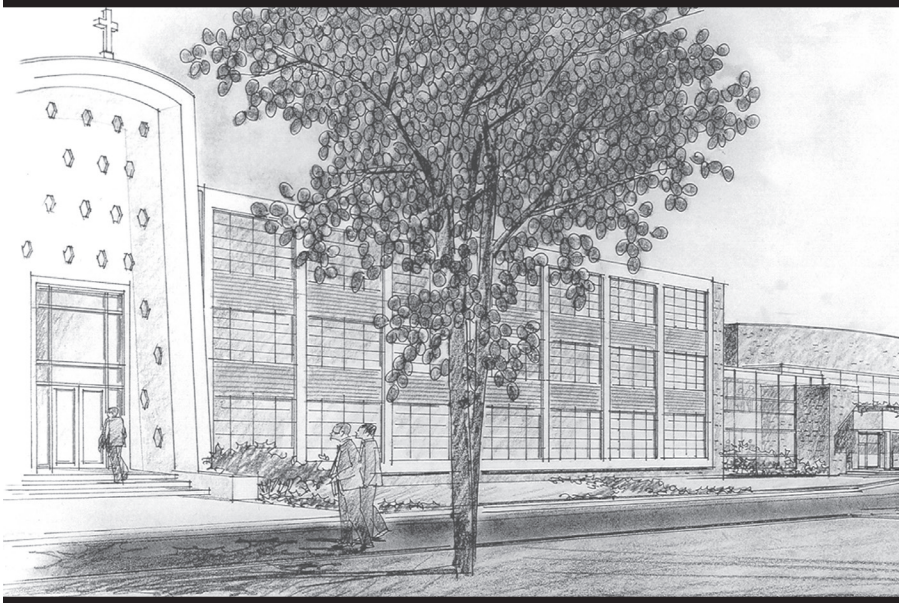


ARCHBISHOP WOOD HIGH SCHOOL

655 York Road
Warminster, PA 18974-2099



Mr. Gary V. Zimmaro, Sr. President
Mrs. Mary Harkins, Principal

Assistant Principals
Mrs. Cloe O'Grady, Academic Affairs
Mr. Donald B. Mangin, Student Services
Mr. Domenic Mingacci, Student Affairs

Phone: 215.672.5050
Absence: 215.672.5050 ext. 255
Fax: 215.672.9572

www.archwood.org

DEPARTMENT CHAIRPERSONS

Business Education	Mr. Stephen Devlin
ELA	Mrs. Suzanne Blunt
Fine Arts	Mrs. Christine Tamburini
Mathematics	Mrs. Rita Morton
Physical Education	Ms. M. M. Fitzgibbons
Science	Ms. Diane Antes
Social Studies	Mr. Mark Mullely
Theology	Ms. Sharon Blastic
World Languages	Mr. Edward Smith

DIRECTORS OF SCHOOL SERVICES

Athletic Director	Mr. Joseph D. Sette
Director of Admissions	Ms. Patricia Roschetz
Director of Institutional Advancement	
Director of Alumni Relations	Mrs. Samantha Williams
Director of Marketing	Ms. Sarah Hale
Guidance	Mrs. Mary Desmond
School Minister	Rev. Paul O'Donnell
Technology Specialist	Mr. Michael Walls
Television	Mr. Joseph L. Velten, Jr.

ARCHBISHOP WOOD NUMBERS

Absentee Telephone	215.672.5050 ext. 255
Telephone	215.672.5050
Fax Line	215.672.9572
SAT Code (records)	395032
SAT Test Center Code	39.702
Snow Code	761
(KYW Radio 1060 AM)	

Archbishop Wood High School admits students of all national, ethnic, racial and religious origins. All rights, privileges, and programs, both educational and extra-curricular, are made available to all students without distinction. Similar policies apply to the school staff.

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2017-2018

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 is not limited to school hours or property. A student at Archbishop Wood 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 Archbishop Wood 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.

HISTORY OF THE SCHOOL

The School Site

Ground was broken for the twin Archbishop Wood High Schools on June 20, 1963, by the Right Reverend Monsignor Edward T. Hughes, M.A., Superintendent of Schools for the Archdiocese of Philadelphia. The site of the two high schools was 32 acres of former farmland located at the intersections of State Highway 263 (York Road) and State Highway 132 (Street Road) in Warminster Township, Bucks County.

Archbishop James Frederick Wood

The schools were named for the fifth Bishop and first Archbishop of Philadelphia, the Most Reverend James F. Wood, D.D. The Archbishop, born on April 27, 1813 in Philadelphia, was a convert to the Faith. He was baptized in the First Unitarian Church in Philadelphia. Shortly before his twenty-fifth birthday, he was received into the Catholic Church. A year later, he was sent to Rome to prepare for the priesthood. After his ordination on March 25, 1844, he served in the Diocese of Cincinnati.

In 1856, Reverend James F. Wood was sent to Philadelphia by the Holy See and was appointed as Co-adjutor with the right to succession to Bishop John Neumann. For three years, Bishop Wood worked closely with Bishop Neumann as the Philadelphia Catholic School System began to take shape. He succeeded to the See on January 5, 1860 when Bishop Neumann, now revered as St. John Neumann, died.

In 1875, the Holy See raised Philadelphia to the dignity of a Metropolitan See, naming Bishop Wood as the first Archbishop. After serving the people of Philadelphia devotedly for twenty-three years, Archbishop Wood died on June 20, 1883.

The People of Archbishop Wood High School

When the twin schools opened in 1964, the Founding Principals were the Reverend Joseph A. Shields, J.C.D. (Girls School) and the Reverend Peter Kelkermanns, C.I.C.M. (Boys School). The original faculty consisted of Diocesan Priests, members of the Congregation of the Immaculate Heart of Mary (C.I.C.M.), a Belgian community of missionary priests; Sisters, Servants of the Immaculate Heart of Mary (IHM), Sisters of St. Joseph (SSJ), Religious Sisters of Mercy (RSM), and devoted lay teachers. Other religious orders who served the community include the Vincentian Fathers (CM), the Oblates of St. Francis de Sales (OSFS), and the Religious of the Assumption (RA).

Development of the School Plant

Many changes have been made to the school facilities over the years. In 1987 Cardinal John Krol announced the construction of an auditorium with a seating capacity of 1,000. This new building would physically link the two school buildings as the original plans for the school had intended.

Our beautiful auditorium, opened in 1989, stands as a lasting tribute to the generosity of Mrs. Sophia A. Friedman and the Friedman Family.

In March 1990, the Archdiocese announced that the two separate schools would merge, effective July 1, 1990, to be known as Archbishop Wood High School. The first principal of the merged school was the Reverend John A. Close.

In 1994, a new model for administration was introduced at Archbishop Wood High School. Ms. Catherine Murray was named Principal, and Reverend James Beisel was appointed President. A state of the art baseball facility was constructed, and a multi-cast computer lab was completed.

In the spring of 1999, Reverend Joseph Kelley was appointed President. Over the next several years, every classroom was equipped with computers and Internet access.

Dr. Frederick Ciao was named President in 2003. Dr. Ciao focused on making numerous improvements to the building and grounds with special focus on technology upgrades. The school's first ever capital campaign and development initiatives addressed much needed tuition assistance programs.

Mrs. Mary Harkins added her talents to the school's administrative staff with her appointment as Principal in June of 2005.

In January 2010, Mr. Gary V. Zimmaro was named the fourth President of Archbishop Wood. Many additions and innovations have taken place including a Piano Lab and New Science Lab.

Archbishop Wood Today

The second decade of the 21st century has seen changes in all aspects of Archbishop Wood: the physical plant, academics, technology, the arts, activities and athletics.

New classroom doors have been installed throughout the building, four student lavatories have had total renovations, and the Library has become The Learning Commons. The Learning Commons is a relaxed and inviting space filled with technology where students work, study or collaborate. The Learning Commons also has a coffee shop for the students.

Many new electives and Advanced Placement classes have been added to our academic program. Each year over 125 junior and senior students take college courses either through the Diocesan Scholars Program or Dual Enrollment classes with Bucks County Community College. Wood101/Freshman Studies helps all 9th grade students become accustomed to high school and helps to prepare them for college and beyond. Archbishop Wood has partnered with the Jesuit Virtual Learning Academy to provide students with opportunities beyond our regular offerings. Such courses include Calculus BC and Computer Animation. Reflecting the interests of our students beyond high school, Wood has added a Medical Careers Academy and a STEM (Science, Technology,

Engineering and Math) program.

Technology is a major part of education at Wood. All classrooms are equipped with computers, smart boards and projectors. The entire building is wireless and students use their own devices (BYOD) in class. New classes in technology have been added, including web design, CAD and Virtual Business.

Music is again part of the curriculum. Along with band classes, students have the opportunity to study piano and strings. The talents of our music students have been rewarded through membership in the All Catholic Music programs. Studio art students have been recognized with numerous awards and scholarships including two students who in recent years won the Dad Vail poster contest, placing their artwork throughout the city of Philadelphia.

New activities include Athletes Helping Athletes, THON based on the Penn State THON, Viking Night, the Mr. Viking Pageant, and our nationally recognized Robotics Team.

Since joining PIAA (Pennsylvania Interscholastic Athletic Association) in 2008, Wood has received 10 Gold Medals as State Champions and 8 Silver Medals as runners up. Our sports teams continue to win many Catholic League and District XII Championships.

While many Catholic schools have experienced a declining enrollment, Wood has been blessed with a stable student population. Recruitment and retention are important aspects of our school. The use of television and radio advertising has become staples of Wood's marketing program.

Many things change; many things stay the same. Students currently attending Archbishop Wood continue the Viking tradition of excellence in all aspects of our school's life. Most importantly each of our students is committed to being the best person he or she can be, taking care of each other and those in the community who are less fortunate.

As Archbishop Wood High School begins its second 50 years, it is well-positioned for continued growth and success in the future.

MISSION STATEMENT

Within a Catholic community, Archbishop Wood High School provides a comprehensive, college preparatory curriculum, enhanced by spiritual, service, and extra-curricular experiences, that will enable all students to be productive, responsible Christians in a technologically complex, rapidly changing world.

BELIEF STATEMENTS

We, the Archbishop Wood High School Community, believe that:
As children of God, all members of our Catholic community are entitled to mutual respect and will be prepared to make moral and ethical decisions based on our Faith.

A moral obligation to social justice, steeped in our Catholic teachings, is necessary to make informed decisions about the social, political, and economic aspects of Christian life. The right choice will respect the individual dignity of a person while recognizing the needs of our global community.

Participation in extra-curricular activities is an integral part of an educational experience that enhances the development of the student's mind, body, and spirit.

Education entails fostering an environment that promotes understanding and tolerance of the varied and multi-faceted cultures and traditions of our increasingly global community.

Because learning is lifelong, formal education prepares students to develop their fullest potential. Students are encouraged to strive for excellence in school, in the community, in work, and in life.

Our students are prepared to meet these challenges with critical thinking skills necessary in the 21st century. Service to one another is of paramount importance in our Catholic faith and in our school community.

Instilling a sense of commitment to Archbishop Wood High School in today's students and tomorrow's alumni will help ensure the future success of our school.

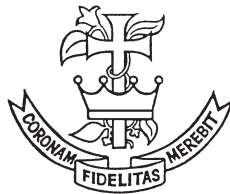
PROFILE OF A GRADUATE

We have confidence that, as a result of one's education at Archbishop Wood High School,

- ... a graduate will live his/her Catholic faith by
 - embodying the teachings of Christ through daily prayer
 - exemplifying the Gospels through word and deed
 - working to have his/her best relationship with God
 - striving to preserve the heritage of faith to future generations
- ... a graduate will validate the quality of his/her education by
 - realizing his/her personal interests and abilities and fulfilling their potential
 - developing disciplined work habits and problem-solving skills
 - comprehending a profound college preparatory curriculum successfully
 - producing critical thinkers who collaborate and communicate efficiently
- ... a graduate will show characteristics of a leader by
 - upholding the values of freedom and maturely accepting the responsibility that it manifests
 - engaging culturally and cooperatively for the good of all
 - recognizing the God-given uniqueness of every human being
 - observing his/her obligation to be an active citizen of their community

- ... a graduate will commit themselves to intrapersonal growth by
 - modeling themselves on Archbishop Wood’s motto “Faithfulness Merits the Crown”
 - being open to accept his/her calling to his/her life’s vocation
 - carrying oneself with maturity and holding oneself to a high standard
 - maintaining an active relationship with the Viking Family as an alumnus
- ... a graduate will reflect the values and morals impressed upon them by
 - treasuring the teachings and personal experiences at Archbishop Wood and allowing them to shape the individual’s character

THE SCHOOL SEAL AND MOTTO



The seal, is in the shape of a shield bearing a brown cross with green ivy and a gold crown superimposed. The symbolism of the seal and free translation of the motto is:

Fidelity (the ivy) to Christian principles (the cross) will merit for the student and the graduate the crown of everlasting life. Emblazoned below the shield is the school motto: “Coronam Fidelitas Merebit.”

