



# 2019-20 Archbishop Ryan Handbook

## School Information

Name:	Archbishop Ryan High School
Location:	11201 Academy Road Philadelphia, PA 19154
Founded:	1966
Became Co-Ed:	1989-90
Mascot:	Ragdoll, Raider
School Colors:	Red, Black, Gold
Tuition:	\$7,800
Enrollment:	870
School Phone:	215.637.1800
School Website	ArchbishopRyan.com
School Patrons	Saint Francis of Assisi Mary, Mother of God
School Motto	In Vite Mane

## MISSION STATEMENT

Archbishop Ryan High School, a Catholic, coeducational school, empowers a diverse student body to become contributing members of the Church and society. In partnership with family and community, Archbishop Ryan strives to teach as Jesus did by providing spiritual, social, and service opportunities for growth. The faculty challenges the students of today to become the leaders of tomorrow through a comprehensive academic curriculum rooted in excellence.

## School Administration & Staff

**Mr. Michael J. Barnett '90, B.S.**

*President*

[mbarnett@ArchbishopRyan.com](mailto:mbarnett@ArchbishopRyan.com)

**Mr. Joseph McFadden '97, M.S.Ed, M.A.**

*Principal*

[jmcfadden@ArchbishopRyan.com](mailto:jmcfadden@ArchbishopRyan.com)

**Mrs. Catherine Dooley, M.Ed**

*Assistant Principal for Academic Affairs*

[cdooley@ArchbishopRyan.com](mailto:cdooley@ArchbishopRyan.com)

**Mr. Charles Panepresso '79, M.Div., M.A., M.S.**

*Assistant Principal for Student Services*

[cpanepresso@ArchbishopRyan.com](mailto:cpanepresso@ArchbishopRyan.com)

**Mrs. Trisha Young, M.A.Ed**

*Assistant Principal for Student Affairs*

[tyoung@ArchbishopRyan.com](mailto:tyoung@ArchbishopRyan.com)

**Fr. Jonathan Dalin, M.Div.**

*School Minister*

[jdalin@ArchbishopRyan.com](mailto:jdalin@ArchbishopRyan.com)

**Mrs. Regina Abernethy, M.A.**

*Director of Guidance*

[rabernethy@ArchbishopRyan.com](mailto:rabernethy@ArchbishopRyan.com)

**Mr. Daniel Clifton '11, B.A.**

*Director of Admissions*

[admissions@ArchbishopRyan.com](mailto:admissions@ArchbishopRyan.com)



The Archdiocesan Secondary School System and Archbishop Ryan High School reserve the right at any time to amend or add to the policies, rules, and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation arises.

### **ACCREDITATION**

Archbishop Ryan High School is accredited by the Commonwealth of Pennsylvania, the Archdiocese of Philadelphia, and the Middle States Association of Colleges and Secondary Schools.

### **OBJECTIVES**

Conscious of the mission to the students and families of the Greater Northeast section of Philadelphia and to the Church and the world, the staff of Archbishop Ryan High School aims:

- To proclaim the Gospel message by providing opportunities for worship.
- To integrate religious values in daily life by supporting an atmosphere of mutual caring.
- To offer a curriculum that stimulates and challenges students to the extent of their potential.
- To help students develop a true sense of their own and others' worth.
- To cultivate a sense of beauty through appreciation of the arts.
- To develop the social graces through a range of activities involving personal interaction.
- To foster attitudes of responsible citizenship - local, national, global.
- To promote knowledge and practices conducive to physical and emotional well-being.
- To instill a respect for productive labor that benefits the individual and society.
- To provide a variety of guidance services - personal, college, career.
- To keep open lines of communication among students, parents, and faculty.

### **POLICY OF NONDISCRIMINATION**

Archbishop Ryan High School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally made available at the school. Similar policies apply to the school staff. The school does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its educational policies, its admission policies, or in any school administered program.

### **CONTRACTUAL AGREEMENT**

This handbook constitutes a contract of the school with parents and students. School jurisdiction in academics and behavior is detailed in the handbook but not limited to it. Additional policies developed by the Archbishop Ryan administration are equally binding. School jurisdiction is not limited to school hours or school property.

### **ADMINISTRATION**

#### **President**

The President is appointed by the Archbishop of Philadelphia upon the recommendation of the Secretary for Catholic Education and reports to the Office of Catholic Education. The President works with a Board of Advisors which is consultative to the President. The President is the Chief Executive Officer of the school. Beginning in early 2017, the Board of Directors will be established, and the President will report to the Board.

#### **Principal**

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

#### **Assistant Principal for Academic Affairs (APAA)**

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

**Assistant Principal for Student Services (APSS)**

The Assistant Principal for Student Services is directly responsible to the Principal and assists in the daily operation of the school's code of behavior, its guidance and health services, and its counseling services with government or private agencies, and student transportation.

**Assistant Principal for Student Affairs (APSA)**

The Assistant Principal for Student Affairs is directly responsible to the Principal and oversees all student activities and athletics. Duties may vary according to the needs of the local school.

**ASSISTANTS TO ADMINISTRATION****School Minister**

The School Minister has the responsibility of overseeing all religious activities in the school. The School Minister works closely with administrators, faculty, students, parents, and community to heighten the awareness that Catholic formation is based both on knowledge of the faith and the experience of the Living God.

**Department Chairpersons**

Each of the major academic areas is coordinated by a Department Chairperson. Chairpersons assist the Assistant Principal for Academic Affairs with the placement of students and preparation of teaching rosters, development of the academic program and evaluation of department members.

**Director of Guidance**

The Director of Guidance supervises the counseling and guidance program including the programs for college and career guidance, assists with the standardized testing programs, coordinates the auxiliary services, and assists the Administration in related services.

**Director of Athletics**

The Director of Athletics coordinates all aspects of the extra-curricular and co-curricular athletic programs and supervises the coaching staff to implement the School Philosophy and Code of Conduct.

**RELIGIOUS PROGRAM**

Campus Ministry Office

Location: North First Floor

215-637-1800: ext. 6075

[ministry@ArchbishopRyan.com](mailto:ministry@ArchbishopRyan.com)

ARHS commits the entire staff "To Teach as Jesus Did." The School Minister interacts with other faculty members in assisting students to integrate Christian values into daily life and to promote an atmosphere of genuine caring and hospitality within the school community. Our goal is to proclaim the Gospel of Jesus Christ and to foster the spiritual growth of each student.

This office provides opportunities for the reception of the sacraments of Reconciliation and Eucharist, daily prayer, liturgical celebrations, retreats, personal interviews, and participation in peer ministry.

The Campus Minister serves as the spiritual advisor to the entire ARHS community. Students, faculty, staff and family members are welcome in the School Ministry Office. We are always willing to listen and help. Families are urged to inform the School Minister of any situation affecting the life of their sons and daughters such as family crisis or death in the family. Confidentiality is assured. Prayer requests may also be directed to this office.

The three-fold purpose of Catholic education is to teach the gospel message, to build community, and to foster service to others. At Archbishop Ryan High School, the Christian Service Program seeks to instill in our students the importance of building community by serving others as Jesus did.

Students in their junior year are required to complete 20 hours of Christian Service. Information on the program can be found on the [School Ministry page](#) of the ARHS website.

## **CHAPEL**

The Chapel is located in the center of the school on the first floor. It is a place of silence. The Blessed Sacrament is reserved there throughout the school year. The Chapel is open for prayer during the day. Each morning the celebration of the Eucharist takes place before the school day begins.

## **LITURGIES**

Archbishop Ryan is a worshipping community. All members of the ARHS community gather for the celebration of the Eucharist several times during the course of the school year. All students are expected to attend and participate in the Masses that are celebrated in community. Additionally, other forms of worship are celebrated to build up the holiness of the community.

## **RITE OF RECONCILIATION**

All members of the ARHS community are invited to celebrate the Sacrament of Reconciliation during the school wide penance services which are offered two times during the school year. The School Minister is also available at times which are more convenient for the individual throughout the year.

## **ANNUAL RETREATS**

It is an Archdiocesan policy that each student enrolled in a diocesan high school attends an annual retreat as a requirement for promotion and/or graduation. Retreats will be scheduled for the students by grade throughout the school year. Additionally, KAIROS weekend retreats are offered to seniors four times during the school year. If a student misses a class retreat he/she must coordinate with the school minister in order to find an alternative date.

## **VOCATIONS**

A vocation is the call to serve God in a particular way. A religious vocation is a call to consecrated life. The School Minister serves as vocation coordinator for the students. Special attention is given to vocation awareness in cooperation with the Archdiocesan Office for Vocations. The School Minister is also available to the students for personal discernment.

## **RESPECT LIFE ACTIVITIES**

Respect Life activities are coordinated by the Respect Life Club Moderator. Working in close relationship with the Theology Department, the School Minister, and the Assistant Principal for Student Affairs, speakers and presentations are arranged to address the many aspects and issues involved in Respect Life activities. It is the responsibility of the Respect Life Club moderator to acquire approval for club activities both inside and outside of school, from the School Minister and the Assistant Principal for Student Affairs.

## **ACADEMIC AFFAIRS**

Office of Academic Affairs

Location: North First Floor

215-637-1800, ext. 6002

[academics@ArchbishopRyan.com](mailto:academics@ArchbishopRyan.com)

## **OFFICE OF ACADEMIC AFFAIRS (OAA)**

The OAA is responsible for the school's academic programs, the development and supervision of faculty, and student academic placement and the monitoring of student progress.

