor. The Blessed Sacrament is

reserved in the chapel throughout the school year. The celebration of the Eucharist is offered daily in the chapel before school.

**Retreat Program:** Each class has an annual retreat that all students must attend. If a student misses their retreat, they are required to make it up in conjunction with the School Ministry Office. A student must attend four retreats, one per year to graduate. When a Junior or Senior attends a West Catholic weekend retreat program, this fulfills their Senior retreat requirement. All other Seniors must attend one of the evening retreat services.

## OFFICE OF THE DIRECTOR OF GUIDANCE

The counselors primarily assist students in meeting the various challenges that they encounter during their high school years. It is the purpose and the intention of the counselors to help the students in the following ways: to evaluate their ability, achievement, aptitude, interests, needs, and values; to plan for either their future work or further education; to think through personal problems; and to make the best adjustment to school situations, other students, and teachers. Students are always welcome to seek the help of their counselor. The counselor will arrange for individual or group appointments. Students are expected to be on time for their appointments. Counselors are also available for parents during the school day. Parents are encouraged to telephone the counselors with any concerns they may have regarding their son or daughter. Matters of confidential nature are treated in strict confidence. In order to help our students, the Counseling Center provides the following services to the students: academic guidance, financial aid workshop, personal counseling, speech and language services, drug and alcohol awareness programs, group counseling, community programs, vision services, college visitations, college/post-high school educational planning, career planning, psychological services, college night, and test interpretation.

### EDUCATIONAL AND OCCUPATIONAL PLANNING

The students are provided with information on various post-high school educational opportunities. The counselor informs the students of the many available technical schools, apprenticeship programs, and vocational programs. Students are assisted in college planning, selecting a school, applying for admission, and applying for financial aid.

**Testing:** Individual and group testing programs are offered in the areas of aptitude and interest. Juniors, sophomores, and freshmen take the PSAT/NMSQT in October each year. Juniors and seniors are offered the SAT 1 and ACT Assessment. Freshmen, sophomores, and juniors take the Terra Nova battery, and juniors and seniors take the Advanced Placement tests through the Office of the Assistant Principal for Academic Affairs.

**College Night Program:** All juniors and seniors and their parents are invited and encouraged to attend the annual West Catholic College Night in October. Admissions representatives from colleges, universities, career, and trade/technical schools provide information on admission requirements, financial aid, and scholarships.

### AUXILIARY SERVICES

**Shalom:** A program designed for the prevention and early detection of abusive and addictive behavior in adolescents. It encompasses educational programs, personal development and support groups, leadership training, alternative activities, as well as individual intervention resources and referral services, and agency consultation and networking.

**Student Assistance Program (SAP):** Students deemed high risk due to school maladjustments meet with trained faculty members who comprise the SAP team. Shalom is a State Certified Provider for training in the SAP program. Shalom's in-school specialist serves as a consultant to the team members, and Shalom's central office maintains Certified Addictions Counselors who provide consultation and assessment services for the team.

**Adults In the Making:** This Program offers individual and group counseling to students interested in information regarding Abstinence and Healthy Relationships.

The AIM counselor also provides services to any student that is pregnant or parenting.

**Upward Bound:** A comprehensive pre-college preparatory program designed to help high school students who are interested in attending college. Applicants must be the first generation in their family to attend college, and families must meet the income guidelines set by the Federal Government.

**Pennsylvania Act 89:** Special services provided through the Elwyn Institute. Included in these services are psychological testing and counseling, remedial education (reading and mathematics), vocational counseling, and speech and hearing therapy.

**School Psychologist:** Students are eligible for psychological services provided by Elwyn Industries. Students for whom psychological consultation and evaluation are appropriate include those who appear to have marked difficulty in learning or whose behavior and emotional well-being present serious concern in the classroom.

## OFFICE OF SCHOOL FINANCES

### TUITION

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$5100 for the 2009-2010 fiscal year. Families with two or more students in Archdiocesan High Schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the School Finance Office with a list of the students' names, their grades and high school. The family rate discount does not apply to students in parish elementary schools or in private high schools.