PHILOSOPHY

The Archbishop Wood High School community ascribes to the philosophy and abides by the directives of the Philadelphia Archdiocesan School System and Commonwealth of Pennsylvania. We strive to serve the Church and the family within the context of a pluralistic society by helping our students to realize their religious and educational potential. We endeavor to present Christ’s message in order to form a community dedicated to the service of God and to one another.

Deriving its energy from encounter with Christ, through Sacred Scripture, Tradition, sacrament, liturgy, and the example of persons past and present, the school community (administrators, teachers, staff, parents, and students) cooperate with one another to fulfill the mission of Catholic education: witness to Christ.

Essential to the educational potential of our students is ongoing

personal development, which is best, facilitated in an atmosphere of mutual respect. We work to provide such an atmosphere and to nurture and support a life-long commitment to learning.

We affirm a philosophy of education, which develops the whole person in view of an eternal destiny revealed to us through Jesus Christ, the Foundation of the whole educational process. We, the school community, are engaged in this Christ-centered mission.

STUDENT/FACULTY/PARENT/ ADMINISTRATION RELATIONSHIPS

It is understood that all interchanges between students and faculty, faculty and parents, administration and students, administration and parents will be conducted in a productive and professional manner. Any parent wishing to meet with a teacher or an administrator must make an appointment. Parents are not permitted to go to a teacher's classroom without an appointment except during parent teacher conferences. Teachers will not be taken from class to meet with parents, administrators may not have the appropriate amount of time to give to a parent without an appointment.

PROGRAM FOR RELIGIOUS GROWTH

School Ministry - The office of School Ministry is a structure for maintaining and developing the Catholic Christian environment of the school in close association with the administration, religion chairperson, and faculty. The Director of School Ministry guides and coordinates the spiritual activities of the school. The School Minister also serves the school community in the area of personal and spiritual guidance.

Prayer - Prayer is an integral part of the day with the opening morning prayer over our closed circuit television system and with individual class prayer at the start of each period. Throughout the year students have the opportunity to participate in Eucharistic Adoration with their Theology Class. In addition, they are exposed to a variety of devotions including the Stations of the Cross and the Rosary through their Theology Class.

School Liturgies - Mass is celebrated every morning and during lunch periods on a rotating basis in the school chapel. Throughout the school year, various liturgical celebrations are scheduled to enhance the spiritual life of the school community. Attendance is required of all students and faculty.

Reconciliation - Each student is offered the opportunity to receive the Sacrament of Reconciliation during the year, especially within the regularly scheduled Penance Services. However, priests of the faculty are available for the Sacrament at anytime upon request.

Retreats - Retreats are scheduled for each class at specified times during the school year. Participation in a day of retreat is mandatory for all students each year. The day of retreat is regarded as an opportunity for spiritual growth for the students and a source of grace and blessing for the school.

Kairos – Students are invited to participate in the four day Kairos Retreat during their Senior Year. The retreat is led by both student and adult leaders and allows the student an opportunity to grow in their relationship with God, themselves and others. Following the retreat students are invited to participate in weekly sessions to maintain the faith, hope and love that were rediscovered while on Kairos.

Chapel - The school has a chapel available for small groups, class Masses, or for personal prayer within a sacred space. The chapel is open all day.

N. B. Non-Catholic students attending Archbishop Wood High School are required to study theology and to attend all Religious functions, although no effort is made to proselytize.

ADMINISTRATION

The Central Administration of the school consists of the President, the Principal, the Assistant Principal for Academic Affairs, the Assistant Principal for Student Affairs, and the Assistant Principal for Student Services.

The President, as the Chief Executive Officer of the School, is responsible for leadership of the school community, policies and programs, public relations and development, fiscal management and supervision of the school staff.

The Principal is responsible for the daily operation of the school, which includes academic affairs, student affairs, student services, student admissions, Catholic identity, and faculty supervision.

The President and Principal are appointed by the Archbishop of Philadelphia and report to the Secretary for Catholic Education and the Superintendent of Schools.

The Assistant Principal for Academic Affairs is responsible for the development and daily operation of the school's academic programs, its staff development and supervision of faculty, and its student academic placement and programs.

The Assistant Principal for Student Affairs is responsible for overseeing all student activities and athletics.

The Assistant Principal for Student Services is responsible for the daily operation of the school's discipline code, its guidance and health services, and its counseling services.

Assistants to School Administration include the Academic Department Chairpersons who have responsibility to supervise instruction, develop

curriculum and select and order materials for their respective academic departments. Other assistants include: School Minister, Guidance Director, Director of Athletics, Director of Television Services, Director of Admissions, Director of Institutional Advancement, Technology Specialist, Director of Marketing and Director of Alumni Relations.

ACADEMIC AFFAIRS

The task of education is regulated by the Office of Catholic Education of the Archdiocese of Philadelphia, the State Board of Education of Pennsylvania, and Archbishop Wood High School. The program of studies meets the approval and requirements of the agencies listed above, and the school is accredited by the Middle States Association of Colleges and High Schools.

CLASS RANK

Class Rank is determined by quality point average, which is computed by dividing the total number of quality points earned in tracked courses by the number of tracked courses studied (see quality point table on page 9). For the purpose of graduation, class rank is determined by the cumulative class rank at the end of seven semesters.

HONORS

The following are the honors designations used by the Archdiocese of Philadelphia Secondary School System. Honors will be calculated on a quarterly basis and not included semester or final assessments.

Distinguished Honors: A grade of 93 or better in all tracked courses.

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

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

ROSTERING

In order to ascertain that each student has a program of studies in accordance with individual abilities and interests, scheduling of courses is completed utilizing a system employed by all diocesan high schools. Please refer to page 13 of our Course Guide located under the Academics Tab of our Home Page for details regarding student placement. Quality points are earned for grades received in a particular track according to the table on page 9-10.

All students must complete 25 credits for graduation. All junior and senior students must carry a minimum of 6 courses.

Regular evaluation of placement is encouraged and a student may have a course changed upon the recommendation of a teacher and the approval of a parent, his/her guidance counselor, and the Assistant Principal for Academic Affairs. Roster changes rarely occur after the first quarter.

Following are academic guidelines utilized to determine and maintain student placement. **These are guidelines. Final placement takes place after teacher recommendation along with the approval of the Department Chair and Assistant Principal for Academic Affairs:**

- Students currently in Honors Level courses must maintain the grade of 87 or above over the course of the school year in order to be recommended to remain in Honors Level.
- Students currently in College Prep Level courses must maintain the grade of 93 or above over the course of the school year in order to be recommended for Honors Level.
- Students in College Prep Level courses who achieve grades between 75 and 93 are recommended to remain in College Prep Level.
- Students in Academic Level courses who have consistent grades of 90 or above may be considered for recommendation to College Prep Level.
- Student placement recommendations are made for the following school year at the 1st Semester, and is listed on student Course Selection Forms. Placement is reviewed as final grades are calculated at the close of the school year.

For additional information concerning academics, consult the Course Selection Guide.

QUALITY POINT CHART

GRADE	A.P.	Track 1	Track 2	Track 3	Track 4
100	54	48	44	40	36
99	53	47	43	39	35
98	52	46	42	38	34
97	51	45	41	37	33
96	50	44	40	36	32
95	49	43	39	35	31
94	48	42	38	34	30
93	47	41	37	33	29
92	46	40	36	32	28
91	45	39	35	31	27
90	44	38	34	30	26
89	43	37	33	29	25
88	42	36	32	28	24
87	41	35	31	27	23
86	40	34	30	26	22
85	39	33	29	25	21

84	38	32	28	24	20
83	37	31	27	23	19
82	36	30	26	22	18
81	35	29	25	21	17
80	34	28	24	20	16
79	33	27	23	19	15
78	32	26	22	18	14
77	31	25	21	17	13
76	30	24	20	16	12
75	29	23	19	15	11
74	28	22	18	14	10
73	27	21	17	13	9
72	26	20	16	12	8
71	25	19	15	11	7
70	24	18	14	10	6
69	23	17	13	9	5
68	22	16	12	8	4
67	21	15	11	7	3
66	20	14	10	6	2
65	19	13	9	5	1
64	18	12	8	4	0
63	17	11	7	3	0
62	16	10	6	2	0
61	15	9	5	1	0
60	14	8	4	0	0

ACADEMIC INTEGRITY

In our mission statement, we state that Archbishop Wood High School is committed to enabling our students “to be productive, responsible Christians in a technologically complex, rapidly changing world.” Furthermore, in our Statement of Beliefs, we assert that Archbishop Wood High School believes that “the person of Jesus Christ and the Gospel message must be made real to our students through our deeds not merely through words.”

Seen in this light, academic integrity at Archbishop Wood - clearly related to our school’s mission and to our beliefs as Catholics – requires strict adherence to the values of honesty, trust and responsibility. Therefore, we believe cheating is a violation of our mission and Academic Integrity.

Cheating in an academic setting includes:

- Copying homework or other assignments from another student
- Collaborating with other students on a take-home assessment without teacher’s direction to do so
- Talking to anyone other than a teacher during an assessment

- Looking at another person's paper while taking an assessment
- Asking another student for answers in any manner while taking an assessment
- Using non-verbal signals during an assessment
- Using an unauthorized fact or "cheat" sheet during an assessment
- Talking about assessment content outside of the classroom
- Sharing answers to homework or assessments through text messaging or any type of social media
- Gaining access to assessment questions or answers including previous years' assessments without permission of the teacher
- Using any device during any assessment without the teacher's permission

Any instance of suspected cheating, whether on homework or assessments will be handled by the teacher who assigned the homework or assessment. During Assessments, teachers are encouraged to collect phones and other devices with internet access. An Academic Integrity infraction form will be filed in the Academic Office for notification to the administration. If the situation warrants further investigation, as in suspected conspiracy or theft, an Academic Integrity Board consisting of administrative and faculty members can investigate the incident further.

Consequences for an Academic Integrity infraction may include:

- Parental contact
- Zero or reduced grade on assignment or assessment
- Disciplinary Action including demerits and/or detentions
- Possible failure for quarter, resulting in possible semester failure
- Summer School

We believe that Plagiarism, defined as the representation of the ideas or language of others as one's own, is a violation of academic integrity that will be resolved through academic penalty. If a student is found to have plagiarized a major assignment, either totally or in part, the student will be given the opportunity to rewrite and submit the paper. The highest grade to be issued for the resubmitted paper will not exceed a 60. If a student does not rewrite and submit the paper, a grade of zero will be issued for the assignment.

Plagiarism, as defined above, can consist of:

- Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source;
- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly;
- Paraphrasing or summarizing the ideas or text of another work without documenting the source;
- Substituting a word or phrase for the original while maintaining the original sentence structure;

- Using graphics, visual imagery, video or audio without permission of the author or acknowledgment of the source;
- Translating text from one language to another without citing the original work;
- Obtaining packaged information (e.g. foreign language translation or a completed paper from an on-line source) and submitting it as one's own work without acknowledging the source.

(Adapted in part from the Academic Integrity Guidelines of Council Rock School District with permission.)

ACADEMIC PROBATION/DISMISSAL

Any student with two failures at the end of any marking period will be placed on Academic Probation. This means:

- The student is not eligible to participate in co-curricular or extracurricular activities for a minimum of four weeks;
- At the end of four weeks, the case will be reviewed;
- At the end of the school year, students with any failures must attend summer school;
- A student with two failures at the end of the school year will be placed or retained on Academic Probation for the following school year and his/her case will be reviewed at the end of each quarter. Should failure continue, that student will be liable to dismissal.

Students who fail three or more major subjects at the close of the school year in June will be dismissed.

A student who fails one or more major subjects and whose conduct has been unsatisfactory is also liable for dismissal.

ADVANCED PLACEMENT COURSES

Advanced Placement courses are rigorous college level courses in which students earn higher quality points. Students must apply for and qualify for these courses. All students enrolled in an Advanced Placement course are required to take the Advanced Placement Examination in the spring. The fee for all Advanced Placement courses is set by College Board and is the sole responsibility of the student. Students who do not take the examination will have the Advanced Placement designation removed from their transcript and will not be awarded Advanced Placement Quality Points. Completion of a Summer Assignment is mandatory for all Advanced Placement students. Students who do not complete the Summer Assignment will not be permitted to remain enrolled in the Advanced Placement Course. Advanced Placement courses require firm commitment and strong work ethic, and CANNOT be dropped after August.

DIOCESAN SCHOLARS PROGRAM

The Office of Catholic Education, in cooperation with the Catholic colleges and universities of the area, offer selected seniors the opportunity to take one or two courses each semester on the campus of a nearby college. At the end of the year, an official transcript of credits and grades will be available to the student. The participating Scholars will be guests of the college; however, parents or guardians must assume additional costs.

DUAL ENROLLMENT

Dual Enrollment allows high school students to enroll in college courses taught right at their home school, thereby accelerating their education. These courses, taught by college faculty, are identical to those taught on the college campus. Students who successfully complete the courses receive both high school and college credit. These courses are open to 12th grade students. Tuition for a dual enrollment course is paid directly to the college.

FAMILY TRAVEL

Parents are required to notify the school at least one week prior to absences. Travel during the school year is discouraged. Academic difficulties/missed assignments/ missed tests are the responsibility of the student. Parents and students must understand that make-up work for the time missed is the responsibility of the student. Parents, students and teachers must complete the Family Travel form available online.