## **Academic Information**

The course catalog published each year details course selections, state requirements, level system, and quality points. This can be accessed through the following at [ArchbishopRyan.com/Academics](http://ArchbishopRyan.com/Academics)

**The following courses are required in each year. The remaining number of courses may be selected from the courses offered in the various departments.**

*Freshman Year*

Theology I  
ELA I  
World History  
Mathematics  
Science  
Physical Education/Health

*Sophomore Year*

Theology II  
ELA II  
U.S. Government & Politics  
Mathematics  
Science

*Junior Year*

Theology III  
ELA III  
U.S. History  
Mathematics  
Science  
1 or 2 Electives

*Senior Year*

Theology IV  
ELA IV  
4 - 5 Electives

\*Students are also required to complete two years of a World Language over their four years

**ACADEMIC HONORS DESIGNATIONS**

The following are the honors designations used by the Archdiocese of Philadelphia Secondary School System.

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

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

Honors will be calculated on a quarterly basis and will not include the end of year assessment or the semester average.

**ACADEMIC INTEGRITY**

Integrity is that quality by which a person is true to his or her convictions in the face of opposition. It is a value that Archbishop Ryan High School endorses, a value students are urged to adopt. Consequently, any student who violates academic integrity and engages in any form of cheating, plagiarizing, or stealing of intellectual property is subject to both academic and disciplinary penalties.

- Cheating is defined as the giving, receiving or copying of information by any means, including the use of electronic devices, for class work, homework, reports, projects, quizzes, tests, or assessments.
- Plagiarism is defined as the submission of work that is determined by the teacher not to be original. If a student has consulted a source, whether published or not, and has incorporated any language, structure, ideas, or thought into his or her work without acknowledging that source, the student is guilty of misrepresenting the work as his or her own.
- Stealing is defined as the taking, copying, or examining academic materials belonging to other students with or without their permission or to teachers without their permission.

Penalties will be determined by the teacher in consultation with the Assistant Principal for Academic Affairs, and the Department Chair, and may include:

- A zero (0) in the class work or homework assignment, report, project, quiz, test, assessment, etc. thereby resulting in an automatic lowering of the quarter, semester and final grades.
- If the zero (0) is for a major grade, the matter will be reviewed by the Department Chair in consultation with the Assistant Principal for Academic Affairs. This may result in a grade as low as 60 for the quarter.
- Demerits and/or detention, if approved by the Assistant Principal of Academic Affairs.

- Any other consequence deemed appropriate by the Administration. The student's parents will be notified by the teacher in writing (notation on Progress Report or Report Card), by phone call, or by email.

### **ACADEMIC LAB**

A student may be assigned to Academic Lab on his/ her roster in first to seventh period for preparation or review of academic work. This time does not eliminate study at home. An academic environment is maintained to ensure student learning.

### **ACADEMIC PROBATION AND DISMISSAL**

The following is the Archdiocesan policy on dismissal and probation:

- Students who receive THREE scholastic failures at the end of the school year are liable for dismissal.
- Any student with TWO failures at the end of the school year is placed on probation. If a student has two failures at the end of the following year then he/she is liable for dismissal. If he/she has one failure at the end of the following year then he/she remains on probation. If he/she should have two failures for the next year while still on probation, he/she is liable for dismissal.
- Ninth grade students with five (5) failures at the end of the first semester are liable for dismissal.
- Tenth, eleventh, and twelfth grade students with four (4) failures at the end of the first semester are liable for dismissal.
- Students on probation who have three (3) failures at the mid-term are liable for dismissal.

It should be noted that the Office of Academic Affairs, aside from the regulations cited above, has the right to place any student on academic probation if such action is deemed necessary.

### **ACADEMIC REQUIREMENTS FOR GRADUATION**

Students take a minimum of 6 subjects each year and must pass each course selected. Seniors who meet these standards with passing grades on the final report are academically eligible to participate in commencement and receive a diploma.

- minimum of 24 courses for credit in grades 12.
  - required subject credits:
    - 4 in Theology
    - 4 in English Language Arts
    - 3 in Mathematics
    - 3 in Science
    - 3 in Social Studies
    - 2 in World Language
    - .5 in Physical Education
    - .5 in Health Education.
  - 6 or more credits are electives; electives can be found in the Course Catalogue by following the link [ArchbishopRyan.com](http://ArchbishopRyan.com), click on Academics, Course Selection 2017-2018
- Students are required to take a minimum of 25 credits with a required fourth year of study in Social Studies, Science, or Math.

Students with an academic failure in any subject(s) as a final grade on the final report card will be ineligible from participating in commencement and will not receive a diploma. The student will receive their diploma upon successful completion of the Archdiocesan summer school program.

### **ADMISSIONS**

As part of the Archdiocesan Schools, Archbishop Ryan High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Similar policies apply to the school staff. ARHS does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, or in any school-

administered program. Non-Catholic students must attend all Theology classes and religious activities required of all students.

### **ADVANCED PLACEMENT TESTS**

Advanced Placement (AP): AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board. Admission to this program is based upon past academic achievement in the subject area, teacher recommendation, and department chairperson approval. All students registered in an AP level course are required to take the AP exam in May. Students who have been rostered for Advanced Placement classes must have all test fees paid in full by April 1st of the current school year. Those failing to meet this financial commitment will be re-rostered for an alternative class.

### **ASSESSMENTS**

Quizzes, oral or written, may be given frequently to check on the student's retention, comprehension, and progress in a specific area of study. Assessments, at least three each quarter, enable the instructor to evaluate the students' comprehension and progress. Projects written or oral provide for in-depth research and applications. Departments schedule test days to avoid overloading students on any one day.

### **CHANGE OF ADDRESS**

Students report change of address, parish, and/or phone number to the OAA as soon as possible. If this change means that a student no longer lives with his/her parents or legal guardian, both the parent and the person now taking the place of the parents meet with the Assistant Principal for Student Services.

### **COLLEGE PARTNERSHIPS**

Archbishop Ryan High School has the privilege of college partnerships and dual enrollment with Holy Family University. Students who are rostered for partnership classes must meet the financial commitment for each course before the first day of class. Students who do not meet the financial commitment will be re-rostered.

### **CYCLES AND TEST DAYS**

The 6-Day Cycle promotes continuity in class preparation and instruction. Whenever a holiday or longer vacation interrupts the cycle, classes resume with the next day of the cycle. Test Days are arranged to space the number of tests on one day. Departments may choose one of the following two days in a cycle for testing.

Religion 2, 5	English 3, 6	Social Studies 1, 4
Math 3, 6	Science 2, 5	Language 1, 4
Business 1, 4	Art 2, 5	Health 3, 6

### **DIOCESAN SCHOLARS**

The top 30 juniors, based on the first semester cumulative rank, are given the opportunity to apply for admission to the Diocesan Scholar Program. Selection into this program provides the Diocesan Scholar an opportunity to take four college courses at a nearby Catholic College during his/her senior year. Advanced Placement quality points will be applied to the grades earned in these courses.

### **FAILURE WARNING AND PROGRESS REPORTS**

When a student is not performing at a satisfactory level or is in danger of failing for the quarter, semester or the entire school year, notification will be sent to the parents and guardians at least twenty school days before the close of the marking period. Approximate dates are noted on the school calendar. A notice of unsatisfactory work may be issued later in the marking period if the student's academic performance changes dramatically.

Progress Reports are issued four times each school year. Progress Reports and Report Cards can be assessed through the Power School parent and child portal, which are accessible from our homepage. Progress reports are intended to give a snapshot of your child's academic performance.

## **FAILURE OF AN ACADEMIC SUBJECT**

- The passing grade is 70; the college recommended grade is 80.
- A student who fails any major subject(s) on the final report is not promoted to the next grade unless he/she removes the failures by successfully repeating the subject(s) in summer school. Students who do not comply with summer school requirements and regulations are dropped from the Archdiocesan Secondary School System.
- Students with two academic failures on the final report will be on academic probation the following year in addition to completing summer school
- Students with three academic failures on the final report may be dismissed.

## **FAILURES IMPACT ON ACTIVITIES AND ATHLETICS**

Any student who has failed two subjects (including discipline) in any quarter and/or semester may not participate in the activity or sport for ten (10) academic school days starting the second Monday of the new academic quarter. After this period, week to week evaluation by the teacher will determine eligibility. If the student improves beyond a passing grade in one failing subject, the teacher may recommend eligibility but weekly evaluation remains effective for the other failing subject. Students with two or more failures will be permitted to participate in a team tryout.

Students with three (3) subject failures (including discipline) in any quarter will be ineligible for a period of fifteen (15) school days. At the end of this period he/she may then participate provided that he/she is passing at least two of the courses. At the end of the period of ineligibility, any student who still has two or more failures will not be permitted to participate for the remainder of the marking period.

Students with four or more failures (including discipline) will not be permitted to participate in athletics and activities for the following marking period.

The Assistant Principal for Student Affairs will review failure warning lists and advise the activity moderators of the eligibility determination of their students, taking care that eligibility regulations are consistently followed.

## **GRADES AND REPORT CARDS:**

- **First Quarter Grade:** Based on first quarter work
- **Second Quarter Grade:** Based on the second quarter work
- **First Semester Grade:** First quarter grade plus second quarter grade divided by two
- **Third Quarter Grade:** Based on the third quarter work
- **Fourth Quarter Grade:** Based on the fourth quarter work
- **Second Semester Grade:** Third quarter grade plus fourth quarter grade divided by two
- **Final Grade:** 45% of first semester grade plus 45% of second semester grade plus 10% of final examination grade

Report cards are issued four times each school year: November, February, April, June. Students receive the reports in all four quarters. Reports are also mailed to the home for each of the four quarters.