Archdiocesan parishes also pay an assessment to help maintain the secondary schools. Parents must pay a supplemental tuition fee of \$1,060 if the student is not Catholic, or if the student is a Catholic of another rite, or if the family is not registered in any parish, or if, in the judgment of the Pastor, the family is not practicing the faith or contributing to the Church according to their means. A parish is to provide two letters of warning prior to making a decision to have Catholic students charged supplemental tuition. Parents/Guardians have a right of review of the pastor's decision through the Metropolitan Tribunal of the Archdiocese.

#### Monthly Payment Plan:

July 15 -	Tuition & 1/2 Fees
August 15 -	Tuition & 1/2 Fees
September 15 -	Tuition & Fall Athletic Fee
October 15 -	Tuition & Music Fee & Graduation Fee
November 15 -	Tuition
December 15 -	Tuition & Winter Athletic Fee
January 15 -	Tuition
February 15 -	Tuition
March 15 -	Tuition & Spring Athletic Fee
April 15-	Final Tuition Payment

**Tuition Assistance and Scholarships:** Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic school education, the Tuition Assistance Program (TAP) has been established.

Parents seeking financial aid must complete a TAP application by April 1st of the previous school year, submitting the required forms to verify income, and a \$20 non-refundable fee payable to the Tuition Assistance Program. The maximum amount of money a student may receive from multiple sources of financial aid may not exceed 80% of \$4860. Families currently receiving tuition assistance must reapply each Spring for the next school year.

## TUITION ASSISTANCE

**Ellis Foundation Grant:** This is a scholarship program for girls in grades 8 through 12 who are being raised in a single parent home.

**Friends of West Catholic Academic Scholarships and Grants:** Information on eligibility and testing date is given through the West Catholic Admissions Office. West Catholic Financial Aid Forms are available at the School Finance Office after January 15. Completed forms and a \$20 fee are due by April 15.

**Archdiocesan Grant (TAP):** Forms are available in the Finance Office and must be completed by April 1. (See Above)

**BLOCS Business Leaders of Catholic Education:** A \$15 application fee is due by April 1.

If a student receives assistance from multiple sources, the Archdiocese reserves the right to reduce the awards so the funds may be allocated to another student.

Students on scholarship must maintain an academic average of 85. Students on scholarship whose average falls below 80 will be notified that they are on probation for the following semester. If the student's average does not improve to 85, the student will lose his/her scholarship.

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

## FEES

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

	<u>Amount</u>		<u>Due By</u>
Registration Fee	\$125		April 1, 2010
(Only students whose Registration is paid will be permitted to select courses for next year.)			
School Fee	\$530	(\$265.00)	July 15, 2009
		(\$265.00)	August 15, 2009
Graduation Fee	\$150	(Seniors Only)	January 15, 2010
Music	\$100 (lessons)		September 15, 2009
	\$50 (instrument rental)		

Seasonal Athletic Fee \$100

packages vary by sport (**Due at the Beginning of each season**)

**No student may participate in any sports program unless their athletic and package fees are paid in full.**

## FUNDRAISING

There are 2 major fundraisers held throughout the year, the fall candy/magazine drive and the spring Burr Booster Drive. Letters will be sent home during the year providing information about each drive.

## TUITION PAYMENTS

Tuition payments may be made by mail or in person for payment by mail, please note the student number on your check and write "Attention: Finance Office" on your envelope.

Tuition may be paid in full by July, in half payments in July and December; in quarter payments in July, September, December and February; or in ten monthly installments. Monthly installments are due on the 15th of each month beginning in July and ending in April. ***If the tuition account is not up-to-date by the end of the month a late fee of \$20 will be charged to your account, and a student will not be permitted to remain in school.*** Checks should be made payable to West Catholic High School. Please provide separate checks for any fees since these are deposited into the school's account. Checks may not be post-dated. No personal checks are accepted after April 1. In addition, a \$25 fee will be charged for any personal check returned by the bank. If a second

check is returned for non-sufficient funds, the school may accept only a certified check, money order, or cash. Receipts are given for all tuition paid in person. If you are paying by mail and wish to have a receipt, please enclose a self-addressed stamped envelope.