OUT OF SCHOOL TRIPS: ACADEMIC/ATHLETIC

Out of school trips both academic and athletic are regarded as growth experiences and are, therefore, an important part of the total school program. In order for students to participate in an out of school trip, they must have the written permission of their parent/guardian, be in good standing academically and financially and have a good discipline and attendance record. A student is not marked absent on the day/days of such trips. Out of school trips are initiated and arranged by a teacher or a coach and a teacher or a coach will always accompany the students. Out of school trips should not take place after April 30.

GRADUATION

Seniors, after completion of a four-year high school program, and after fulfilling all requirements set by the Archdiocese of Philadelphia and the Commonwealth of Pennsylvania, will be graduated. Only those students who have completed all the requirements for a diploma may participate in the Commencement Exercises which include both the Baccalaureate

Liturgy and Graduation Ceremony. Those students eligible to participate are expected to take part in both ceremonies. Students may be excluded from participation in the Commencement Exercises for the following reasons:

1. A scholastic failure in the program of studies;
2. Disciplinary problems, such as, conduct probation or a major breach of the school's disciplinary code;
3. A failure to fulfill financial requirements, which include tuition, and Administration fees;
4. Excessive absences.

Seniors with academic and/or conduct failures will not be issued diplomas until they have completed their educational requirements.

GRADUATION AWARDS

Awards are presented each year at the commencement exercises to members of the graduating class for outstanding work in various subjects and extracurricular activities.

GRADUATION SPEECHES

Any senior, ranked in the top 10% of the class after seven semesters, is invited to write and deliver a graduation speech before a panel of judges. The winning speeches will be delivered at graduation.

HOMEWORK

Homework is an integral part of our academic program. Students should expect to spend two hours each night reviewing, studying, and preparing for the next day's work.

PERMANENT RECORD CARDS

The permanent record card is a comprehensive compilation of the totality of the student's high school career; it is used for all transcripts, references, recommendations, and the like. Pertinent information contained in this record includes: subjects, grades and credits, rank in class, absence and lateness.

FINAL ASSESSMENTS

Final assessments authorized by the Office of Catholic Education of the Archdiocese of Philadelphia are administered at the end of the second semester of the school year. These assessments constitute 10% of the Final Grade.

REPORT CARDS

Report cards are distributed at the end of each quarter. Grades at the end of the first and second semesters are transferred to the permanent

record card. A semester grade in a major course is the average of the two-quarter grades. The final grade is 45% of the first semester grade, 45% of the second semester grade and 10% of the final assessment.

SUMMER SCHOOL

Archdiocesan Online Summer School is held each year for those students who must make up academic failures. Students who fail conduct must attend Behavior Modification Classes at Wood. Excessive absences may require the student to attend summer school. A tuition fee will apply for all summer school programs.

STUDENT NUMBERS

Each student is assigned a student number which should appear on all correspondence, notes, reports, checks, etc. with all the school offices.

TELEVISION

The school possesses a complete closed circuit television system, which can handle all facets of modern TV. The resources of Channel One and the Educational Network are also part of the studio's programming capabilities. Students interested in learning more about TV programming and productions are under the guidance of the Director of T.V. Services.

TEXTBOOKS

Textbooks in all subjects except Theology are the property of Archbishop Wood. When a student is issued a textbook, a textbook acknowledgment form is filled out. This form is returned to the student when the textbook is returned to the teacher. If a textbook is not returned or is returned in a damaged condition the student must pay for the textbook at the rate of: new textbooks-100% of the cost of the book; used textbooks-50% of the cost of the book. No report card, transcript or roster will be issued to any student who owes a textbook.

PROGRESS REPORT/FAILURE NOTICES

Communication between home and school is vital. Student progress is to be tracked via Grade Connect, and parents are to provide an email address to their child's teachers in order to keep this line of communication open at all times. Each quarter, Progress Reports/Failure Notices are issued to students whose work is below standard requirements. Parents are required to acknowledge receipt of the Progress Report.

WITHDRAWALS - TRANSFERS

To withdraw or transfer from AWHs, a student must have the written

permission of a parent or guardian. The Academic Office will provide the form to be filled out. It will be necessary for at least one parent or guardian to come personally to school to complete the form. No student is to expect a transcript of credits without having paid all accounts and having returned books and equipment. Transcripts will not be given to the student but will be forwarded to the principal or registrar of another school.

WORKING AFTER SCHOOL

Experience has proved that working after school is a great obstacle to scholastic success. It also precludes participation in extracurricular activities, which, in themselves, have great formative value. A job will not be accepted as an excuse for incomplete work, unfulfilled tasks, or for skipping detention. Neither will a work schedule be accepted as an excuse for not making up work at a time convenient to the teacher.

THE NATIONAL HONOR SOCIETY - JOSEPH A. SHIELDS CHAPTER

The Joseph A. Shields Chapter of the National Honor Society works to recognize and to bring to the attention of the school, the parents, the community and the colleges, the accomplishments and the promise of outstanding secondary school students.

1. To be eligible for membership in the National Honor Society, the candidate must be in tenth, eleventh, or twelfth grade. Freshmen are not eligible. Candidates must have been in attendance at the school for the equivalent of one semester.
2. Membership in the National Honor society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and character.
3. Students must maintain a 95 cumulative average or higher and/or be ranked in the top 10% of their class, and have enrolled in at least three AP or honors courses during their time at Archbishop Wood High School in order to be eligible for consideration for membership in the Joseph A. Shields chapter of the National Honor Society. NB: eligibility for membership in the Honor Society one year does not guarantee eligibility the following year(s).
4. Candidates may not have received lower than a 90 for conduct in the first two honor postings of the present year plus the four honor postings from the previous year.
5. Students who are eligible will be notified and told that for further consideration for selection they must complete the Student Activity Information Form. After this form is returned, the entire faculty will have the opportunity to review each candidate and make recommendations. The Student Activity Form and the teacher recommendations will then be forwarded to the faculty council along with any other verifiable

information about each candidate.

6. The selection of members to the chapter shall be by a majority vote of the five members of the faculty council appointed by the principal.
7. Members must maintain a superior academic standing. Members must also maintain a minimum conduct grade of 85 for each report card posting. Members who fail to meet these academic and conduct standards will be carefully reviewed by the faculty council with intention to dismiss from the Society.

Guidelines for leadership, service, and character are available in the Academic Affairs Office and will be given to each candidate.

DISMISSAL FROM N.H.S.

For serious disciplinary and/or academic reasons, a student may be dismissed from the N.H.S. in accordance with the dismissal procedures as outlined in the Manual of Directives for the N.H.S. The moderator will consult with the administration in any decision concerning dismissal.

VOCATIONAL/TECHNICAL PROGRAM

Students have the opportunity to pursue on a shared-time basis, a vocational/technical curriculum along with their academic program of studies. Shared-time attendance in the vocational/technical program is a privilege extended only to those students who are in good standing and whose applications have been approved.

Candidates will receive a complete policy statement governing the Vocational/Technical Program from the Academic Affairs Office. Regulations will also be on file in the Guidance Office, the Intermediate Unit Counseling Center, and the Student Services Office.

Students dismissed from the Vocational/Technical School or who have a final failure in the program studied will be dismissed from Archbishop Wood High School.

LEARNING COMMONS

The Learning Commons is open from 7am until 5pm with the exception of homeroom time. This is an area for reading, writing, research and collaboration. Students must be respectful of each other and maintain an academic environment. Areas for collaboration and silent study are available and should be used appropriately.

Students are admitted to the Learning Commons in the following ways:

- Before School: sign in.
- From Study Hall: obtain a pass from moderator and sign in.
- From Lunch: obtain a pass from the moderator and sign in.
- After School: Access the Learning Commons via South Courtyard Cafeteria Door and sign in.

- The Learning Commons is closed to students during homeroom.

The administration reserves the right to limit the number of students in the Learning Commons.

Students may use the computers provided or work on their own device. NB: phone calls are not permitted. A charging station will be available for students to charge their devices.

With the use of the internet whether on a school computer or personal device comes responsibility and accountability that is clearly stated in the Acceptable Us Policy that every student a parent/guardian must sign.

The use of the Learning Commons is a privilege. Respect for the area, technology and others using the Learning Commons is expected. The administration reserves the right to ban a student from the Learning Commons who violates this privilege.

GUIDANCE SERVICES

The counselors and staff of the Guidance Department are available to assist students as they grow and mature while participating in the high school experience. In order to facilitate this, each student at Archbishop Wood is assigned a specific counselor who will assist him/her with decision making pertaining to education, career and personal growth. Each student will have the same counselor from freshman through senior year. The services offered by the Guidance Department are varied and include:

1. To offer support and guidance as the student participates in the high school experience.
2. To advise and guide in selecting an appropriate vocation and career.
3. To aid and advise in the search of post-secondary education including assistance with applications, recommendations, financial aid information and scholarships.
4. To interpret standardized test scores and how best to use the information the tests provide, including PSAT 8/9, PSAT, SAT and ACT tests.
5. To provide notices of jobs whether part-time or full-time as well as applications for working papers.
6. To realize the limits of the school counseling service and to provide referral sources when the need arises for extensive counseling.

The college application process begins in earnest senior year but students should begin researching schools by junior year. We encourage students to schedule campus visits and testing on weekends and days off from school. Applications are completed on-line and in order for the transcript and recommendations to be sent students need to complete request forms in our office. A fee of \$5 is charged for each transcript request and includes the sending of all initial information (transcript, recommendations, school report, etc) as well as semester grades (if requested) and final grades. Guidance staff is authorized to mail transcripts, recommendations, and other information requested by

post-secondary institutions. All students are given detailed information regarding the application process during junior and senior year. Deadlines are very important. Please allow 7 – 14 days for processing of applications and scholarships. OFFICIAL TRANSCRIPTS ARE NOT GIVEN TO STUDENTS, COACHES, PARENTS OR REPRESENTATIVES OF ATHLETIC ASSOCIATIONS. OFFICIAL TRANSCRIPTS MUST BE SENT FROM THE GUIDANCE OFFICE TO THE INSTITUTION.

The Guidance Office also has information regarding summer programs, college open houses, information sessions, etc. Summer programs can be found on Archbishop Wood's website and college open houses, information nights and more on our social media pages. Students and parents may follow us on Facebook (Archbishop Wood Guidance Department) or Twitter (@awhsguidance).

Naviance – Naviance is a web based college and career program which is customized to our students. Students are able complete personality profiles and interest inventories to discover careers that are a good fit as well as research colleges. On Naviance a student is able to see all colleges that are visiting Wood and if that school is listed in their 'Colleges I am Thinking About' they will automatically be notified of the visit via email. Scholarships opportunities may also be found on Naviance. Students are encouraged to begin creating a resume through Naviance as early as their freshmen year and to use the tools available to discover their strengths. Each student is given a user name and password freshmen year and are encouraged to begin exploring. Parents can use their child's log in information or request their own through their child's counselor.

Archbishop Wood High School CEEB Code – 395-032 and our SAT Test Center Code is 39-702.

The Commonwealth of Pennsylvania provides a variety of services to students under Act 89: remedial reading, educational testing and speech therapy. These services are a cooperative effort between Archbishop Wood and the Bucks County Intermediate Unit. Contacts for these services are made through the Guidance Department.

Policy on student hospitalization: Drug/Alcohol/Mental Health: In the event that a student must leave school to take part in a drug/alcohol/mental health rehabilitation program, parents must contact the Nurses Office or students counselor as to where, when and, if possible, how long the treatment period will last. If the student is going to be out of school for 5 or more days, parents may contact the child's teachers directly or work with the child's counselor to request work. Most homework can be found on Grade Connect or the teacher/counselor may email the work home. Parents may also need to take books from their child's locker for this work to be completed. In order for the student to return to school an appointment must be made with the Assistant Principal for Student Services. At this time a "discharge report" is to be presented from the hospital/institution. All of the above will be kept in strict confidence.

AWARE

Archbishop Wood Assistance and Referral Effort is designed to provide confidential assistance to students who may have alcohol, drug, and/or mental health issues. The AWARE group helps identify high-risk students so that appropriate referral for assistance can be made. AWARE is an intervention program and does not handle treatment. A student can confidentially make a self-referral, or make a peer referral by contacting a teacher, counselor, or another adult who will contact a group member. AWARE team members also conduct support groups for students who need encouragement in dealing with the pressures they encounter in their lives.

Students are guaranteed the right of confidentiality by law.

STUDENT SERVICES

A code of conduct exists at Archbishop Wood High School. This code is a contract between the school, the parent/ guardian, and the student. **It is the obligation of every student, parent/guardian, to read this book and to make the commitment to support it. Not reading the handbook is no excuse for not knowing the policies within this handbook.** The code of conduct is detailed in the handbook, but is not limited to it. This code is not absolute. It is to serve as a guide to the good order of the school. The code of conduct at Archbishop Wood has several objectives; the safety and well being of the entire school community; the maintenance of a genuine learning environment; the formation of responsible, self-disciplined, Christian students. Priority will always be given to the good of the school community. If a conflict arises between the individual student and the common good, preference will be given to the common good.