The highest report card grade that may be given is 100; the lowest passing grade is 70. The lowest failing grade to appear on the report card is 60; however, the actual calculated grade can be used for determining the quarter, semester, or yearly grade. This calculation therefore could lower the semester and final grades.

90-100	Excellent	(A)	70 - 72	Passing	(D)
80-89	Superior	(B)	Below 70	Failing	(F)
73-79	Average	(C)			

The quarter grade reflects the progress that a student has made during that period. This grade reflects achievement on major tests and quizzes, major projects and term papers, completion of homework assignments, and classroom participation. These are major components in determining the quarter grade. At any time, parents are able to view their student's academic progress by visiting Power School.



## **HOMEROOM GROUPING**

The Office of Academic Affairs (OAA) assigns homerooms alphabetically by a student's last name in each grade level. The letter A identifies Seniors; B, Juniors; C, Sophomores; D, Freshmen. The number after the letter indicates the section.

## **HOMEWORK**

The administration and faculty view homework as a vital part of the complete educational process. Homework includes reading assignments, written assignments, and long-term projects. It is considered an integral part of the subject grade.

## **INSTRUCTOR ABSENCE**

If a teacher has not yet arrived three minutes after the bell to start class, a student goes to the OAA to report the absence. Students continue working in class until they are informed about the remaining class time. Failure to stay in the classroom results in demerits for cutting.

## **THE LEVEL SYSTEM**

Our leveled courses are designed to place students in classes according to overall ability, interest and achievement. It is possible for a student to be in classes at different levels for different subjects. Also, a student is not locked into a particular level for all four years; changes, when required and recommended by the teacher, may be made for the next school year. Once the academic year begins, a student's course is changed only for serious and compelling reasons. All changes in course level are determined by the Assistant Principal for Academic Affairs after review of records and in consultation with teachers and department chairpersons when appropriate. The course levels are defined as follows:

- **Advanced Placement (AP):** AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board. Admission to this program is based upon past academic achievement in the subject area, teacher recommendation, and department chairperson approval. All students registered in an AP level course are required to take the AP exam in May.
- **Honors Level (HL):** Honors refers to college preparatory courses for students of high or exceptional level ability and industry.
- **College Prep Level (CPL):** College Prep refers to college preparatory courses for students of above average ability.
- **Academic Level (AL):** Academic refers to college preparatory and skills based courses for students of average ability.

## **PARENTAL REGISTRATION STATEMENT**

When a student is enrolled or transfers from another high school, parents are to give a written statement that the student is not under suspicion or expulsion for any defined offense of any type including violence, weapons offense, threats, possession or sale of controlled substances or any action or offense which might pose a danger to others. In case of expulsion or voluntary transfer to another school, ARHS will send an advisement of these situations, should they exist.

## **PARENT TEACHER MEETINGS**

Parent-Teacher Meetings are scheduled one time a year and operate by appointment only utilizing an online sign-up system found on the school website. A parent of a student who is failing one or more subject is obligated to attend these meetings or contact the teacher directly. If problems arise at any time, parents are urged to contact the teacher; teachers also may request a parent interview. At the September "Back to School Night" parents follow the student roster to learn the expectations of individual instructors. The parents of a failing student are urged to meet with the teacher to discuss the failure, at the end of the 1st quarter or the 1st semester.

## **RANK IN CLASS**

Students are ranked within their classes using current and cumulative methods. Ranking is done only on the first semester and final report:

- **Current:** The student's rank for a particular year
- **Cumulative:** The student's rank for all high school years combined

Current and cumulative ranking is determined by the quality point average.

## **ROSTER CHANGES**

No subject will be dropped or changed after THE FRIDAY AFTER LABOR DAY. Requests for change in roster because of a serious problem during the school year must be presented to the Assistant Principal for Academic Affairs, who will consult with the department chairperson and the teacher involved. A solution will be developed at the discretion of the Administration.

## **STUDENT ABSENCES**

Students are expected to make up all missed work when absent. Students are responsible upon their return to report to the teacher to arrange for making up missed work. Students with excessive (22) absences will be sent to summer school.

- **Extended Absences:** parents of students absent for more than five consecutive days must contact to OAA to arrange for makeup work. Materials are returned and updated periodically during the time of convalescence. Parents are encouraged to communicate with their child's teachers through email and Power School.
- **Homebound Instruction:** may be available to students for a variety of reasons including illness, injury, or chronic disability. The parent or guardian of a student on long-term absence must contact the school nurse for a homebound application. Homebound and hospital services consist of 3 to 5 hour sessions per week. The teacher instructs the student in all curricular areas. A parent or other responsible adult is present in the home at the time of the teacher's visit and provides satisfactory teaching conditions- light, heat, cleanliness. The school nurse recommends students for homebound instruction and is the case manager for students on homebound instruction. Any student on homebound instruction is not permitted to participate in any school activity.
- **Vacations:** the school discourages family vacations that prevent a student from attending classes. Students absent because of a family vacation are accountable for all work missed, but teachers have no obligation to give extra help, advance assignments, or make up tests. Do not schedule vacations during final examinations.

## **STUDENT AFFAIRS**

Location: North First Floor  
215-637-1800, ext. 6042

[StudentAffairs@ArchbishopRyan.com](mailto:StudentAffairs@ArchbishopRyan.com)

### **OFFICE OF STUDENT AFFAIRS (OSA)**

The OSA is directly responsible for all student activities and athletics, the distribution of SEPTA Transpasses, and the planning and direction of school events.

## **ACTIVITIES**

### **STUDENT ACTIVITIES, CLUBS, ATHLETIC PROGRAMS**

The student activities, clubs and athletic programs complement the program of scholastic and religious development. Student participation is highly encouraged; however, such participation is a student privilege and not a right. Participation in activities, clubs and athletics programs is limited to active students in ARHS.

**All clubs, activities, athletic programs sponsored by the school must follow these guidelines:**

- All activities, clubs, and sports teams must be recognized by the principal.
- Membership is open to all students, unless the club is an honor society with specific requirements or has a purpose which requires qualifications.
- The club or activity must have an administration approved faculty or staff moderator who directs and guides the students and attends all meetings and functions.
- No student may sell articles or collect articles for any purpose without the written permission of the Assistant Principal for Student Affairs. If the activity, club or athletic team collects funds for a special and approved purpose, those funds must be deposited in the school account on the day they are collected following school financial procedures. Funds should be raised and expended only for worthy purposes approved by the school principal and president.
- **Activities and practices on Sunday may not begin before 12:00 pm.**

## Clubs

Ambassadors American Math Competition Team American Sign Language (ASL) American Heroes Club Art Club Athletes Helping Athletes (AHA) Athletic Training Club Book Club Catholic Relief Services (CRS) Comedy Club Community Service Corps (CSC) Future Business Leaders of America (FBLA) Future Engineers Gardening Club Guitar Club Health Careers Club InterAct Club JV Mathletes	Mini-THON Mock Trial National English Honor Society National Honor Society No Place for Hate Club Quiz Bowl Renaissance Club Rho Kappa Social Studies Honor Society Ryan for Life Ryan Pride She's the First Strategy Games and Chess Club Student Council Table Tennis Club TV Studio Varsity Mathletes Yearbook
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## Fine Arts

Art Club Fall and Spring Productions Chorus Orchestra	Concert Band Jazz Band Stage Crew Varsity Chorus
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## Athletic Programs

Baseball: Freshman, JV, Varsity Lacrosse Boys: JV, Varsity Basketball Boys: Freshman, JV, Varsity Lacrosse Girls: JV, Varsity Basketball Girls: JV, Varsity Outdoor Track (Boys and Girls)	Bowling: Boy Soccer Boys: Freshman, JV, Varsity Bowling: Girls Soccer Girls: JV, Varsity Cheerleading: JV, Varsity Softball: JV, Varsity
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Cross Country Boys  
Swimming Boys  
Cross Country Girls  
Swimming Girls  
Field Hockey: JV, Varsity  
Tennis Girls  
Football: Freshman, JV, Varsity

Volleyball Boys: JV, Varsity  
Golf  
Ice Hockey: JV, Varsity  
Volleyball Girls: JV, Varsity  
Indoor Track (Boys and Girls)

## **ANNOUNCEMENTS**

Daily written announcements must be sent to the Office for Student Affairs for approval by 7:00 AM the day of the announcement. Announcements will be made at the end of 7th period for club and sports cancellations or emergencies only. Announcements will be included at [ArchbishopRyan.com](http://ArchbishopRyan.com) website under the Parent and Student Life tabs.

## **BULLETIN BOARDS**

The Bulletin Boards in the corridors and in the cafeteria may not be used without the permission of the Assistant Principal for Student Affairs. All notices must be approved, and signed by the APSA. The ARHS Information bulletin board in the cafeterias and the North and South back hallways are to be kept current by the Activities and Clubs president who will gather information from each club. Notices may not be posted in the hallways.