## TUITION REFUNDS

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. Please request this refund in writing and a check will be mailed to your home address. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. The school fee is non-refundable. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

## DELINQUENT TUITION

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; exceptions to this policy may only be granted by the Office of Catholic Education in consultation with the President of the high school. No student will be allowed to enter in September unless his/her School Fee and 20% of the tuition is paid.*
- Students may not begin the second semester unless they have made the first five monthly payments for the year. Exceptions to this policy may only be granted by the school president.
- 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 a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.
- Students may not purchase a class ring. (See school rings)
- Transcripts may not be released for students who are not current with their payments.
- Final reports will not be released if there is an outstanding balance.
- *Rosters for a new school year may not be released unless all tuition for the previous school year and the school fee for the new school year are current.*

## WEST PHILADELPHIA CATHOLIC HIGH SCHOOL

### TUITION - FEES – BOOKS 2009-2010

<u>Registration fee</u>	\$125.00
<u>*Catholic Tuition</u>	<u>*Non-Catholic Tuition</u>
\$5,100.00	\$6,160.00
(\$510.00 monthly)	(\$610.00 monthly)

\* These totals do not reflect any grants or scholarships that you may receive.

<u>School Fee</u>	\$530.00
<u>**Book Fee</u>	Senior/Sophomore - \$50.00
	Junior/Freshman - \$35.00

\*\*Book Fee covers Religion books and English Vocabulary Workbooks

**TWO MONTHS OF TUITION + THE SCHOOL FEE + BOOK FEE MUST BE PAID BY SEPTEMBER 3 IN ORDER TO RELEASE YOUR CHILD'S ROSTER FOR THE OPENING OF SCHOOL**

### OTHER FEES:

Music Fee:	\$150.00
Sports Fee:	\$100.00 per sport + package to be determined by the coach.
	Sports fee must be paid before the student may attend practice.
(Senior) Graduation Fee	\$150.00

**Fund Raising Expectation: \$50.00**

Two fund raising activities in the year: Candy/Magazine drive in the Fall and the Chance Drive in the spring

**BOOKS:** *The following books are to be purchased in the school store:*

*All first semester and year long textbooks and workbooks must be purchased by the end of the first week of school – September 12, 2009.*

**Senior**

Religion:	1st Semester: <i>Church Through History</i>	\$20.00
	2nd Semester: <i>Marriage and Holy Orders</i>	\$20.00
English:	<i>Vocabulary Enrichment Level G</i>	\$8.00
	Honors English IV: <i>Level H</i>	

**Junior**

Religion:	<i>Morality: Response to God's Love</i>	\$25.00
English:	<i>Vocabulary Enrichment Level F</i>	\$8.00
	Honors English III: <i>Level G</i>	

**Sophomore**

Religion:	1st Semester: <i>Journey Through the Old Testament</i>	\$20.00
	2nd Semester: <i>Journey Through the New Testament</i>	\$20.00
English:	<i>Vocabulary Enrichment Level E</i>	\$8.00
	Honors English II: <i>Level F</i>	

**Freshman**

Religion:	<i>The Light of Faith</i>	\$25.00
	OR	
	<i>Our Catholic Faith</i>	\$25.00
English:	<i>Vocabulary Enrichment Level C</i>	\$8.00
	Honors English I: <i>Level D</i>	

## GENERAL INFORMATION

**School Office Hours:** The main office is staffed between 7:30 a.m. and 3:30 p.m. on Monday – Friday. All school business should be conducted during these hours. *Summer - 8:30 to 3:00.*

**Emergency School Closing:** When severe weather or other unforeseen circumstances place the schedule of regular classes in doubt, kindly listen for the announcement of school closings on WCAU or KYW radio. Please do not call the school.