This discipline code is School Policy and must be followed by all students who attend Archbishop Wood High School and their parents/guardians, without exception! The Administration of Archbishop Wood reserves the right to change the Code of Conduct at any time for the good of the school community.

The essence of our Code of Conduct is respect for self, others, our community and our school building.

PERSONAL APPEARANCE

We firmly believe that attention to personal appearance is an important part of the maturation process for Catholic young men and women. The uniform expresses not only traditional values of economy, neatness and practicality, but also our unity as a community of learners. A persons' appearance is a reflection of self-image and an indication of respect for oneself and others. Any student who presents him/herself in any way that is not in accordance with good taste and good grooming will be sent to the Student Services Office, and his/her parents will be called. The student may then be sent home to rectify the situation, or given an in house suspension for the day.

The Assistant Principal for Student Services is the sole and final judge of what constitutes proper dress. Thus the school reserves the right to establish standards of dress for school time and its extra-curricular activities.

A student who violates the uniform code receives demerits and detentions, and may be excluded from school until the situation is corrected.

In general it is our hope that the students of Archbishop Wood will make choices that reflect the standards of modesty and decency in keeping with the Christian philosophy of the school.

UNIFORM CODE

Flynn & O'Hara is the official uniform supplier for Archbishop Wood High School. The regulation school shoe may be purchased at any retailer that sells Eastland's or Skechers. The official school uniform of Archbishop Wood High School is as follows:

REGULATION SCHOOL UNIFORM

LADIES: Regulation uniform skirt (**no shorter than 1 inch above the knee**), white oxford cloth blouse with AW embroidered (only the top button of the blouse is to be unbuttoned), plain T-shirt, regulation black school sweater or sweater vest and/or the Archbishop Wood insignia ¼ zip Cadet Collar Black Fleece, lanyard with school ID card, black knee socks or black tights, and regulation black oxford shoes.

Optional Summer Uniform: Regulation uniform skirt as described above, regulation white banded-bottom school polo shirt; upper class only, incoming freshmen and sophomores must wear black banded bottom school polo shirt, plain white T-shirt, lanyard with school ID card, black knee socks, and regulation black oxford shoes.

GENTLEMEN: Regulation gray dress pants purchased from Flynn & O'Hara (to be worn at the waist and cut at the top of the shoe), belt, white oxford cloth dress shirt (with buttons all buttoned), plain T-shirt, tie (properly tied at the top of the collar), regulation black school sweater or sweater vest and/or the Archbishop Wood insignia ¼ zip Cadet Collar Black Fleece, lanyard with school ID card, black dress socks, and regulation black oxford shoes. Optional Summer Uniform: Regulation gray dress pants as described above, belt, regulation white banded bottom school polo shirt; upper class only, incoming freshmen and sophomores must wear black banded bottom school polo shirt, plain T-shirt, lanyard with school ID card, black dress socks, and regulation black oxford shoes.

GENERAL POLICIES – LADIES & GENTLEMEN

- Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
- Shirts and blouses must be tucked in, not worn outside the pants or skirts unless banded.
- If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note from a doctor. If the situation is long term, a note must be on file from the doctor. The Assistant Principal for Student Services assigns the details of substitute dress.
- Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor. Substitute footwear such as boots of any kind, sandals, flip-flops, shower shoes, and other casual shoes are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.
- Students in Physical Education class must wear the gym uniform determined by the Administration.
- In the case of field trips, the Assistant Principal for Student Services will determine the dress of the day for students.
- If a tee shirt is worn under the polo shirt, blouse, or dress shirt, it is to be plain white with absolutely no printing, writing, or pictures on it.
- Gentlemen are to be clean-shaven at all times; mustaches, beards, semi-beards, and goatees are not permitted. Sideburns may not extend below the bottom of the ear.
- Extreme hairstyles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Gentlemen are not permitted to wear ponytails. For gentlemen; hair is to be no longer than the top of the collar. Young ladies may not wear excessive jewelry or make-up.
- No visible tattoos are permitted on any student. No visible body piercing is permitted on any student (except for one pair of earrings for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose. Gentlemen are not permitted to wear earrings. Using a band-aid or any other item to cover such piercing is a violation of the policy and warrants in-school suspension
- A student who violates the dress or hair code may receive demerits, detention, in-school or out of school suspension.
- Students representing the school at official functions must wear the regulation uniform.

CAFETERIA

Students must go to their locker before going to the cafeteria. Students will not be permitted to leave the cafeteria unless it is to use the bathrooms located near the cafeteria. Students may obtain a pass from the Cafeteria Moderator to go to Administrative Offices, or the Nurse's Office. Students will be considered out of bounds if found in the halls without a pass.

Students are expected to share in the responsibility for keeping the cafeteria clean by cooperating with moderators, wiping tables, keeping the floor clean, etc. Weekly table captains will be assigned.

Please refer to the policies regarding CLOSED CAMPUS AND DELIVERIES as they refer to the Cafeteria.

CELL PHONES / MOBILE TECHNOLOGY DEVICES

As part of our BYOD program, it is imperative to understand that the use of any mobile device in an academic setting without the express direction of the teacher can result in the device being taken from the student. Calling, texting or contacting students by their parents/guardian or parents/guardians contacting students is not allowed and if caught the cell phone policy will be in effect. A phone call or text from a parent or guardian at any time during the school day is not an acceptable excuse and will not be tolerated for any reason. Disciplinary action will be taken for violation of this policy, all phone calls by parents should be directed to the Student Services Office.

It is imperative that this policy be followed. The capabilities of cell phones and other electronic devices have challenged the issue of Academic Honesty and Integrity. It is no longer an issue of a phone going off in class. It is now an issue of insuring that students do not have the ability to secure answers/help by way of a phone.

- **1st offense** will result in a \$25.00 fine. The cell phone will be confiscated for 5 days, and the student will receive demerits and/or detentions.
- **2nd offense** will result in a \$50.00 fine. The cell phone will be confiscated for 10 days; the student will receive demerits and/or detentions and a possible in-school suspension.
- **3rd offense** will result in a \$75.00 fine. The cell phone will be confiscated for 30 days; the student will receive demerits and/or detentions, 3 days out of school suspension and a parent meeting is required.

All sports and activities including dances will be suspended until fines and detentions are satisfied. Fines are to be paid within 5 days of the infraction.

The school is not responsible for a lost, stolen, or confiscated cell phone.

CHANGE OF ADDRESS

At the beginning of the school year each student is asked to complete a Parent Signature Form to ensure the accuracy of school records. In the event of a change of address, e-mail address, telephone number, or cell phone number, at any time during the school year, the student or parent/guardian must notify the Business Office. Prompt notification of these changes should be given to ensure that all records are accurate and as a precaution in the case of emergency when accurate information is essential. Changes in parish require a letter from the new pastor, acknowledging that the student is a registered and active member of the new parish.

CLASSROOM BEHAVIOR

If a teacher sends a student to the Student Services Office, the student is required to call a parent immediately and explain why they were sent out of class. The student will not be allowed to attend another class until a parent is contacted.

If a student is sent to the Student Services Office twice in one day, a parent will be notified, and the student will be in school suspended, and a parental conference will be required.

CLOSED CAMPUS

AWHS maintains a closed campus policy. Students **must remain on the school grounds from arrival** (even though homeroom may not have begun,) **until dismissal**. Students leaving school grounds with out permission are subject to suspension and a parent interview will be required.

Permission to leave campus for any reason must be obtained from the Assistant Principal for Student Services.

CONDUCT CONTRACT

A student is placed on Conduct Contract when he/she has failed conduct for the semester. He/she will remain on contract for the remainder of the school year. A student on Conduct Contract may not be permitted to participate in any sports, activities, dances, proms, etc, unless stated in the contract.

If the contract is broken, the student is liable for immediate dismissal.

CONDUCT PROBATION

At the discretion of the Administration, a student can be placed on Conduct Probation at any time, however, if a student acquires a total of 25 demerits in either the first or second semester, he/she will automatically be placed on Conduct Probation.

A student on Conduct Probation will remain on probation for the semester and/or the remainder of the year. A student on Conduct Probation may not be permitted to participate in sports, activities, dances, proms, etc. These privileges, however, can be earned back.

CONTRABAND

Contraband is defined simply as any prohibited object not related to schoolwork. The Assistant Principal for Student Services, in conjunction with the Principal, reserves the right to define and identify what is contraband.

Some examples of contraband are the following:

1. All material of a questionable nature either print or electronic, ear buds or head phones of any kind,
2. Bottles or food of any kind,
3. Lasers, knives, firearms, and other devices capable of inflicting injury to others,
4. Tobacco: leaf, cigarette or dip tobacco, alcohol, other drugs and controlled substances.

The school is not responsible or liable for any items that are confiscated, lost, or stolen.

CORRIDOR/STAIRWAY BEHAVIOR

Students are to show courtesy and respect at all times to others and themselves while in the corridors. Public displays of affection are not permitted and are considered unacceptable behavior in an academic setting. Shouting, pushing, and running are not permitted. Students are not to loiter or congregate in corridors or bathrooms. Violation of this policy will result in demerits, detention, suspension or possible dismissal.

COURTESY

Courtesy and respect to teachers, all school employees, volunteers, and other students and visitors, is a tradition of our school. Disrespect will not be tolerated.

CUTTING CLASS

Intentionally skipping, missing a class or classes is forbidden. A student caught intentionally cutting or skipping a class is in violation of school policy and warrants demerits, detention, possible suspension or expulsion.

1st offense - 15 demerits, 5 days of detention and parent/guardian notification

2nd offense - 20 demerits, 10 days of detention, parent/guardian meeting

3rd offense and

subsequent offenses - 30 demerits, suspension, mandatory parent/guardian meeting, and automatic conduct summer school, possible expulsion

DAILY DISMISSAL

The school day is completed at 2:15 p.m. Students go immediately to their lockers and then to the buses. Any student found on the second or third floor after dismissal who does not have specific permission to be there will be considered out of bounds. Doors leading to the upper floors will be locked at 3:00p.m. and no student will be permitted to be or have access to the second and third floors after that time, unless accompanied by faculty, staff or administration.

Students who have received permission from parents and from the Assistant Principal for Student Services to leave school before the regular dismissal time, must be out of the corridors and away from their lockers before the bell rings for the next scheduled class period. No student may be in the corridor at any time during regularly scheduled classes without a Hall Pass. Any student who must wait for an after school activity, sport or a student with an early dismissal must report to a regularly scheduled study hall. Students waiting for practice or transportation home after 2:15pm until 5pm are to wait in the Learning Commons. If a student is in any other area of the building between 3:00pm and 5:00pm without adult supervision will be considered **Out of Bounds**.

DELINQUENCY (ADJUDICATED)

If a student is presently attending or applying for admission to AWHs, and is found guilty of a juvenile or adult crime, the student is liable for dismissal from AWHs or may be refused admission to AWHs.

DELIVERIES

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time during the school day.

DEMERIT SYSTEM

Every student begins each semester with a 100 in conduct. For every violation the stipulated number of points is subtracted from the student's conduct grade. The number of demerits subtracted from 100 equals the actual grade in conduct. Students with an **actual** final grade lower than 70 will be required to attend conduct summer school. A student can attend summer school for conduct only **one time**. Failing conduct for a second time makes the student eligible for dismissal from school.

When a student's actual conduct grade reaches 85, a letter is sent home to the parents; at grade 75, a parental interview may be scheduled with the Assistant Principal for Student Services and the student's guidance counselor. If the student is permitted to remain at AWHHS, he/she is placed on Conduct Probation, or Conduct Contract, and may be denied participation in all sports, and activities.

A student with a failure for the year in conduct is placed or retained on **Conduct Probation, or Conduct Contract** for the following school year. Students with a grade lower than 75 for either semester may also be placed on probation or contract. If during either semester, while on Conduct Probation, or Conduct Contract, a student's actual grade falls below 85, the student must appear before the Discipline Review Board and may be subject to dismissal.

- 15 demerits – demerit warning letter sent home
- 20 demerits – possible suspension, parent/guardian interview required
- 25 demerits – student is placed on Conduct Probation
- 31 demerits – parent/guardian conference required with APSS and Students guidance counselor
- 62 demerits – student has failed conduct for the year and must attend Conduct Summer School, Parent interview required.
- 63 demerits and above – student may be dismissed from Archbishop Wood High School.

DETENTION

Notice is given at least 24 hours in advance to allow for necessary transportation arrangement.

There are two forms of detention: afternoon and Saturday. When a student will serve his/her detention is determined by the Assistant Principal for Student Services. The student does not determine it.

Afternoon detention is from 2:20 p.m. to 3:20 p.m. on Tuesday, Wednesday, and Thursday. Parents are strongly encouraged to pick up students at 3:20 so that problems of loitering do not become part of their discipline record.

Saturday detention is from 7:00 a.m. to 10:00 a.m. and a \$10.00 fee will be assessed.

Students receive the yellow copy of the demerit form, which must be signed by a parent/guardian. The signed demerit form is to be brought back to school and used as admittance to detention. By signing the demerit it does not make the student guilty of the infraction but it ensures the parent has been informed of the demerit.