## **DANCES AND PROM**

Attending dances and prom is a privilege not a right. Admission to dances requires a current student ID card, admission ticket, and proper attire. Prior to purchasing a ticket, the student must present a signed permission form for a dance or prom. The form must be signed by a parent, the student, and when applicable the student's date and the date's school administrator. Students from other schools are permitted to attend ARHS dances when a dance is designated as such. Escorts for dances are subject to approval by the Assistant Principal for Student Services. The administration has the right to refuse admission at the door to students, guests or escorts who have not been granted prior approval. Students who have left ARHS for discipline reasons or with an outstanding debt are not permitted to attend school dances or prom. Students who have been dismissed or transferred because they are not in good standing with ARHS, or because of violations of the discipline code or the substance abuse policy, are not permitted to attend.

For dances and proms, students may purchase single or couple tickets. All couples must be male-female. Only Archbishop Ryan students may purchase single tickets.

A failure in conduct (62 demerits) makes a student ineligible to attend a dance and 93 demerits for the senior prom. Students who have excessive unexcused absences or excessive latenesses will be held from the dance.

Junior students must have met their service hour requirements by the appointed deadline determined by the APSA to purchase a Junior Prom ticket.

Early dismissals are not permitted for students attending ARHS dances.

Modest and appropriate attire is expected at all ARHS dances. Any student whose attire is deemed inappropriate by the administration will not be admitted to the dance. All dancing by students, as well as their guests, must be of appropriate Christian and moral nature. Inappropriate dancing will result in removal from the dance, issued demerits, and may lead to exclusion from future dances or prom.

Students and their guests are expected to adhere to ARHS regulations and to the instructions of chaperones. Any student who disobeys the rules will face disciplinary action. Please note:

- Students and their guests must arrive at dances within thirty minutes of the scheduled starting time.

- A student who has a legitimate reason for arriving late for a dance must present this reason to the moderator in a letter signed by a parent or guardian at least one day before the dance.
- No one may leave the dance for any reason without the permission of the Administrator in charge.
- Students must make arrangements beforehand for transportation home from dances.
- The school is not responsible for any lost or stolen articles at a school dance. Leave all valuables at home.
- Students may not bring water, soda, juice bottles, duffel bags, backpacks, or overnight bags into the school on the night of a dance.

The use or possession of any controlled substance is against PA Law. Any students suspected of drug or alcohol use is subject to investigation. Students found to be in violation of the school's Drug and Alcohol Policy will be subject to the sanctions of the policy. (Please refer to the Drug and Alcohol Policy in the Student Services section).

Archbishop Ryan does not sponsor or approve of such activities and officially discourages parents and guardians from sponsoring them. Pre-Prom or Post-prom parties, whether parent-sponsored or not, are illegal. The use of drugs or alcohol before, during, after the prom is absolutely forbidden.

### **FIELD TRIPS**

The rules of conduct that are in effect at the school apply on school sponsored trips. Neat and appropriate dress is a must for field trips. School uniforms will be worn on all field trips unless permission has been given by the APSA. Students must have a "parental permission slip" signed and returned 24 hours before leaving on any trip. Failure to return permission forms 24 hours in advance of a field trip makes a student ineligible to attend. A teacher organizing a field trip will publish a list of the students attending. The administration has the right to withhold approval based upon discipline, attendance, academics, and financial standing. With the exception of the Kairos retreat, no Junior or Senior field trips should be taken during the month of May.

Parents must have current, required necessary clearances on file at ARHS to chaperone. These include: Child Abuse Clearance, the Criminal Police Check, and the Safe Environment Documents. Information about acquiring any of these certifications can be found by [clicking here](#). Clearances on file elsewhere can be faxed to 215-637-8833 or mailed to ARHS, 11201 Academy Road, Phila., PA 19154 Attn: Main Office.

### **BACCALAUREATE LITURGY AND COMMENCEMENT POLICIES**

Participation in Commencement Exercises (Baccalaureate Liturgy and Graduation) is a privilege not a right. Students who have completed all requirements for a diploma and are in good standing may participate in Commencement Exercises. Students may be excluded from participation in these exercises for:

- A failure to meet academic requirements
- A failure to meet all conduct and attendance requirements
- A failure to meet service requirements
- A failure to meet all financial requirements

A hold will be placed on Graduation materials until all requirements are satisfied. No graduation materials may be issued to a senior until the specific hold is removed.

Both the Baccalaureate Liturgy and Graduation constitute the Commencement Exercises for ARHS. Students must attend all commencement practices. No student will be excused to attend a college orientation or counselor meeting. Colleges provide a number of options for new student meetings. Do not select dates that coincide with graduation week activities.

### **GROUP TRAVEL AND STUDY**

The school discourages programs for student travel outside the school year. ARHS does not evaluate the various agencies offering travel and study opportunities.

The following regulations limit study and travel programs:

- No diocesan high school, department, or extracurricular activity of a diocesan high school or a school related organization may sponsor, organize, or conduct a travel and study program for students or for teachers on its own, or in conjunction with another sponsoring school or group during the school year, or during the summer.
- The diocesan high schools assume no responsibility of any kind for students or faculty members who participate in such programs.
- No faculty member or student may be excused from school to participate in such programs, regardless of sponsorship.
- Any faculty member who wishes to organize a travel or study program apart from regular school time does so as a private individual and not in a capacity as a member of diocesan high school faculty. Parents and students must be made aware that such programs are not sponsored by the school.
- School sponsored trips outside the mainland United States are not permitted under any circumstances.
- Trip organizational meetings cannot be held at ARHS.

### **PARTICIPATION IN SCHOOL ACTIVITIES AND EVENTS**

Students with an unexcused absence are not permitted to participate in that day's school activities or events. To be considered present for the school day, students must be in school for at least four academic periods.

### **SCHOOL RINGS**

The school ring design and the name "Archbishop Ryan High School" or any of its forms are protected by copyright laws. The school name and ring design may not be used without explicit permission from the principal and president. The official ARHS ring may only be ordered from Jostens. All payments are handled directly through Jostens and are not the responsibility of Archbishop Ryan High School. Reception of the school ring is celebrated with a Ring Mass in junior year.

### **TRANSPASSES**

To receive a SEPTA transpass from the City of Philadelphia, you must live 1.5 miles or more from ARHS. All students living within the city limits of Philadelphia and who are registered at ARHS are eligible for this program. The School District of Philadelphia decides who is eligible to receive the passes. Transpasses are distributed during all lunch periods.

### **ATHLETICS**

Check the Archbishop Ryan High School website at [ArchbishopRyan.com](http://ArchbishopRyan.com) for athletic schedules and athletic department updates.

### **ELIGIBILITY**

ARHS abides by all of the rules and regulations of the PIAA and the Philadelphia Catholic League regarding eligibility and all other areas of governance. Additionally, a student's eligibility for sports must meet school guidelines for academic performance and for adherence to the conduct code. (see Policy on Failure and Activities/Sports) Athletic and Activity eligibility requires a student to attend a minimum of 4 periods during the school day.

### **SCHOOL POLICIES REGARDING ATHLETICS:**

#### **CODE OF CONDUCT**

Athletes and spectators are required to conduct themselves in a manner consistent with the philosophy and conduct code of ARHS, the PCL and the PIAA.

#### **EARLY DISMISSAL**

If for any reason class is dismissed early, or if there is wait time from the end of the school day until the beginning of practice, athletes must report to the North Cafeteria until their coach arrives. If there is no

supervising adult in the North Cafeteria students must report to the Office of Student Affairs where there is supervision. Athletic practices may not be scheduled on early dismissal days if the coach is not able to arrive within one half hour of the scheduled practice.

Students may not loiter in the locker rooms, weight room, Quinn Athletic Center or the gymnasiums. Students may not enter these locations to play or practice without the presence of their coach or a supervising adult.

## **FEES AND UNIFORMS**

The athletic fee must be paid in full in order for a uniform to be issued. ARHS Athletic uniforms are red and black, and may include white or gold. All athletic gear is also red and black, and may include white or gold. Any evocative lettering is prohibited.

## **PHYSICALS**

All student athletes must present completed physical forms prior to the first day of tryouts. Students will not be permitted to try out for a team unless the physical is on file in the Athletic office. PIAA physical forms can be found at [ArchbishopRyan.com](http://ArchbishopRyan.com) under the Athletics, Forms. Families are required to create a FamilyID account.

## **ATHLETIC PRINCIPLES OF CONDUCT AND SPORTSMANSHIP**

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

2. Policy relating to ejections:

Spectators:

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

Athletes Violating the Code of Conduct and Sportsmanship for the

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

3. Policy relating to fighting:

Any athlete who:

a) throws the first punch or initiates an altercation will be immediately dismissed from the team for the remainder of the season.

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

b) enters an existing altercation with the intent to harm an opponent will be immediately dismissed from the team. Any athlete who attempts to stop an on-going altercation by grasping his/her own teammate will not be disciplined.

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

## **PLAYOFFS AND STATE CHAMPIONSHIPS**

Whenever a team has merited an opportunity to attend a PIAA Playoff or State Championship of any kind, the school will assume financial responsibility for ground transportation and all entry and officiating fees, as well as half the cost of lodging for each player. If it is necessary for the students to travel by air, the school will assume

financial responsibility for half the cost of air transportation, half the cost of lodging, and the full cost of entry and officiating fees. The family of the student will assume financial responsibility for the cost of food, half the cost of lodging, and half the cost of air transportation for their student.