**Parent Conferences:** Parent-Teacher meetings are scheduled periodically during the school year for parents to discuss their son's/daughter's academic progress. Parents desiring to speak with individual teachers at other times may arrange an appointment by contacting the Office of Academic Affairs during the school day. Please do not come to school to speak to a teacher without an appointment.

**Change of Address:** In order to maintain accurate records, it is important that any change of residence is reported to the Academic Affairs Office.

**School Store:** Located in the basement, the school store provides textbooks, notebooks, and stationery supplies. There is also a selection of school spirit items for sale, including West Catholic jackets, sweat shirts, T shirts, school socks, key-chains, pennants, and other items suitable for gifts. The store is open every day from third until seventh period.

**Cafeteria:** For reasons of maintenance and public health, all eating is restricted to the cafeteria. After finishing lunch, students should deposit all trash into proper containers. Students should have access to the cafeteria only during their lunch period and before school and at no other times.

**School Fee:** The school fee of \$530.00 charged to each student is appropriated for the school operating budget. This is utilized for administrative and instructional expenses. This year, \$10.00 of this fee is being used to insure every student while in school, on the way to and from school, and while participating in any school activity or athletic event.

**School Textbooks:** Students are required to keep their textbooks in good condition and to return them at the end of the school year. A student who loses or destroys a textbook is required to pay \$40.00.

**Abortion/Pregnancy Statement:** West Catholic upholds the teaching of the Catholic Church concerning the inviolable right to life of each person. This teaching is rooted in the gospel message of Our Lord who came that we might have life in abundance. Christ himself gave the example that each person be treated with reverence and respect, and the Church affirms that this love embraces in a special way the unborn in the womb. Situations arising in the school community which have their origin rooted in the serious matter of abortion will be handled in accordance with the Diocesan Abortion Policy, which is on file in the school office. The school administration has two goals in mind when dealing with student pregnancies: first, the well being of the student-mother and her baby; second, the continuing education of the student-mother.

**Flyers, Posters, and Circulars:** The display, distribution, or posting of flyers, posters, and circulars on school premises is not permitted. Only notices with the permission or signature of the Assistant Principal for Student Affairs may be posted, and the Assistant Principal will determine the place and persons involved in the posting or distribution of these materials.

**Procedures for Resolution of Student Complaints:** When a student has a complaint, the following procedure is recommended:

1. The individual who has the complaint should confer, at a mutually agreeable time, with the person against whom he has the complaint.
2. If the complaint cannot be resolved satisfactorily at this joint meeting, the individual with the complaint should then proceed as follows:
  - (a) If the complaint is of a disciplinary nature, the individual with the complaint should consult the Assistant Principal for Student Services.
  - (b) If the complaint is of an academic nature, the individual with the complaint should meet with the department chairperson and then, if necessary, consult the Assistant Principal for Academic Affairs.
  - (c) If the complaint is of an extracurricular nature, the individual with the complaint should meet with the Athletic Director if it involves sports, or consult the Assistant Principal for Student Affairs if it involves activities.

If the person holding the complaint is not satisfied with the resolution, he/she may request that the administration review the complaint.

### **Contractual Agreement**

The contents of the student handbook constitute a contract involving the school, parent, and student. The student must conform to the regulations and policies contained within this text. School jurisdiction in terms of policies, is contained within, but not limited to this handbook. Additional policies and regulations developed by school administration are equally binding. School jurisdiction is not limited to school hours or property. A student at West Catholic High School is considered a student 24 hours a day. Any behavior – curricular, non-curricular, co-curricular, or extracurricular – in which the school's reputation may be affected falls under school jurisdiction. Students involved in any behavior contrary to school policy or school philosophy will be subject to the same guidelines that regulate the school day and the school grounds.

The Archdiocesan Secondary School System and West Catholic High School reserve the right at anytime to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

THE SCHOOL RESERVES THE RIGHT  
TO AMEND THE CONTENTS OF THIS HANDBOOK.