Postponement of detention is permitted only for a serious reason expressed in writing, signed by a parent/guardian, and submitted to the Student Services Office by the student the day before detention. A student's private work, or recreational schedule, or an athlete's game or practice schedule, is NOT considered sufficient cause for postponement of detention.

Lateness to detention is not permitted. If you are late, you will not be accepted into detention and you will receive further demerits and/or detentions for skipping detention.

DISCRIMINATION AND HARASSMENT

AWHS does not discriminate in enrollment of students on the basis of race, color, sex, age, national origin or disability, in accordance with all applicable laws.

AWHS will not tolerate conduct of students based on race, color, age, sex, national origin, or disability, which harasses, unreasonably interferes with another's school performance, or creates an intimidating, hostile, or offensive school environment.

Hazing is a type of harassment. StopHazing.org has defined hazing as: "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate....Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing is strictly forbidden and strict disciplinary actions will be taken resulting in suspension and/or expulsion.

The Policy Prohibiting Discrimination and Harassment is on file in the Principal's Office. Please see the Philadelphia Catholic League Policy on Harassment on page 51.

UNIVERSAL SEARCH POLICY

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

Searches conducted by school authorities may include but not limited to, utilization of certified drug detection dogs, Breathalyzer, 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.

DRUG/ALCOHOL POLICY

AWHS maintains a strict drug/alcohol policy. This policy is violated when a student, visitor, guest, or any other person is found either possessing or unlawfully manufacturing, using, abusing, distributing or attempting to distribute drugs, alcohol, controlled substances, other illicit drugs, and drug paraphernalia during the school day, on school property or while attending any school sponsored activity on or off campus.

The following process is begun whenever the drug/alcohol policy is violated:

1. Notification of parent/guardian, police, AWARE Team,
2. Suspension of the student until an interview with the parent /guardian,
3. Review of the case with the possibility of dismissal from Archbishop Wood or the signing of a drug/alcohol contract, which includes
 - a. An acknowledgment by the student and his/her parent or guardian of a Drug/Alcohol Policy violation, and, ideally, the disclosure of the source of the drugs/alcohol,
 - b. An agreement not to use drugs and/or alcohol,
 - c. A detailed explanation of the disciplinary consequences,
 - d. A referral to the AWARE Team,
 - e. An agreement to follow the AWARE Team's recommendations, which could include attendance at a Drug/ Alcohol Educational Awareness Program.

Student athletes, refer to P.I.A.A. Rules of Participation page 49 regarding violations of the Drug/Alcohol Policy

***A student guilty of selling or distributing drugs, alcohol, controlled substances, other illicit drugs and/or drug paraphernalia will be dismissed immediately.**

EARLY DISMISSAL

Parents and students are requested to schedule appointments (dental, medical, college interviews, etc.) at times that will not conflict with school obligations. Permission to leave school early will be granted only for serious reasons.

If an early dismissal is granted, the parent/guardian must comply with the following policy:

1. Complete an early dismissal form found on the web site;
2. This form is to be brought to the Student Services Office one day prior to the requested early dismissal or before homeroom on the morning of the early dismissal;
3. A parent/guardian must meet the student in the Student Services Office. An early dismissal form, to be signed by the parent/guardian at the time of the early dismissal, will be issued. If the student is allowed to drive/sign themselves out, this must be clearly indicated on the note and the early dismissal card is sent home with the student to be signed by the parent / guardian and returned the next day to the Student Services Office;
4. For security reasons, phone requests for early dismissals will not be honored unless there is a family emergency or last minute doctor or dental appointment and appointment is verified upon arrival back to school. Student phone calls/texts to parents requesting an early dismissal are considered a violation of school policy and will result in disciplinary action;
5. If an appointment is scheduled during school time, the student is expected to return to school after the appointment (provided school is still in session), and is responsible for all missed class work.

To be excused for a funeral, a student must follow the same procedures as above. The student is expected to return to school after the liturgy, except for the funeral of a family member.

Teachers will be informed of the early dismissal via the daily absentee sheet.

ELEVATOR

The elevator is for the use of the faculty and school personnel. However, a student who has a need for it should present a note to the Student Services Office for an elevator pass. It is necessary to have a certification from a physician giving the reason and the duration of the request. Students with the pass are permitted to arrive for class up to five minutes late depending on the location of each classroom. Students may ask one person to accompany him/her if necessary. The student must wear the pass on their lanyard for the duration of this privilege.

FIGHTING: VERBAL, PHYSICAL OR ELECTRONIC

Since Christian values espouse non-violence, Archbishop Wood High School will not tolerate physical violence, threatened, or actual. Fighting is forbidden in school, on school grounds, and on the way to and from school. Students who engage in fighting are subject to demerits, detention, suspension, or expulsion. If the incident is of a substantial and serious nature, those involved may be turned over to law enforcement authorities for prosecution. Students are expected to seek the assistance of a teacher, counselor, or the Assistant Principal for Student Services to mediate all disputes. Any student who, by passive presence, encourages a fight by providing an audience will also be subject to suspension. No reason will be accepted to condone or excuse a fight. The Assistant Principal for Student Services will determine the degree of responsibility for the fight. Factors such as premeditation, injury inflicted, and disorder will be evaluated. Faculty accounts of the fight will take precedence over any student accounts.

Any student who brings an outsider onto the property for the purpose of fighting or intimidation will be subject to dismissal.

Any student who, by passive presence encourages a fight by providing an audience or who records and posts a fight will also be subject to suspension.

FIRE DRILLS/FIRE EQUIPMENT

Fire drills are conducted periodically as required by law. Misconduct or failure to cooperate during such drills is considered a serious infraction subject to disciplinary action. Silence is required at all fire drills both in leaving the building and on re-entering. Any student who signals a false alarm will be subject to dismissal from school. Likewise, any student who

tampers with fire equipment will be subject to suspension or dismissal. Civil authorities will also be notified, and the violators will be criminally prosecuted.

GYM CLASSES

A regulation uniform consisting of a gym T-shirt, gym shorts, white sweat socks, and sneakers, is required of each student. Any student requiring a permanent or temporary excuse from gym work must secure a doctor's certificate to be given to the school nurse before the start of the school day and to the gym instructor at the scheduled class period.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an authorized Hall Pass. Students must sign out of class and give their ID card to the teacher or moderator. The student must return to the class to retrieve their ID card from the teacher or moderator.

HARASSMENT PROHIBITED

Harassment in any form is unacceptable conduct and will not be tolerated. Any repeated action, physical, verbal, written or electronic (social media), which persistently annoys a teacher, student, staff member or anyone within the school community and has the effect of disrupting that person's normal activity, is prohibited by this policy.

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

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

Examples include:

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

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

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When allegations of harassment are warranted, appropriate action will be taken, up to, and including dismissal, and notification of the proper authorities. 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.

Refer to page 28 for further information concerning harassment. Also, a copy of the Harassment/Sexual Harassment policy is on file in the Principal's office.

NURSE'S OFFICE

The nurse assigned to the school does not take the place of a doctor nor does she treat illness or injury incurred outside of school.

The nurse conducts state mandated health programs. Therefore, health room hours have been established. The time frame between 8:30 a.m.-10:30 a.m. is reserved to conduct state mandated health programs which include height, weight, vision, hearing screening for the school population, and physical examinations. During this time the office is open for emergency situations only. Emergencies include: trouble breathing, diabetic emergencies, fainting, vomiting, severe allergic reactions, seizures, severe abdominal pain, accidents, and bleeding. Students who have a non-urgent request will be asked to return during health room hours. The Nurse's Office will also be closed during 6th period.

If prescription or non-prescription medications must be taken by a student during the school day, a "Permission for Medication Administration in School" form must be completed by the physician and parent. Tylenol, Gelusil, Ibuprofen, and Benadryl are kept in the nurse's office, and will be administered only by parental permission as indicated on the "Emergency Information Card." Except for emergency medications for which a student has authorized permission to carry, all prescription and non-prescription medications must be in the original containers and left with the school nurse who will administer them. Students are not permitted to carry medication with them unless there is written permission from the parent and physician on file.

If a student becomes ill during the course of the school day, he/she **must** obtain a pass from the teacher for admission to the Nurse's Office where arrival and departure times are carefully noted. The nurse decides whether or not the student is well enough to return to class. It is she who calls the parent /guardian if the student is not well enough to remain in school. **Under no circumstances is a student to call home for transportation because of illness.** Under most circumstances, a student who is not well will leave school only if escorted by a parent/guardian or someone authorized by the parent /guardian.

If a student sustains an injury outside the school day or at a non-school related activity please notify the school nurse immediately. This notification is most important if the injury would impact the student's academic program. Such injuries would include: concussion or broken bones. Any injury sustained during the school day or at a school related activity is automatically reported to the nurse.

AED Policy – The purpose of the automated external defibrillator (AED) system is to be prepared to treat victims who experience sudden cardiac arrest (SCA).

The AED system will be supported by a program that will include individuals certified in CPR and AED. (Through the American Red Cross or American Heart Association). The team will consist of voluntary staff members of Archbishop Wood High School who desire to become part of the team. Each member must be currently certified in CPR and AED. Written guidelines for emergencies related to the use of AED's and CPR will be provided to all staff members.

The AED units are owned by Archbishop Wood High School and will be housed in secure, accessible locations. The locations are as follows: One in each of the North and South Gym areas and one in the Auditorium Lobby. AED units will be checked each month for errors in functioning or tampering. Maintenance will be responsible to check units on a monthly basis. In the event the AED is used on a victim of cardiac arrest, an Accident Report will be filed and a copy of the recorded files, downloaded from the AED, will be provided to the EMT service, the victim's physician, the authorizing physician, and the school nurse. The medical advisor is responsible for writing a prescription required to purchase the AED's.

The AED may be used by:

- Individuals who have successfully completed training in CPR and AED and has a current successful course completion card.
- Any student who signals a false alarm will be subject to dismissal from Archbishop Wood and will be criminally prosecuted to the fullest extent.

HOMEROOM

The time spent in homeroom period is a limited but important time of day during which announcements are made and school business is transacted. Therefore, it is necessary that all students be present in homeroom for the entire time unless there are official requests from school offices. Personal business should be transacted before school, during lunch periods, and after school. **No one may be in the corridors during prayers and announcements.**

Students are held responsible for the contents of the daily announcements; hence the importance and necessity of silence and attention during announcements. "I didn't hear the announcement" is never an acceptable excuse for failure to respond to directives or instructions given over the P.A. system.

The moderator checks attendance at the beginning of homeroom period. Since it is absolutely necessary that the attendance record be accurate, every student must be in the assigned seat. If the name of a student who is present appears on the Daily Absentee Sheet, that student should report to the Student Services Office to have the record corrected.

If a teacher/moderator is not present for homeroom or for any other class, a student is required to report this to the nearest office.

IDENTIFICATION: ID CARD/SECURITY CARD

As part of the dress code policy all students are required to wear the student ID card on a lanyard around their neck. The lanyard is to be worn at all times while in school. This requirement is for the security of the school, and the safety of each student. Failure to comply with these regulations will result in a dress code violation, and the student may be liable for demerits and/or detentions.

INCLEMENT WEATHER

Bad weather is no excuse for lateness. In the event of a snowstorm, listen to the radio, check local conditions, and make prudent decisions regarding school attendance. If school is open, students not present will be counted absent and must produce an absence note upon return to school. **On days when snow or ice is forecast, ride the bus!**

When there is early dismissal because of inclement weather, procedures for dismissal will be as follows:

1. Dismissal of all students in a given school district as each district notifies us of their decision;
2. Dismissal of students by the administration from districts not bused.

Warning: Snowball throwing is prohibited in all places and at all times!

School Closing for Snow

In the event of a school closing or delayed opening due to inclement weather, official notification will be made in the following ways:

1. School Reach phone call and email to all families.
2. Code No. 7-6-1 (Code for Archbishop Wood) "School is closed".
3. Those students who ride public school buses may determine whether transportation will be available by listening for public school closings.

These districts have the following codes:

Abington	301	Lower Moreland	318
Bensalem	758	MBIT	768
Centennial	753	Neshaminy	752
Central Bucks	755	North Penn	303
Cheltenham	306	Springfield	319
Council Rock	756	Upper Dublin	311
EMCO	430	Upper Moreland	310
Hatboro-Horsham	313	Wissahickon	314

*Students who ride private buses to school will receive information via School Reach regarding any delayed start.

4. Parents are strongly urged to encourage their son/ daughter to use public school transportation instead of driving to school if the weather is questionable in the morning. The school assumes no responsibility for students who ride home with another student.
5. If Archbishop Wood has a delayed opening but other school districts are busing at the regular time, students may report to school at the regular time. The building will be open and supervised.

INTEGRITY

A sense of integrity, honesty, and forthrightness is expected of each student of AWHs. Therefore, it is taken for granted that these qualities will be evidenced in all school-related transactions, such as, test taking, student identification, absence notes, early dismissal requests, failure notices, and the like.