### **POLICY ON SUBSTANCE ABUSE**

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

### **PHILADELPHIA CATHOLIC LEAGUE (PCL)**

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

#### **Article One: Athletic Courtesy:**

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

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

#### **Article Two: Pertaining to Catholic High School Athletics:**

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

#### **Section 1: The Student Spectator:**

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

#### **Section 2: The Athlete**

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

#### **Section 3: The Coach**

1. has a mature and fair relationship towards the players
2. teaches athletes to win through legitimate means only; striving to win at any cost is unethical
3. gives opponents full credit when they win
4. controls his/her temper and discourages objectionable language
5. recommends the use of competent officials and supports their decisions; exercises discretion when questioning the actions or decisions of officials before players or spectators



6. counteracts unfounded rumors; if questionable practices are observed, the matter is referred to the Athletic Director
7. does not solicit players from other schools

**Section IV: The Athletic Director** should:

1. be aware of his accountability in the supervision and conduct at spectator sports and in certification of eligibility for the student-athletes
2. employ coaches who exemplify Christian principles and who view athletics in proper perspective
3. treat visiting teams and officials as guests
4. foresee possible misunderstanding with other schools and as far as possible settle them before they materialize

**Article Three: Penalties**

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

**Section I:**

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

**Section II:**

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

**Section III:**

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

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

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

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

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

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

## **PIAA Eligibility Standards**

### **Age**

You may not have reached your 19th birthday by the date of June 30 that immediately precedes the beginning of the school year. In sports where interscholastic competition is limited to grades 7 through 9, you may not have reached your 16th birthday by the date of June 30 that immediately precedes the beginning of the school year. In sports where interscholastic competition is limited to grades 7 and 8, you may not have reached your 15th birthday by the date of June 30 that immediately precedes the beginning of the school year. (PIAA)

### **Amateur Status**

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

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

### **Attendance**

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

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

### **Consent of Parent or Guardian**

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

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

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

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

### **Period of Participation**

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

### **All-Star Contests**

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

### **Curriculum**

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

Eligibility is determined both weekly and by marking period:

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

**Marking Period:** a student-athlete must have passed at least four, full-credit subjects, or the equivalent during the previous grading period in order to be eligible for athletic competition. A student declared ineligible due to failing grades in a preceding grading period shall be ineligible to participate for the first 15 school days of the next grading period. Eligibility for the first grading period is based on your final grades for the preceding school year. (PIAA)

**This policy is the minimum required. A school policy may supersede provided the regulations are more rigorous. Our policy on Failures and Activities and Athletics is included here:**

Any student who has failed two subjects (including discipline) in any quarter and/or semester may not participate in the activity or sport for ten (10) academic school days starting the second Monday of the new academic quarter. After this period, week to week evaluation by the teacher will determine eligibility. If the student improves beyond a passing grade in one failing subject, the teacher may recommend eligibility but weekly evaluation remains effective for the other failing subject. Students with two or more failures will be permitted to participate in a team tryout.

Students with three (3) subject failures (including discipline) in any quarter will be ineligible for a period of fifteen (15) school days. At the end of this period he/she may then participate provided that he/she is passing at least two of the courses. At the end of the period of ineligibility, any student who still has two or more failures will not be permitted to participate for the remainder of the marking period.

Students with four or more failures (including discipline) will not be permitted to participate in athletics and activities for the following marking period.

The Assistant Principal for Student Affairs will review failure warning lists and advise the activity moderators of the eligibility determination of their students, taking care that eligibility regulations are consistently followed.

### **ATHLETIC SUMMER CAMPS**

Listed below is the Archbishop Ryan High School Athletic Department's policy concerning student participation in summer camps, and/or leagues:

- While the Athletic Department encourages student athletes to improve their basic skills by participation in summer camps, it must be understood that all such activities are voluntary.
- Members of the coaching staff at Archbishop Ryan are expressly forbidden from placing any pressure on any student to attend any summer camp or to play in any summer league.

- Parents and student athletes should be aware that participation in summer camp and leagues does not in any way guarantee the player a position on any school team in the years following his or her participation in the camp or league.
- No coach may receive direct payment from students or from parents of students that take part in summer camps or play in summer leagues.
- Non-participation in summer camps and/or leagues shall not jeopardize the opportunity of any student athlete to participate in tryouts for his or her respective school teams the following year.
- The Diocesan insurance policy, which covers student athletes during the school year, does not cover injuries incurred during summer camps, or leagues. Participation waivers must be signed by the parent or guardian.

## **Student Services**

Office of Student Services

Location: North First Floor

215-637-1800, ext. 6045

[StudentServices@ArchbishopRyan.com](mailto:StudentServices@ArchbishopRyan.com)

### **OFFICE OF STUDENT SERVICES (OSS)**

The OSS is responsible for the daily monitoring and enforcing of the school's code of behavior, the tracking of student attendance, and the oversight of guidance, health services, and counseling services including government or private agencies, and the scheduling of student transportation.

### **THE CODE OF BEHAVIOR**

The Code of Behavior in a Catholic school has as its basic purpose the teaching of responsibility to God, to self, and to others. A school wide expectation of appropriate behavior contributes toward establishing a proper educational atmosphere in school. While the APSS is directly responsible for all student behavior related policies, appropriate behavior is the responsibility of everyone - students, parents, administration, faculty, and staff.

***All students represent ARHS 24 hours a day. Any student whose behavior causes disgrace to themselves and ARHS whether on or off campus is subject to sanctions imposed on him/her by the school administration.***

### **ABSENCE**

State law requires all students to be present each day that school is in session. If a student is absent, a parent or guardian must call the Attendance Office at 215-637-2247 before 9:30 a.m. on the day of absence, stating the student's name, student's I.D. number, homeroom section, reason for absence, and the name, relationship and telephone number of the caller.

If a phone call is not received, two demerits will be issued upon the student's return. Please note that a doctor's certificate must be submitted for an absence of three or more days.

Students absent and/or late for 22 or more days without a doctor's certificate will be required to attend Behavior Modification Summer School. A reminder is ordinarily sent to the parents when a student has accumulated an excessive number of latenesses or absences. Doctors' notes for absences or latenesses must document the reason, and must be handed in on the same day that the student returns to school. If a student fails to hand in a doctor's certificate within two weeks of return to school that certificate will not be accepted as a means to excuse the absence or lateness.

The student is responsible for any school work missed during any absence or missed class time within a time period deemed appropriate by the subject teacher.

Athletic and Activity eligibility requires a student to attend a minimum of 4 periods during the school day. Any student who is absent from school on any given day may not participate that same day in any activity or sport sponsored by ARHS. Following a game or match, students must be present at the start of the school day to be eligible to play/practice that day.

### **ASSEMBLIES**

Students move quietly to their assigned places in the auditorium. A speaker approaching the microphone is a signal for the audience to be silent. At Liturgy in the auditorium the students maintain a prayerful reverence. General disorder at an assembly may result in demerits.

### **BACCALAUREATE LITURGY AND COMMENCEMENT CEREMONIES**

Any senior who has accumulated 124 demerits or failed four quarters by Wednesday, May 27, 2020 may not be permitted to attend Baccalaureate Mass or Commencement ceremonies. Additionally, if a senior commits any serious infraction up to and including Graduation day, that senior will not be permitted to attend the Baccalaureate Mass or the Commencement Exercises.

### **BACKPACKS AND SCHOOLBAGS**

Backpacks and schoolbags are not permitted during the school day. Students may visit their locker during the change of class.

### **BEHAVIOR MODIFICATION SUMMER SCHOOL**

Any student who fails three or more quarters of conduct will be liable for dismissal. After being reviewed by the administration, if the student is to be welcomed back for the following academic year, he/she will be required to attend Behavior Modification summer school. The program is held at ARHS. A fee is charged for this service. Failure to complete summer school will result in dismissal. A discipline contract must be signed upon returning to ARHS and the student will be placed on conduct probation for the following school year. Any student who fails conduct while on probation will be reviewed for dismissal quarterly.

### **BEHAVIOR MODIFICATION SUMMER SCHOOL FOR ABSENCE/LATENESSES**

Any student who has 22 or more unexcused absences/latenesses must attend Behavior Modification Summer School. Any student who fails to attend will be dismissed.

### **BOOKS AND MATERIALS**

All school books with the exception of religious textbooks and certain materials are furnished by Acts 195 and 90 from the State of Pennsylvania's Program of Aid to Non-Public Schools. The books and supplies are issued with the understanding that proper care and use by the student is maintained. If a student loses, destroys, or defaces a book, netbook, or tablet, that student will be required to pay for the replacement.

### **BULLYING**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying.

ARHS is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying in school is strictly prohibited and will not be tolerated. For the purpose of clarity, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Bullying also includes cyber-bullying through social media. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

### **Complaint/Investigative Procedure:**

All members of the ARHS Community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are

responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (victim or bystander, parent or another adult) may initiate a complaint by completing a confidential reporting form and returning it to the APSS.

### **Intervention and Consequences:**

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, issuance of demerits, suspension, expulsion, or referral to local law enforcement agency.

### **Cyberbullying:**

Cyberbullying includes, but is not limited to the following examples of misuse of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster, sender, or re-sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the APSS who shall fully investigate all reports of cyberbullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the learning of the victim or the day-to-day operations of a school.

Disciplinary action may include: the loss of computer privileges, issuance of demerits, detention, suspension, or expulsion for verified perpetrators of cyberbullying. In addition, when any kind of threat is communicated, the administration will report such crimes to local law enforcement officials.