LATENESS FOR CLASS

A student who enters a class after the bell rings is late for class and is subject to 3 demerits. The classroom teacher will issue the demerit. Continual tardiness is a serious matter and will be referred to the Assistant Principal for Student Services.

LATENESS FOR SCHOOL

The morning schedule at AWHs is as follows:

7:20 am - Warning bell

7:25 am - Report to homeroom

7:30 am - Beginning of homeroom period

Students late for homeroom must obtain a Late Pass from Student Services Office. A student is late to school when he/she arrives at the bell for homeroom. Lateness of any kind warrants 3 demerits and 3 lates of any kind will warrant mandatory Saturday detention. A note or phone call from a parent/guardian does not automatically excuse lateness. The note or phone call indicates a parent's/guardian's awareness of the lateness. A note or phone call a day later **will not be acceptable**. Also, excessive phone calls, and/or notes to excuse lateness, will not be acceptable.

Excused lates are given only for emergency medical or dental appointments, legal proceedings and unexpected critical family emergencies. All others (car trouble, traffic, oversleeping, etc.), are not acceptable. Excused lates require the proper medical or legal verifications presented upon arrival to school.

If a student has 21 or more unexcused lates, the student will fail conduct and be required to attend Behavior Modification Summer School.

LITTERING

Halls and classrooms must be kept clean and free from debris. Waste cans are provided in classrooms and corridors.

LOCKERS

Lockers are the property of the school and may be inspected at any time at the discretion of the administration.

Each student may use only the locker assigned. Students are forbidden to share lockers. A student is never permitted to trade lockers with another student nor is he/she permitted to occupy an unused locker. Students are reminded to protect their property by keeping their combination confidential and by securely locking their lockers. Lockers are to be properly secured at all times with the **regulation school lock**, which may be purchased in the Student Services Office. **Only locks issued by the Student Services Office may be used in school. All other locks will be removed.**

Students are to keep their locker neat and clean. Absolutely no food may be left in the locker overnight. No stickers, or tape may be used on a locker, inside or outside.

Although students go to their lockers at designated times during the day, lingering/loitering at lockers is considered a corridor violation. Going to one's locker between classes can never be used as an excuse to be late for class and is considered out of bounds.

The school is not responsible or liable for any personal property in any lockers. Serious disciplinary action will be taken against anyone who tampers with another student's locker.

LOST & FOUND

Lost textbooks and articles may be claimed in the Student Services Office, Room 100. As a mutual service to one another, students are requested to take all lost articles and textbooks to the office. If a student loses something they are urged to check the lost and found **as soon as possible** as his/her schedule permits. Periodically textbooks are returned to departments, clothes are given to charity, and notebooks, loose-leaf binders, etc. are discarded. The school does not accept responsibility or liability for personal property or textbooks that are lost or stolen.

MONEY

We strongly urge students not to carry large sums of cash in school. The school is not responsible for items lost or stolen.

OUT OF BOUNDS

Unless a moderator is present, the following places are out of bounds for students: Learning Commons, classrooms, offices, cafeteria, gyms, locker rooms, weight room, auditorium, and memorial garden (gazebo). The faculty lunchroom and other faculty rooms are always out of bounds for students.

By the end of the four minutes allotted traveling time between classes, even students going to lunch, or leaving for early dismissal must clear corridors.

Perkins Restaurant is out of bounds until 1:30 pm.

During school time, the area around Nativity Church and schoolyard are strictly out of bounds.

The building curfew begins at 3:00 pm. Anyone waiting for a sport or activity must remain in the designated area i.e. The Learning Commons. Any student who is out of bounds at the end of the school day will face disciplinary action including but not limited to: suspension from the next event or game and the privilege of staying after school.

Some Cautions:

Crossing York Road or Street Road anywhere except at the light is strictly forbidden.

Hitchhiking is a violation of the safety code of the Commonwealth of Pennsylvania and therefore is also a violation of school regulations.

The administration reserves the right to censure conduct of students in school uniform even if off school property.

PARKING/DRIVING REGULATIONS

Parking on the school premises is restricted to **assigned spaces only**. The following rules apply:

- Registration information must be complete including copies of the following: a valid driver's license, valid insurance card, and valid registration/owner's card.
- Parking tag must be placed on rear-view mirror.
- AWHs assumes no responsibility for any vehicle while parked on school property.
- Students are not permitted to park in the privately owned parking lots. AWHs assumes no responsibility for cars parked on these private lots.
- Bus safety rules apply at dismissal time. **Wait! Defer to buses and bus riders.**

Morning drop-offs, which do not take place on the school property, should occur at Roberts Road. The front driveway is for northbound traffic only and is reserved for school buses only. All traffic on school grounds is northbound only.

The school administration reserves the right to search cars parked on school property.

SMOKING

In accord with Pennsylvania State Act 168 and along with the other schools in the Centennial School District, Archbishop Wood High School has enacted a **no smoking policy** inside our school building. **We are a smoke free facility.**

A **\$75.00** fine along with a citation will be issued for a first time suspicion of smoking or possession of tobacco, or tobacco products. Along with the citation and fine, the student will receive the appropriate demerits and detentions. **Failure to pay the fine within five days will result in the citation being sent to Bucks County District Court.**

Suspicion of smoking or possession of tobacco, or tobacco products a **second time** will result in a smoking citation levied against the student who will then have to appear in District Court.

A faculty member need not actually see a student smoking to issue demerits for this offense. If he/she can determine that smoke is coming from the area in which the student is found in or if a smoke odor is there, then it will be deemed that the student was smoking. For this reason, a student should not be anywhere other students are smoking if he /she does not wish to be accused of this offense.

SUSPENSION – 3 SUSPENSIONS – POSSIBLE DISMISSAL

A student who commits a serious infraction of school rules or regulations is liable to suspension and/or other serious disciplinary action. Generally, suspension begins at the end of the school day, though for a major violation a student may be suspended from classes at any time.

There are two types of suspension: at home suspension or in-school suspension. If the student has an at home suspension, he/she will stay home for a pre-determined amount of time. At the end of this time, a parent or guardian must meet with the school administration to have the student readmitted to school. An in-school suspension is when a student is detained in the Student Services Office and may neither attend classes nor participate in any activities with the exception of lunch.

TELEPHONE

In case of legitimate need, a student may go to the nearest administrative office and ask to use the telephone. To use the telephone during lunch, a student must have the permission of the cafeteria moderator. During class time, he/she must have a hall pass from the classroom teacher. Personal messages from parents and others will be delivered only in cases of legitimate necessity; therefore, in case of need, call the Student Services Office. **Students are not permitted to use their cell phone.**

TERMINATION

A student who is dismissed from AWHS for disciplinary reasons is not permitted on the school property for the remainder of their high school years and one year beyond high school. This includes attendance at all school sponsored activities (athletic events, dances, meets, practices, etc.).

TRANSPORTATION/BUSING

Most public school districts provide bus service under Act 372. Many districts also provide early dismissal/late activity bus runs.

The public school districts determine the bus routes and schedules. Therefore, questions should be addressed directly to school district transportation departments. Bus schedules are usually published by the local school district prior to the start of school.

For insurance and liability purposes, school districts are firm about whom they transport. Therefore, if a student must ride a different bus from the one he/she usually rides (a different bus within the same district or a bus of another district), permission must be requested of the transportation department of the proper school district(s) by the parents. **Archbishop Wood does not have the authority to grant this request.**

Some school districts provide a late Activities bus on an as needed basis. In this case, the bus must be requested by 8:15 a.m. in the Principal's Office, Room 230. They are as follows:

Hatboro-Horsham: ONLY ON TUESDAYS AND THURSDAYS at 5PM, but only as needed. This service is available only when Hatboro-Horsham is open and it is not available when Hatboro-Horsham has early dismissal.

Neshaminy: Every day at 5PM, but only as needed.

Cancellation of the late bus request must be made in the Principal's Office, Room 230 as soon as the need changes.

Bensalem: Every day at 5PM, but only as needed.

Late buses pick up the students in front of the auditorium. Students waiting for a late bus are advised to be out there about ten minutes before time.

Announcements concerning bus information are usually made during morning TV announcements. The administration of AWHS supports the safety rules and other policies governing the operation of student bus transportation.

The following safe pedestrian habits are also supported and enforced:

1. Upon arrival, students go directly into the school building.
2. Running or boisterous conduct is not permitted.
3. At dismissal, students must move promptly to the buses, which depart seven minutes after the dismissal bell rings.
4. Students must board buses using loading zone walkways and neither run between buses nor attempt to board a bus, which has begun to move.
5. Students must cross the street at the cross walks only.

TRESPASSING

Even though the school may be open, students are not permitted to be in the building unless they are participating in a sport, activity, or scheduled event. Students are not permitted to allow access to the building to other students or to students from other schools that are not involved in a scheduled activity, sport, or event.

VANDALISM

Any damage to school property or the property of others will not be tolerated. Students who engage in vandalism may be subject to dismissal. In addition to assigned demerits and detention, full restitution will always be required.

POLICIES ON FILE IN THE PRINCIPAL'S OFFICE

1. Abortion
2. Aids
3. Discrimination
4. Harassment
5. Pregnancy
6. Student Protest Demonstrations

ABORTION POLICY

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s).

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

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

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

STUDENT PROTEST DEMONSTRATIONS

It should be clear that students should be present at all times in their regularly scheduled classes. Demonstrations, protests, or petitions are not permitted. Those students who participate in demonstrations, protests, or petitions are liable to appropriate disciplinary action. There are appropriate channels of communication with the administrators open to all students.

ATTENDANCE

REPORTING ABSENCE - On each day of a student's absence the parent/guardian must call the school (215-672-5050, ext. 255) between 7:00 a.m. and 9:00 a.m. The parent/guardian should identify him/herself, report the student's name, student number, homeroom section, and the reason for the absence. Calls may be accepted only from a parent/guardian of the absent student. **Students may not call themselves in absent.** A student must be present the entire academic school day, 7:30 to dismissal for the day to be counted as a full day. Please refer to the section of the student handbook Attendance and Academics and Attendance and Activities and Athletics for further details.

RETURNING TO SCHOOL - On returning to school, the student **must** bring in the official absence form found on the web site and additional forms can be obtained in the student service office. This form is returned to the Student Services Office. Please note, all forms can be found on the Archbishop Wood Web Site under Student Services.

PHYSICIAN'S CERTIFICATE - A **dated** doctor's certificate is required when a student has been absent for three (3) consecutive days or more. The certificate must be presented **on the day** the student returns to school. **No retroactive doctor's certificate will be accepted.**

A student who suffers from a chronic medical condition should have an official explanation of this condition on file in the Health Room.

VOCATIONAL/TECHNICAL SCHOOL - Vocational/Technical school students must submit an absentee form to Archbishop Wood for absence from either school. The usual phone call is also required.

Vocational/Technical school students are **required** to attend vocational/technical school classes when Archbishop Wood is closed and to attend Archbishop Wood classes when Vocational/technical School is closed.

EXCUSED (Legitimate) UNEXCUSED (Illegitimate) ABSENCE

Ordinarily, absence from school is permissible only for the following reasons:

1. Sickness or injury of the pupil,
2. Illness in the family,
3. Death in the family,
4. Academic and Athletic Field Trips,
5. Other urgent reasons, e.g. court attendance.

Absence for causes other than those stated above are recorded as unexcused.

TRUANCY - Truancy refers to an absence that lacks parental notification and authorization. Truancy is a violation not just of school policy, but also of state law. Faculty will be notified if a student has been truant or has cut class. In such cases, no teacher is obligated to administer a test/quiz, or accept assignments or projects that were due on the day of the infraction. A student found to be truant is subject to an immediate suspension, 30 demerits, and 5 days detention.

EXCESSIVE ABSENCE - The Secretary for Catholic Education, in accordance with the Department of Education in Harrisburg, determines the number of day's school is to be in session. The ideal is that students be present for all or the majority of those days.

Archdiocesan directives state that students with excessive absences, not excused by medical certificates (limited to 10 certificates), do not successfully complete the school year until they attend Behavior Modification Summer School. If a student misses twenty-two or more days of school, or creates a noticeable pattern of absences, e.g., Mondays and Fridays, he/she will be required to attend Behavior Modification Summer School.

A doctor's certificate, testifying by exact dates of an illness can certify no more than ten days absence.

Excessive absences will negatively impact a student's grades.

Consecutive absence of ten days or more will necessitate a Parent-Administrator conference.

COLLEGE VISITS - Students will be permitted one excused absence for a college visit with proper documentation. Students are encouraged to make college visits during the summer or on school holidays.

TRIPS - The school does not give permission for trips during school time unless it is an authorized, school-sponsored trip.

FAMILY VACATIONS - If a family vacation is planned, the student is to obtain the "Family Travel form found online. This form must be signed by all teachers and returned to the Students Services Office one week prior to the trip. Students are responsible for all academic work they miss while absent.

TRAVEL - The school takes no official position of encouraging or discouraging programs regarding the participation of students and faculty members in travel and study programs. Certainly, positive educational advantages abound in such firsthand experience. However, since no diocesan high school and no department or extracurricular activity of a diocesan high school sponsors, organizes, or conducts such travel and study programs for students or for teachers, the diocesan high schools assume no responsibility or liability for students or faculty members who participate in such programs. Faculty members, office personnel, or students who seek to cooperate in organizing group travel do so at their own risk.

ATTENDANCE AND ACADEMICS - "Voluntary absence" or absence without legitimate cause will bear the following consequences:

1. A student who has been absent from school for twenty-two days without proper documentation will attend Behavior Modification summer school.
2. A doctor's certificate, testifying by exact dates of an illness can certify no more than ten days absence.
3. Parents should refer to Grade Connect for assignments and contact their child's teachers regarding missed work due to absence. When a prolonged absence of more than four weeks appears likely, parents are to contact the Academic Office as well as the public school district to make arrangements for homebound instruction.
4. In the case of voluntary absence or absence that follows a noticeable pattern, teachers are under no obligation to make formal provisions for homework assignments and/or tests.
5. Students are responsible for make-up work: scheduled tests, quizzes, examinations, projects, homework assignments, and the like. It is the prerogative of the teacher to administer the make-up test, which may be of a different form from the scheduled test, at a time convenient for the teacher. Failure or refusal of the student to comply with the adjusted arrangement constitutes "Work missed."
6. Necessary extraordinary transportation arrangements are the responsibility of parents and students.

ATTENDANCE AND ACTIVITIES/ATHLETICS

1. If a student is not present the entire school day, 7:30am to dismissal, he/she may not participate in any activity or athletic event, or attend any school function on the day of absence. This applies to all practices, games, meets, dances, proms, etc., unless the Assistant Principal for Student Services has excused them. This does not apply to students who are absent from school on school-sponsored trips or activities.
2. A student who is late for a legitimate reason (e.g. doctor/ dental appointment, funeral or family emergency) and supplies an appropriate note signed by a parent or guardian upon arrival at school may be granted permission to participate in athletics or activities.

STUDENT AFFAIRS

Student participation in activities is highly encouraged as it creates a necessary balance in the educative process. Co-curricular activities are those, which extend the academic curriculum of the school (language clubs, news writing, etc.); extracurricular activities are those, which provide enrichment to the school program (athletics, drama, band, etc.).

ELIGIBILITY

1. Academic Standing

In order to continue participation in any school activity, a student must be in good academic standing. (Refer to page 12) If, during the first, second, or third quarters, a student should fail two or more major subjects,

that student would be ineligible to participate in any school activity for a minimum of four weeks from the day on which the report is issued.

In addition, a student who is placed or continues on Academic Probation (defined elsewhere) at the end of freshman, sophomore, or junior year is required to undergo an academic performance review after the fourth full week of the new school year. An unsatisfactory review (poor tests or quizzes, missed homework, un-preparedness, etc.) would make the student ineligible for participation with teams or clubs until a quarter report card is issued. The Assistant Principal for Academic Affairs in cooperation with the Assistant Principal for Student Affairs and the Athletic Director, where appropriate, will coordinate an eligibility review.

2. Disciplinary Standing

In order to participate in any activity, a student must be in good disciplinary standing. So, for any quarter:

- a. A student not present for the entire school day, 7:30am to dismissal, may not participate in any activity that day. This applies to practice and/or games, meets, dances, etc. Exceptions will be made only for a lateness that is accompanied by an appropriate note; e.g., parent note for doctor/dental appointment, funeral or family emergency, note from a doctor or dentist. This policy does not apply to students who are absent from school on school-sponsored trips.
- b. A student on Conduct Probation, or Conduct Contract may be denied participation in any activity until the Assistant Principal for Student Services removes the student from probation.
- c. A suspended student is not permitted to participate in any activity until that student has been readmitted to school.

DANCE/ACTIVITY POLICY

Dances are held in the Gym. Music is provided by a disc jockey and dances are well chaperoned by parents and faculty alike. The following rules are in effect at all student dances.

1. Dances are open to Wood students and their guests when designated by the Activities Office. For non-Wood students, a Guest Dance form must be completed prior to the purchase of a ticket. No tickets will be sold the night of the dance. Also, no student may sell his/her ticket to another student.
2. The dance dress code will be determined by the Assistant Principal for Student Affairs prior to each dance. Students are reminded to wear clothing representative of the standards of young Christian men and women.
3. The school policy on substance abuse is in effect. Any student (Wood or guest) in violation of this policy will be reported to the police. Parents will be contacted. In addition, Wood students will be reported to the Assistant Principal for Student Services and face disciplinary action.

4. Wood students or guests causing trouble of any sort will be referred immediately to the Assistant Principal for Student Affairs. Students and/or guests will be escorted from the dance or activity and parents may be notified. A Wood student may face disciplinary action that may include loss of privileges: including but not limited to prom and graduation ceremonies.
5. Smoking and/or the use of tobacco is not permitted on school property.
6. Food and drink are permitted only in the designated area.

JUNIOR / SENIOR PROM POLICY

It is recommended that where possible, all semi-formal and informal dances occur at the local school. Junior Proms are informal or semi-formal school dances and should be held in the school building, so that expenses can be held to a minimum and so that students can afford to attend the event. The Senior Prom is traditionally a formal event and may be held off campus.

A student who intends to be present at either the junior or senior prom must abide by the school regulations.

1. The student must fill out and sign the certification for conduct before being eligible to purchase a prom ticket. The student must also provide the school with information where parents can be reached on prom night in case of emergency.
2. Students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender.
3. Students from Archbishop Wood may purchase a single ticket for their particular class dance.
4. A student may bring a guest from another school, however, a completed permission form distributed by the Student Affairs Office must be returned one WEEK before the tickets may be purchased. This permission form must be signed by an Administrator from the guest's school stating that he/she is in good standing in regards to conduct. If the student is homeschooled the school district must sign the form.
5. The school policy on substance abuse is in effect. If a moderator and/or school administrator has reasonable suspicion or proof that alcohol or drugs have been used before or during the prom, the Drug/Alcohol Policy will be set in motion as described in #3 of the Dance Policy outlined above.
6. A student who provides or possesses alcohol or drugs at any PROM, DANCE or ACTIVITY may be denied official participation in Baccalaureate and Graduation ceremonies.
7. Any other Wood student involved in alcohol or drugs will be suspended and be subject to the provisions of the Drug/Alcohol Policy.

SPONSORSHIP AND FINANCE

1. No school clubs/organizations may conduct the sale of any items without the express permission of the Assistant Principal for Student Affairs.
2. No items bearing the name of the school or its official insignia may be produced without the written permission of the school administration.
3. No individuals or outside organizations may sell items in school without the express permission of the Principal or Assistant Principal for Student Affairs.

SPORTS PARTICIPATION CARD

The purpose of this card is to assure the well-being and safety of all students who participate in sports. **A NEW CARD IS NEEDED FOR EACH SCHOOL YEAR AND FOR EACH SPORT PLAYED.**

To receive a card, the student must:

1. Obtain a physical examination from the family doctor, after July 1st.
2. Have the parents or guardian complete a medical history,
3. Give the completed forms to the Business Office, Rm. 245.
4. At the start of the season an athlete must submit a permission form to travel with the team to competitions/games/events.

When these conditions are fulfilled a Sports Participation Card will be issued. The Sports Participation Card is required for all tryouts. The student will be invoiced after tryouts if they make the team.

CLUBS/ORGANIZATIONS

Art Club, Athletes Helping Athletes, Athletics, Band, Cheerleading, Mock Trial, Robotics, Community Service Corps, Drama, Kairos,, Foreign Language National Honor Society, Health Careers, Mathletes, Mini-Thon, National Honor Society, Newspaper, Office Aides, Peer Ministry, Junior Prom Committee, Stage Crew, Student Council, T.V. Crew, Yearbook, C.A.R.E.S, Concert Band, Jazz Band., Media Club, Chess Club, Choir, Pro Life Club, Drumline

STUDENT ID / SECURITY CARD

All students are required to wear the student ID/security card on a lanyard around their neck. The lanyard is to be worn at all times while in school. This requirement is for the security of the school, and the safety of each student. Failure to comply with these regulations will result in a dress code violation, and the student may be liable for demerits.

At the beginning of the school year, all Freshmen, and new incoming students will be issued an Archbishop Wood ID card. Returning students will continue to use their ID card from the previous year.

Replacement ID/security cards can be purchased in the Student Services Office (Rm. 100) for \$45.00. This ID/security card will enhance school security, serving as a key that will open certain doors during school hours, as well as an admission card for all **home football, basketball,**

volleyball games and wrestling matches. (Playoffs and Championship games are not included).

The school lanyards can be purchased in the School Store (located in the Cafeteria), and the Student Services Office (Rm. 100). The cost for the lanyard is \$3.00.

Students are not permitted to hold the door open for students that do not have their ID/security card. If a student does not have his/her ID/security card on, and they are caught banging or pulling on the door, it is considered a serious violation and will be treated as such.

SCHOOL NAME AND SEAL

Archbishop Wood High School and the **School Seal** are registered trademark/service marks with the Commonwealth of Pennsylvania. No items bearing the name or seal of Archbishop Wood may be used without the express permission of the school. Neither may the school name or seal be used in connection with any activity or organization without the express permission of the school itself.

STUDENT COUNCIL

The Student Council is a group of elected student leaders whose main contribution to learning is the development of good citizenship. The purpose of the Student Council is two-fold: to promote all student activities thereby increasing school spirit and unity; and, to serve the school and community. Student Council Executive Board Members must have and maintain a good GPA and a conduct grade of 90. Any student who has chronic absences or lates will not be eligible for Student Council.

TUITION AND FEES

Students who are not current with their tuition or school fees will not be permitted to participate in the following school events: Senior Prom, Junior Prom, Sophomore and Freshmen Dances and Graduation Ceremonies. This can also include any Athletic or Activities Programs.

Students will not receive transcripts for transfer and/or college application, diploma, reports at the end of the year and rosters for the start of the new school year.

FINANCIAL INFORMATION

Parents are asked to keep the Business Office notified of any changes related to their child's account e.g." address, telephone numbers, parish, and school district.

Tuition and Administrative Fees for 2017/2018

- Catholic - \$8600.00
- Non-Catholic - \$9100.00
- International - \$10,350.00

All tuition payments and fees are to be paid to SMART TUITION. Your account will be billed on a monthly basis for all tuition and fees including such items as sport fees, parking permits, and any other charge that you may incur throughout the school year. SMART TUITION will bill your account one month before the payment is due. Please be aware that all fees are subject to a \$30.00 late fee if not paid on time.

In addition to SCRIP, the school can provide tuition assistance through school administered EITC funding. Application for school administered funding is made through the President's Office. Any family applying for tuition assistance must complete the SMART AID Application which can be found on the school's website: www.archwood.org under the admissions tab. To apply for the family rate discount, three or more students in an Archdiocesan High School, you must complete the Family Rate Discount form which is available in the Business/Tuition Office. Please note that the discount applies to tuition only. Tuition and administrative fees will be billed once a month starting in June and continuing through April for a total of eleven months. Please note that if a student's account is 90 days delinquent he/she may not be permitted to return to school.

ADMINISTRATION FEE: \$1200.00 PER STUDENT

The administrative fee is now included in your monthly statement with your tuition bill. (\$110 per month for 11 months June to April)

SPORTS FEE:

After receiving a roster from the head coach, you will be invoiced through SMART TUITION one month before the payment is due. Please note that any student with an unpaid fee will not be able to participate. The Sport Fee payment schedule for each athletic team is as follows.

ATHLETIC DEPARTMENT MULTI-TIERED PAY-TO-PLAY/SPORT FEE

\$350.00 SPORTS

- Football
- Baseball
- Boys Basketball
- Girls Basketball
- Wrestling

- \$300.00 SPORTS**
- Boys Lacrosse
 - Girls Lacrosse
 - Cross Country
 - Indoor Track
 - Outdoor Track

- Golf
- Boys Tennis
- Girls Tennis
- Bowling
- Swimming
- Boys Volleyball
- Girls Volleyball
- Softball
- Cheerleading

\$325.00 SPORTS

- Boys Soccer
- Girls Soccer

- \$275.00 Sports**
- Field Hockey

GRADUATION FEE: \$150.00 SENIORS ONLY

ROSTERS

Any student with an outstanding balance of any type will not receive their roster for the 2017/2018 school year. Please be aware that a student without a roster will not be permitted to participate in any sport or activity.

Please note that no payments will be accepted at Archbishop Wood High School. Should you have any questions or need additional information please call Mrs. Carol Lester at 215-672-5050 ext. 224. **All fees are non-refundable.**

ATHLETICS

The aim of the athletic program is to develop initiative, school spirit, good sportsmanship, and the entire physical potential of each student.

ATHLETIC PROGRAMS

The Interscholastic Athletic Program is administered by the Assistant Principal for Student Affairs and the Director of Athletics and includes Baseball, Boys and Girls Basketball, Boys and Girls Bowling, Competitive Spirit (Cheerleading), Boys & Girls Cross-Country, Field Hockey, Golf, Football, Boys & Girls Lacrosse, Boys and Girls Soccer, Softball, Boys and Girls Swimming, Boys & Girls Tennis, Boys & Girls Indoor & Outdoor Track, Boys Volleyball, Girls Volleyball, Wrestling. An Ice Hockey Club is recognized but not financially supported or sponsored by the school.