### **BUS REGULATIONS**

Misconduct on school buses will not be tolerated since it involves the safety and lives of others. Absolute attention and compliance must be given to evacuation drills and any other instructions from SEPTA, the school district, or from the driver. Any infraction involving bus misconduct will result demerits and possible loss of riding privileges. In the event of a move from one district to another, the parent must notify the OSS two weeks prior to the move. Each public school district sets its own schedules and regulations. ARHS does not have the authority and may not give permission for a student from one district to ride another district's bus or to change bus assignments within the same district, since bus transportation is under the jurisdiction of the public school district and is assigned by student residence.

### **CELL PHONES**

Cell phones must be silenced and placed in cell phone pouches in homeroom, classes, offices, study halls, and the library. Academic time is paramount. A student caught using a cell phone in a classroom will receive demerits for both the phone and for insubordination. Students are able to use their cell phones in the hallway in between classes and during lunch periods in the cafeteria and back cafeteria hallway. Our goal is to help foster responsible cell phone usage, but the policy underscores the importance of focused academic time. The AOP Acceptable Use Policy will be enforced with student cell phone usage. Repeated infractions will require the student to turn in their cell phone to the Office of Student Services. The administration reserves the right to adjust this policy. If an emergency exists at home, parents should contact the Office of Student Services who will notify the student.

## CLOSED CAMPUS

Students stay on school property from the time they arrive, even if homeroom has not yet started, until dismissal. Permission to leave campus for any reason is obtained from the Assistant Principal for Student Services. Students may not have food delivered by any service during school hours. Only a parent or guardian is allowed to enter the campus to pick up a student, unless permission has been granted from a parent or the adult is listed on the signature card.

## CONDUCT PROBATION

Students who are placed on conduct probation will have their discipline records reviewed by the administration quarterly. Students who have accumulated numerous infractions must attend one Special Saturday Detention, and if deemed excessive, will be reviewed for dismissal. Students who commit a major offense will be immediately reviewed for dismissal.

## CONTRABAND

Students may not bring to school firearms, pellet guns, BB guns, knives, or other weapons or objects commonly used as weapons. Weapons are confiscated and not returned. The student is subject to demerits, suspension, expulsion, or arrest as recommended by the Assistant Principal for Student Services. In addition to weapons, toys and other unsuitable objects are not permitted in school: E-Cigarettes, dab pens, vaping devices, lasers, cigarettes, lighters, matches, and magic markers. These are considered contraband and are confiscated. Possession and/or use of alcohol and drugs are forbidden. The school may, at its discretion, employ the use of K-9 officers and their dogs in order to employ safety, order and discipline in the school.

## CORRIDOR PASSES

Students are not permitted in corridors without a hall pass except during the change of class and before or after school. A student requesting a corridor pass from a teacher may give the teacher his or her ID card in exchange for the pass. The ID card will be returned when the student returns the corridor pass to the teacher. No student is permitted in the corridors or classrooms before 7:25 am and 15 minutes after dismissal without adult supervision.

## DEMERITS AND DETENTION

A student begins each quarter with a perfect conduct grade recorded as 100 on the report card. For each demerit issued, points will be deducted according to the severity and/or frequency of the infraction. **Demerits continue to accumulate from quarter to quarter.** Failures in two or more quarters or an equal number of demerits (62) will result in the loss of the school dances. Failure in three or more quarters or an equal number of demerits (93) will result in the loss of Prom, the student must attend Behavior Modification Summer school. Failure in 4 quarters or an equal number of demerits (124) will result in dismissal. Student's discipline records are available at any time through Power School. Student discipline history is included on the quarterly progress report.

**Three quarter failures in conduct or an equal number of demerits (93 or more) will cause the student to be placed in behavior modification summer school and may make the student liable for dismissal.**

Conduct Failures (One Failure = 31 demerits)

One Failure.....	Parental interview, one Saturday detention
Two Failures or 62 demerits .....	Probation, parental interview, discipline contract, loss of school dances, one Saturday detention
Three Failures or 93 demerits .....	Behavior Modification Summer School, disciplinary probation, loss of Proms, liable for dismissal, two Saturday detentions
Four Failures or 124 demerits .....	Seniors are ineligible for all Graduation Activities, eligible for dismissal

Conduct grades are reported on the quarterly report card. Parental interview and in-school or out-of-school suspension, at any level, may be necessary if so determined by the APSS. Each demerit is one point off the conduct grade. Infractions will be reported and recorded through Power School and are accessible through the Power School website, not in the app.

Alcohol	45
Drugs	45
Fighting	30
Forgery/ Theft	20 ~ 30
Harassment	10 ~ 15
Insubordination	10
Skipping Class	10
Use/Possessing Tobacco Products in Building (E-Cigs)	30
Use/Possessing Tobacco Products on Grounds (E-Cigs)	30
Acceptable Use Policy Violation	10 ~ 30
Suspicious Circumstances	10 ~ 30
Leaving Campus	20
Truancy	30
Vandalism	10 ~ 15
Abusive Language to Faculty/Staff	15
Car Violation	5
Cell Phone Violation	10
Contraband	10
Cut General Detention	10
Cut Private Detention	10
Cut Late Detention	5
Disrespect	5
Disruptive Behavior	5

Out of Bounds	4
Profanity	5
Corridor Violation	4
Irresponsibility	3
Late for Class	2
Cafeteria Violation	3
Littering	3
Late for School	2
No Phone Call	2
Failure to Return Signature Card	2
Improper Uniform Summer/Winter	2
No I.D.	2
Improper Skort/ Pants	2
Improper Shoes	2
No Tie	2
No Belt	2
No Sweater	2
Improper Socks	2
Ripped Stockings	2
Shirt/ Colored T-shirt	2
Piercing/Excessive Jewelry	2
Nose Piercing	2
Extreme Haircut/ color	2
Facial Hair	2



Tattoo	2
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Other - Explanation Required	5 ~ 20
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- \* Leaving campus or walking out of school will be treated as truancy.
- \* Multiple class cuts will be liable to suspension and/or expulsion.
- \* Repeated truancy will be liable for expulsion.

### **DETENTION:**

Detention is held on Friday mornings at 6:50 AM in the North Lecture Hall. Any student who cuts a General Detention will receive (10) demerits. Late detention is held on Thursday, after school, for students who are late for school one or more days. Demerits for one lateness are removed when the student attends the late detention; however, the lateness remains on the attendance record. Students who cut late detention are issued an additional 5 demerits. A list of students in detention is posted in the cafeteria and outside the Office of Student Services the day prior to the detention. It is the student's responsibility to check the list weekly. All students must arrange for transportation and if necessary, notify their place of employment. No one will be excused from a detention due to athletics, work, family commitments, vacations, etc. Any excuse of illness which causes a student to miss detention requires that a note from your doctor must be handed in on the Monday after the detention.

A special *Saturday Detention* is mandated for students with quarterly conduct failures. There is a ten-dollar charge for this detention which is directly billed to each parent's FACTS account. Students with excessive lateness or who consistently miss late or general detention may also be mandated to attend this special Saturday Detention. Students who do not attend their special Saturday Detention may not return to school the next class day until a parent meeting is scheduled.

### **DRESS CODE**

Students are expected to be clean and well-groomed at all times. The APSS is the final judge of violations of the dress code and hair-style code. The APSS also sets the time for seasonal code changes.

Male and female students with visible tattoos must wear the long sleeve, white oxford shirt (and tie for the males) during the school year, regardless of the season. Ladies must wear tights/stockings to cover any leg tattoos.

- Students must wear the entire regulation school uniform; no part may be altered in any way
- There is a fall/spring and winter uniform.
- Students are to come to school in full uniform No one is to change clothes in a school corridor at any time.
- Shirts and blouses are tucked into the pants/skorts (not rolled over or worn outside and skorts may not be pinned).
- If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note that morning from parents or doctors. If the situation is long term, a note must be on file from the doctor or parent. The Assistant Principal for Student Services assigns the details of substitute dress.
- Students in Physical Education class wear the uniform determined by the Physical Education Department staff.
- The APSS defines the dress of the day for students on field trips.
- Students are required to wear their ID on a school-issued lanyard.
- Extreme hairstyles or unnatural hair coloring are not permitted for any student, male or female.
- Girls may not wear excessive jewelry; only one pair of small earrings worn in the earlobe.
- Girls' fingernails should be of moderate length.
- Girls' make-up must appear natural; no extreme colors or textures.

- Boys may not wear earrings of any kind.
- Boys may not have visible facial hair including long sideburns.
- No colored or lettered undershirts or t-shirts.
- No visible body piercing is permitted on any student (except for one pair of small earrings for the ladies).
- Feet must be in the shoes completely and shoes must be tied. Shoes are not to be worn as clogs.

Regulation school clothing must be purchased at Flynn and O'Hara, 10905 Dutton Road, Philadelphia, PA 19154 (215) 637-4600.

### **Girls Regulation Dress Uniform:**

All females must wear the regulation school uniform at all times during the school day.

#### **Fall/Spring Uniform**

- Black dress skort (appropriate length – 2 inches above the knee)
- Red AR golf shirt (only top-button unbuttoned), tucked in to the short
- Black oxford shoe/Sperry shoe
- Black knee socks – to the knee (no athletic socks)

#### **Winter Uniform**

- Black dress skort (appropriate length – 2 inches above the knee)
- Red cardigan sweater (no holes in elbows)
- White oxford shirt (only top-button unbuttoned), tucked in to the skort
- Black oxford shoe /Sperry shoe
- Black tights (no leggings)

### **Boys Regulation Dress Uniform:**

All males must wear the regulation school uniform at all times during the school day.

#### **Fall/Spring Uniform**

- |   |                                 |
|---|---------------------------------|
| • Black dress pants worn with a black belt  | • Black oxford shoe/Sperry shoe |
| • Red AR golf shirt, tucked in to the pants | • Dress socks                   |

#### **Winter Uniform**

- |   |                                 |
|---|---------------------------------|
| • Black dress pants worn with a black belt    | • Regulation school tie         |
| • Red cardigan sweater (no holes in sweaters) | • Black oxford shoe/Sperry shoe |
| • White oxford shirt, tucked in to the pants  | • Dress socks                   |

***Failure to comply with the school uniform policy will result in disciplinary actions.***

### **Junior Prom and Senior Prom Dress Code**

The Junior Prom is a semi-formal event and the Senior Prom is a formal event. Formal dresses for the Junior Prom and long gowns for the Senior Prom are the required attire for the young ladies. Dresses and gowns, which must be floor-length, require administrative approval. They must be modest and in good taste, reflecting the respect the student has for themselves and for the values and morals of ARHS. Gentlemen must wear a suit for the Junior Prom and a tuxedo for the Senior Prom. Sneakers and casual boots are not permitted. Students and their escorts who are not dressed appropriately will be refused entrance to the Dance or Prom. Parents will be called, students will receive demerits, and ticket money will not be refunded. Students and their escorts who are not dressed properly but who are permitted to remain at prom will receive demerits and will not be permitted to have formal photographs taken. In this case, parents will receive a letter informing them of the situation. The consequences stated here will be issued according to the nature of the dress code violation.

### **Dress Code for “Dress Down Days”**

On days designated as “Dress Down Days,” students may wear appropriate and modest attire to school with these restrictions: All tattoos must be covered. No costumes, pajama bottoms, short shorts, tight shorts, or bike shorts. No bare midribs, tank tops, tops with low necklines, or overly tight clothing. No clothing that has insulting, obscene, or suggestive images or messages. Students must wear their school IDs on the lanyard, around the neck, and visible at all times.

### **FINAL JUDGEMENT IN DRESS CODE MATTERS IS RESERVED TO THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES.**

### **EARLY DISMISSAL**

Regular school attendance supports student success. Therefore, parents are urged to schedule doctor and dental appointments outside of the school day. Parents and guardians should report to the Main Office and students are to be picked from the Office of Student Services.

**The student must bring the note to the Office of Student Services before homeroom begins or receive demerits for irresponsibility.** A parent may request early dismissal for a serious reason. Early dismissal is effective after fourth period; before this, a student is marked absent for the day. The written request includes the student's name, section, student number, date, time, and reason for dismissal. The early dismissal form is available at [ArchbishopRyan.com](http://ArchbishopRyan.com). The note gives a phone number where a parent can be contacted to verify the request. Same day requests via telephone will only be granted in extreme emergency situations. *Early dismissals will not be honored for students on the day of the Junior or Senior Prom or the day before the start of a holiday/holiday weekend.*

### **ELEVATOR**

No student is permitted to use the elevator without permission. Elevator keys can be obtained from the Main Office or the President’s Office.

### **ENTRANCE AND DISMISSAL**

Students enter the building through the doors in the back of the cafeteria before 7:25 a.m. and can enter via the front lobbies after the 7:25 am warning bell. At the warning bell, students move to the upper floors. Students go promptly to their lockers and to homeroom without loitering or congregating in the corridors. For safety and traffic flow, ***students who come by car are dropped off and picked up in the back of the building.***

After 7:40 a.m., students must report to the Attendance Office for a late slip. School officially begins at 7:40 a.m. If a student has not been to his/her locker to remove his/her coat, retrieve any books, etc. before going homeroom, he/she is considered late for school and report to the Attendance Office for a late slip. Students are not to leave homeroom to go to a locker.

Every student is to remain in homeroom for prayer, the pledge of allegiance, and for all announcements unless they receive an official request form from an office. This includes the homeroom representatives who must pick up the homeroom mail before 7:40 a.m.

After the last class of the day, students leave the school and the grounds in an orderly fashion. Traffic laws are to be respected. No students are allowed above the first floor of the building without the supervision of a teacher or moderator. Students waiting after dismissal must wait at the first floor North or South lobby. If a student with a free eighth period is scheduled for an after-school activity, he/she waits in the assigned area (North Cafeteria) and may not be in the halls. A student who ignores these directives will be given demerits.

### **EXTRA-CURRICULAR ACTIVITIES**

The school sponsors athletic competitions, plays, field trips, socials, dances, proms, clubs, and other activities for the students' social development. Irresponsible or disruptive behavior at any school event renders a student liable to disciplinary action. If a student comes to a school event under the influence (drugs or alcohol), or

behaves irresponsibly, he/she may not be permitted to attend school events such as socials, dance or proms for the remainder of the year.

### **FACULTY ROOMS**

All faculty rooms, faculty resource areas, copy room and faculty dining rooms are off-limits to all students. Students may not enter these areas for any reason.

### **FIGHTING**

Any Student or Students involved in fighting may be suspended from school and will be reviewed for dismissal. During this time they are responsible for all schoolwork. Before being readmitted, the student accompanied by parent or guardian, must meet with the Assistant Principal for Student Services. Demerits and /or detentions may be distributed at readmission: a penalty is up to 30 demerits plus 3 detentions. A second offense warrants review for dismissal. A student who threatens or physically touches a teacher is subject to expulsion. Any students involved in verbal fights, name calling, using verbal threats, directly or indirectly may receive demerits and general detention.

### **FIRE ALARMS AND EQUIPMENT**

A student who signals a false alarm or tampers with fire equipment is subject to expulsion and arrest. School time lost by a false alarm is added to the end of the school day.

### **FIRE DRILLS**

At regular intervals are required by law and is an important safety precaution. When the first signal sounds, everyone obeys promptly and clears the building by the prescribed route as quickly as possible in absolute silence. Classroom and office doors should be closed upon exiting. Students can protect life and avoid personal injury by following the Fire Drill procedure strictly. No one uses the elevator in a fire emergency. Students on crutches or handicapped exit the building and report to the nearest administrator. Since fire trucks and equipment need access to the building, the pavements and roadways around the building are kept clear.

### **GUM**

Students are forbidden to chew gum at any time in the school building.

### **HARASSMENT**

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

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

Sexual harassment 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 which are sexually suggestive

A 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 a confidential manner following the procedures of the Office of Catholic Education. When warranted, appropriate action will be taken up to, and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited.

Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action and possible dismissal.

### **HOMEROOM**

The bell to begin homeroom period rings at 7:40 a.m. Any student who is not in homeroom at this time is considered late for school. Since it is absolutely necessary that the attendance record be accurate, every student must be in alphabetical order in an assigned seat. Students respond reverently to Morning Prayer, salute the flag with respect, and listen attentively to announcements. Students are not to leave homeroom for any reason unless they receive a request slip from a particular office and they are to report at the time given on the request slip. Students are to attend to personal business during their lunch periods, not during homeroom.

### **IDENTIFICATION CARDS**

Students must wear the official school identification card on the official school lanyard, around the neck and visible at all times. This ID card is needed to enter school, purchase food from Aramark, obtain a corridor pass, to attend ARHS social events, etc. If a student loses his/her ID card or lanyard, the student must come to the Office of Student Services and pay \$10 for a replacement card. The ID card is presented to any staff member upon request without comment or question.

### **LATE FOR CLASS**

The classroom teacher issues demerits to a student late for class. If a student is 15 or more minutes late, he/she is considered to have cut the class.

### **LATE FOR SCHOOL**

Students who are late for school will receive two demerits and a mandatory late detention. Once the student attends detention, the demerits for 1 day will be removed. After five latenesses in a semester, the demerits may no longer be removed. If a student enters after 8:00 AM, the student will receive five demerits.

Under certain emergency circumstances, lateness will be excused at the discretion of the Assistant Principal for Student Services.

### **LOCK DOWN**

In the event of perceived danger to the school community, an immediate lockdown will be initiated by the School Administration. Directives to the student body will be supplied depending upon the nature of the circumstance. Should lockdown occur, no one would be permitted to enter or exit the building until the situation is resolved.

### **LOCKERS**

Lockers are school property. One (1) locker is assigned to each student by the Office of Student Services where the numbers and combinations are filed. Students may only use the locker assigned. Locker combination or lockers are not to be shared with any other student. Requests for locker changes are made in the Office of Student Services.

Students not in their assigned locker or sharing lockers will be issued demerits. Students may use only locks purchased from the school. Lockers are kept locked; The school is not responsible for personal belongings or

valuables that are left in lockers. Backpacks are to be kept in lockers. No backpacks or bags of any kind including handbags and pocketbooks are to be carried during the school day. Students may carry a pencil case that is clear on one side with dimensions up to 6 by 12 inches. Students may go to their lockers before and after school, before and after the lunch period (not during the lunch period) or in between class periods. A student who opens or tampers with another's locker receives demerits for vandalism or theft. The APSS may authorize the search of the contents of a locker at any time. If a student's locker is jammed, he/she must report to the Office of Student Services, and fill out a locker request form. The locker will be opened as soon as possible.

### **LOITERING**

Students arriving early are to report to the cafeteria until the warning bell. Students awaiting a ride after school must wait in the main lobby area. Students may not loiter or congregate behind the garage in the rear of the school nor alongside or behind the pool building on Academy Road before or after school.

### **LOST AND FOUND**

The school does not accept responsibility or liability for personal property or textbooks lost by students. The Lost & Found is located in the Office of Student Services.