Interscholastic Competitive Sports (League Commitment)

As of July 1, 2007, Archbishop Wood High School became a member of the P.I.A.A. and District XII. We are also a member of the Philadelphia Catholic League for both boys and girls competition. Contests scheduled with other schools other than P.I.A.A. members will be regulated by its rules and regulations. We subscribe to the rules and regulations of the P.I.A.A. as outlined in the Constitution and the Code of Conduct.

COMMITMENTS OF THE STUDENT ATHLETE

Student athletes are bound at all times to observe the rules and regulations of AWHHS, as outlined in the Student Handbook.

Additionally, the student athlete must:

1. Maintain a satisfactory academic standing to be eligible for competition;
2. Follow all written regulations of the Department of Athletics and the team of which he/she is a member;
3. No student shall be eligible to participate in Practices, Inter-School Practices, Scrimmages, and or Contests unless the student has first completed a pre-participation physical evaluation ("PPE") performed by an Authorized Medical Professional. The physical evaluation for all sports shall not be performed earlier than June 1. The PPE or Re-Certification for all other sports shall not be performed earlier than six

- weeks prior to the first Practice day for each applicable sport. The PPE or Re-Certification form can be obtained in the Business Office, Rm. 245;
4. Submit to the Head Coach of the team (prior to the first tryout) a Sports Participation Card from the Business Office verifying that the student has an up to date physical examination form on file in the business office;
 5. Attend all practices, and games and fulfill the "Sports Participation Fee" or accept the consequences set forth in the written policy composed by the coach in conjunction with the Director of Athletics and Tuition office;
 6. The fee to play each sport is \$250. Once the roster is set, each student will be invoiced the \$250 through the smart tuition. If the student is late paying the fee a late fee will be assessed. This non -refundable fee is required for anyone who makes a team. The physical and card are mandatory for every student who participates in athletics;
 7. Maintain any school-issued or personal equipment in such a way as to be able to represent AWHs in an appropriate manner and be conscious of the responsibility to make restitution for any school-issued equipment, which is lost or damaged by neglect or inappropriate usage;
 8. Act at all times like a young Catholic Christian lady or gentleman.
 9. Students taking part in an overnight trip with a sports team must sign an OVERNIGHT TRIP CONTRACT. Participation in an optional overnight trip is contingent upon: Acceptable discipline and attendance records, tuition and fees being current and good academic standing.

RULES OF PARTICIPATION

1. All student athletes must meet the eligibility regulations of the P.I.A.A., AWHs, and the Philadelphia Catholic League.
2. All student athletes must be academically eligible to participate. Any student with two failures at the end of any marking period will be placed on Academic Probation. The student is not eligible to participate in co-curricular or extra-curricular activities for a minimum of four weeks. At the end of four weeks, the case will be reviewed.
3. Any student athlete in violation of the drug/alcohol policy or of the smoking policy of AWHs will be recommended to the Administration of the school for immediate dismissal from athletic participation.
 - a. Any athlete charged and convicted of such usage in a non-school situation will be subject to the same penalty as listed above.
 - b. In the case of an athlete who is not a senior, the athlete may appeal for reinstatement in the following school year provided:
 - (1) The athlete and his/her parents meet with the Director of Athletics within one week of the offense to discuss a program of rehabilitation.
 - (2) The athlete completes a program of rehabilitation approved by the school and presents documentation of such completion to the Director of Athletics

4. Student athletes are expected to be on time for school on the day of any scheduled weekday athletic event. An athlete not present for classes may not participate in any athletic activity that day. This applies to practice and/or games or meets. This policy does not apply to students who are absent from school on school-sponsored trips
5. The Assistant Principal for Students Services will consider and decide any question regarding an athlete's attendance or lateness.
6. No student athlete may be excused from school detention in order to participate in any athletic practice.
7. No student athlete who is suspended from school may participate in any activities of the Department of Athletics.
8. Student athletes must abide by the written rules of the team of which they are a member. All such rules must be approved by the Director of Athletics and distributed to all team members at the beginning of each season.
9. Any student athlete who commits a serious disciplinary violation, ex. Fighting, cutting school, disrespect to faculty, staff or other students, etc. or who is on conduct probation will be suspended from participation in one or more games. Athletic Director.
10. Any form of hazing is strictly forbidden and strict disciplinary action will be taken resulting in suspension and/or expulsion. Refer to page 29 for a definition of hazing.
11. All athletes must have a Concussion Impact Test prior to participating in any game or scrimmage. This test is administered in school by the Athletic Trainer.
12. The Director of Athletics and the Administration has the final responsibility for determining the eligibility of any athlete to compete.

CONDUCT OF ATHLETES & STUDENT SPECTATORS

The P.I.A.A. has established rules of appropriate behavior to which AWHS, its athletes, and student spectators subscribe.

At any athletic contest athletes and student spectators must

1. Realize that they represent AWHS, the tradition of good sportsmanship and friendly competition as embodied in the Philadelphia Catholic League;
2. Appreciate and give suitable recognition to the good in others;
3. Cheer positively and avoid "booing," abusive language, remarks dealing with the physical or personal characteristics of opposing athletes or coaches, or vulgarity, since these behaviors lack charity and may promote inappropriate similar behavior in opponents;
4. Avoid the use of noisemakers, musical instruments (except by organized bands), signs and streamers, since these are annoying and may prove inflammatory to others;
5. Regard officials and opponents as honest; officials' decisions should be abided by, even when they seem to be unfair.

6. Be aware that if they show poor sportsmanship, they may be ejected from the site of the competition and banned from attendance at future athletic contests;
7. Realize that a contest ends with the “final whistle” or some other signal; post-game injury to others, or damage to property, is both un-Christian and irrational behavior. Inappropriate behavior with respect to such situations may lead to both civil and school sanctions;
8. Be aware that alcohol and other regulated substances have no part in any athletic contest. Any student athlete or spectator in violation of Drug/Alcohol Policy will be ejected from the site of competition and dealt with to the full extent of both school and civil law;
9. Extend the same respect and courtesy to anyone acting on behalf of the school as to any officially appointed authority.

No student athlete or spectator may ever approach an official to argue an official call, or touch an official either directly or indirectly. Any violations of this regulation will be cause for suspension.

THREATS, BULLYING, INTIMIDATION, HAZING AND/OR INITIATION CEREMONIES

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

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

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

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

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

SCOPE OF USE

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

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

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

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

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed

content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media: This section of the policy refers to the personal use of social media sites such as, but not limited Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

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

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

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

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

Please refer to the Wood’s web site for any updates of the Acceptable Use Policy.

BRING YOUR OWN DEVICE

Archbishop Wood has a Bring Your Own Device (BYOD) program. Students will be permitted to use their own technologies such as smart phone, tablets, iPads, netbooks, laptops, etc. Connection to the Internet is through the Archbishop Wood wireless system. Students who violate the rules of participation may lose their technology as stated in our cell phone policy. Additionally students may suffer academic consequences since they will not be prepared for class.

ALMA MATER

We salute you Alma Mater
Hail with pride our honored seal
And beneath our glowing colors
Pledge to you our Faith and Zeal.

With our banner's cross to guide us
Bringing wisdom to the world
Ever by our faithful striving
Will our colors stand unfurled.

Hail the black, green and gold
Of Archbishop Wood
May we bring to your banner renown
For in Youth's loyal might
Serving God and the right
Is Alma Mater's radiant crown
Is Alma Mater's radiant crown.

BELL SCHEDULES

A Bell

Class	44 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 7:51
Period 1	7:55 – 8:39
Period 2	8:43 – 9:27
Period 3	9:31 – 10:15
Period 4	10:19 – 11:03
Period 5	11:07 – 11:51
Period 6	11:55 – 12:39
Period 7	12:43 – 1:27
Period 8	1:31 – 2:15
Detention	2:20 – 3:20

C Bell

	Assembly
Class	36 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 7:51
Period 1	7:55 – 8:31
Period 2	8:35 – 9:11
Period 3	9:15 – 9:51
Period 4	9:55 – 10:31
Period 5	10:35 – 11:11
Period 6	11:15 – 11:51
Period 7	11:55 – 12:31
Period 8	12:35 – 1:11
Assembly	1:15 – 2:15
Detention	2:20 – 3:20

G Bell

	2 hr. delay
Class	29 Minutes
Warning Bells	9:20 – 9:25
Homeroom	9:30 – 3:51
Period 1	9:55 – 10:24
Period 2	10:28 – 10:57
Period 3	11:01 – 11:30
Period 4	11:34 – 12:03
Period 5	12:07 – 12:36
Period 6	12:40 – 1:09
Period 7	1:13 – 1:42
Period 8	1:46 – 2:15
Detention	2:20 – 3:20

B Bell

Class	41 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 8:15
Period 1	8:19 – 9:00
Period 2	9:04 – 9:45
Period 3	9:49 – 10:30
Period 4	10:34 – 11:15
Period 5	11:19 – 12:00
Period 6	12:04 – 12:45
Period 7	12:49 – 1:30
Period 8	1:34 – 2:15
Detention	2:20 – 3:20

E Bell

	Early Dismissal
Class	29 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 7:51
Period 1	7:55 – 8:24
Period 2	8:28 – 8:57
Period 3	9:01 – 9:30
Period 4	9:34 – 10:03
Period 5	10:07 – 10:36
Period 6	10:40 – 11:09
Period 7	11:13 – 11:42
Period 8	11:46 – 12:15
Detention	12:20 – 1:20

H Bell

	Assembly
Class	39 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 8:29
Period 1	8:33 – 9:12
Period 2	9:16 – 9:55
Period 3	9:59 – 10:38
Period 4	10:42 – 11:21
Period 5	11:25 – 12:04
Period 6	12:08 – 12:47
Period 7	12:51 – 1:30
Period 8	1:34 – 2:15
Detention	2:20 – 3:20

I Bell

	Assembly
Class	35 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 9:03
Period 1	9:07 – 9:42
Period 2	9:46 – 10:21
Period 3	10:25 – 11:00
Period 4	11:04 – 11:39
Period 5	11:43 – 12:18
Period 6	12:22 – 12:57
Period 7	1:01 – 1:36
Period 8	1:40 – 2:15
Detention	2:20 – 3:20

K Bell

	Early Dismissal
Class	20 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 7:48
Period 1	7:52 – 8:12
Period 2	8:16 – 8:36
Period 3	8:40 – 9:00
Period 4	9:04 – 9:24
Period 5	9:28 – 9:48
Period 6	9:52 – 10:12
Period 7	10:16 – 10:36
Period 8	10:40 – 11:00
Detention	11:10 – 12:10

J Bell

	Assembly
Class	33 Minutes
Warning Bells	7:20 – 7:25
Homeroom	7:30 – 9:19
Period 1	9:23 – 9:56
Period 2	10:00 – 10:33
Period 3	10:37 – 11:10
Period 4	11:14 – 11:47
Period 5	11:51 – 12:24
Period 6	12:28 – 1:01
Period 7	1:05 – 1:38
Period 8	1:42 – 2:15
Detention	2:20 – 3:20

PARENT SIGNATURE CARD AND CURRENT INFORMATION FORM

Student Name: _____

St. # _____ Sec. _____

Parent/Guardian:

(Father) Name: _____

Work #: _____

Cell#: _____ Home #: _____

Email Address: _____

(Mother) Name: _____

Work #: _____

Cell #: _____ Home #: _____

Email Address: _____

By signing below both parents/guardians and the student acknowledge they have read and understand the contents of the student handbook for the current school year and agree to abide by the policies set forth for the students of Archbishop Wood High School.

Student Signature: _____

Father/Guardian Signature: _____

Mother/Guardian signature: _____

**This form must be filled out by a parent/guardian and returned to school by the end of the first week to room 100 – The Student Service Office.
1 Form per student**

STUDENT EMERGENCY DISMISSAL PLAN

In case of an emergency dismissal (i.e. inclement weather, etc.) it is important that we have on file a dismissal plan your son or daughter. Please be sure to discuss this plan with your student as soon as possible. This should eliminate the need for phone calls during an emergency situation, thus leaving our phone lines open.

Please fill out the information below and have your son or daughter bring the completed form to room 100 the Student Service Office. If you have any questions please do not hesitate to contact Mr. Mangin.

Students Name: _____

Section: _____ Student # _____

Parent / Guardian Name: _____

Home Phone: _____ Work Phone: _____

Cell #: _____ Cell #: _____

Email Address: _____

If the student is a Car Driver:	Please Circle	
Permission to drive home	YES	NO
Permission to drive other students home **	YES	NO
Must take bus	YES	NO
Parent/Guardian will pick up	YES	NO
OR: If the student is a NON- Driver:		
Must take bus home	YES	NO
Parent/Guardian will pick up	YES	NO
Permission to ride home with another student **	YES	NO
Permission to ride home with another student's \parent/guardian**	YES	NO

** Please list names:

PARENT/GUARDIAN SIGNATURE:

This form must be filled out by a parent/guardian and returned to school by the end of the first week to room 100 – The Student Service Office
1 Form per student