### **LUNCH PERIOD**

All students will eat in the South Cafeteria. At the beginning of the lunch period students may go to the lockers. They should then move quickly to the cafeteria. Lunch may be brought from home or purchased in the cafeteria. The following regulations must be observed:

- Arrive in the cafeteria within five minutes after the end of class. The lunch period begins with Grace before Meals. Students will remain in respectful silence until announcements are read.
- Students choose a table at the beginning of the year and remain at the table for the rest of the year.
- Students are to line up for the purchase of food in an orderly fashion.
- The cafeteria is the only area in the building where eating and drinking are permitted.
- Discard and recycle trash in the proper containers.
- Tables and floors must be cleaned and left in order. If a student is asked to clean an area, he/she does so without question or comment.
- No food or drink, with the exception of allowable water bottles, is permitted outside the cafeteria **at any time, for any reason**.
- No student may leave the cafeteria without the permission of the moderator.
- Students are not permitted to congregate outside the cafeteria in the hallways. Students who do will be issued demerits.
- Students are not permitted to go to their lockers once they have entered the school cafeteria for lunch.
- Only the lavatories on the first floor, nearest the gym, are to be used during the lunch period.
- All students must be back in the cafeteria by the last ten minutes of the period.
- Students may go to the Library during lunch after they have signed out at the moderator's table. Students must remain in the library for the entire period.
- Eating food in the service area before it is paid for is deemed to be stealing. Stealing is an egregious infraction and warrants 31 demerits.

### **MESSAGES TO STUDENTS**

The Office of Student Services receives many requests via phone to deliver messages to students during the school day. Due to the overwhelming amount of tasks that have to be handled, we cannot honor these requests unless it is a true emergency situation.

### **OFF LIMITS**

These areas are off-limits:

- Kitchen
- Faculty Rooms, Copy Room, Faculty Dining Room, Department Offices, and Faculty Rest Rooms
- School Maintenance Rooms
- Mechanical Rooms

- Network Room
- Gymnasium or auditorium before the warning bell or during lunch

A calm, orderly atmosphere is essential to good work. Therefore, during class periods, no student is to be in the corridors without a hall pass.

## **PARKING AND DRIVING ON CAMPUS**

To maintain safety, order, and traffic flow, the APSS regulates the use of motor vehicles on campus.

### **Parking:**

Employees and students register their vehicles at the Office of Student Services via the form posted on [ArchbishopRyan.com](http://ArchbishopRyan.com), under Student Life tab, Student Services. Employees receive a permit pass to hang from the rear view mirror. Students purchase for \$50.00 a parking permit that must be affixed to their rearview mirror. The parking permit number will correspond to a specific parking space. The parking permits cannot be shared or traded with other students. Owners of cars without the appropriate decals are notified. If not corrected, the car may be towed and students receive demerits.

If for any reason a student loses their parking privilege, their parking fee will not be returned. Cars must have the official parking decal in full view. The student parking decal must correspond with the parking space number. The first offense wherein a student is in a parking space other than his/her own, may result in a parking suspension.

Students are also liable for any contraband found in cars on school property. Probable suspicion of contraband in any student vehicle will result in a search of that vehicle.

Only visitors may park in the "Visitors' Parking" spaces. Handicapped parking spaces are reserved for those who have brought a physician's note and received a special Handicap permit.

Motorcycles and mopeds need a parking permit.

The school is not responsible for the safety of any vehicle or its contents. No Parking areas include roadways, loading zones, crosswalks, grass areas, space within 20 feet of a fire hydrant, fire lanes. Vehicles parked in violation of these regulations may be towed at the owner's expense. A disabled vehicle is reported to the Office of Student Services and removed.

### **Driving:**

- The speed limit on school grounds is 10 miles per hour.
- Drivers obey one-way and stop signs on campus as on streets.
- Students are dropped off and picked up behind the cafeteria.
- Students may not loiter in cars, drive aimlessly around the school grounds, or leave the grounds during school hours.

If students violate regulations about driving and/or parking, the Assistant Principal for Student Services revokes parking privileges and imposes penalties and fines appropriate to the infraction.

If a student is being dismissed for health reasons, they are not permitted to drive home.

## **PERFECT ATTENDANCE**

Perfect attendance is defined as NO unexcused absences. Students may not have excessive latenesses. Only the following are considered circumstances for excused absence or lateness:

- a death in the family
- a required court appearance
- quarantine
- school trip

Under certain emergency circumstances lateness will be excused at the discretion of the APSS. A student must be in attendance for at least 4 academic periods of the school day or he/she is considered absent.

### **PRIVATE DETENTION**

Teachers can conduct private detentions in their classrooms provided that a 24-hour notice is given and the detention is for discipline code violations.

### **PROM AND DANCE ATTENDANCE**

A failure in conduct (three quarters or a total of 93 demerits) or more than 22 absences/latenesses may make a student ineligible to attend the prom or dance. Any student in violation of the substance abuse policy will be unable to attend any dances or prom.

During the week of the junior prom or senior prom, any student who commits a serious violation (31 demerits) will not be permitted to attend the junior prom or senior prom. No student who has left ARHS for discipline reasons may be invited as a guest to school dances. Early dismissals are not permitted for students attending the Junior Prom and Senior Prom as a guest.

### **PROPERTY DEFAACEMENT**

It is the responsibility of all students to care for the building, its contents, and surrounding campus as they would their most valued possessions. ANY DEFAACEMENT OR DESTRUCTION is serious and will result in demerits, and possible suspension. Students will be expected to clean the vandalized area or reimburse the school for necessary repairs or replacement. Students guilty of vandalism and graffiti may incur demerits, fines, suspension, expulsion.

### **SCHOOL CLOSINGS**

When school must close or open later than usual because of weather conditions, announcements will be made through a "School Messenger" simultaneous phone call to each family. It is critical that all parent phone numbers and email addresses are as up to date as possible. Additionally, announcements will be made through Channel 3, 6, & 10; FOX News; KYW 1060 Philadelphia; and ArchbishopRyan.com

Most of the major Philadelphia radio and TV stations will make the announcements before 6:30 a.m.

### **SCHOOL SAFETY AND SECURITY**

- In the interest of safety and security the Archdiocese has installed a security system. All faculty, staff, and students will be issued a swipe card for access into the building. This card will also serve as the faculty and student ID card. The card must be visible.
- Visitors may gain access to the school by ringing the bell and receiving admittance by the receptionist. Visitors must report upon arrival to the Main Office or President's Office with Photo ID and sign-in and sign-out.
- ARHS also has in place a strategic plan of operation in the event of a security risk or crisis situation. This plan was developed through the Archdiocese and with consultation of local emergency and safety specialists and is on file in the Office of Student Services. The administration, faculty and staff are in-serviced concerning the plan.

### **SCHOOL SECURITY**

Students are not permitted to open locked doors in the building to admit visitors. Only office staff or office aides, under the direction of the office staff, may open the doors for our visitors.

### **SHELTER IN PLACE**

Should there be a need to implement Shelter in Place, all students will report to the Auditorium and sit in their designated areas.



## **SMOKING**

The government has declared tobacco an illegal substance to anyone less than 18 years of age. The government and health officials have declared nicotine an addictive substance which endangers the health of the smoker and of those near him/her. Smoking is forbidden in the school building, on school grounds, on school trips, and on Kairos by anyone at Archbishop Ryan High School. In addition, students are not permitted to smoke within one block of the school (this includes across the street on Academy Rd.), nor may they carry cigarettes during the school day. Besides the students caught smoking, those in suspicious circumstances who possess smoking materials (cigarettes, e-cigarettes, lighters or matches) are also subject to disciplinary action. The penalty for smoking in the building or on school grounds is 30 demerits plus (3) detentions. The student must also pay a fine of \$50.00 which will be charged to FACTS and the school will make a donation to the American Cancer Society.

## **E-CIGARETTES**

Possession of vaping and electronic cigarettes/ paraphernalia by students in school, on school grounds or at any school sponsored event including off campus events will carry the following penalties:

- 30 Demerits
- 3 Friday Detentions
- 2 day Out of School Suspension
- Meeting with parents following suspension

If there is sufficient evidence that illegal drugs have been used in these devices, the student's parents will be notified and then the school will handle this as a Substance Abuse Policy violation as stated in the Student Handbook

## **STUDENT ACCIDENT INSURANCE PROTECTION**

ARHS provides school time accident coverage for all students. Insurance coverage is for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the campus. This insurance coverage is included in the school fee.

## **SUBSTANCE ABUSE POLICY**

Purpose: Recognizing the physical and psychological dangers caused by drug and alcohol use, the substance abuse policy is a concerted effort to respond effectively to the potential and current uses of drugs, alcohol, and mood altering substances. It is the intent of this policy to support the concept of drug free schools. Along with discipline, the policy outlines a process to help the student, mindful also of the school's commitment to protect the health, safety, and welfare of the entire student body.

Procedure: All employees and persons responsible for the health and welfare of students while on school property or while involved in any school related activity shall follow these procedures and guidelines.

Violation of Policy: The policy is violated when any student or visitor unlawfully uses, possesses, distributes or attempts to distribute drugs, drug paraphernalia, alcohol, or any mood altering substance or simulated medication on school premises or at any school activity or while traveling to and from any school or school related activity. The school reserves the right to conduct a reasonable search under the circumstances of any individual whom the school suspects is in possession of drugs, alcohol, or mood-altering substances while on school premises. A school administrator, in the presence of a school witness, may conduct such a search. Should the search result in information that the drug policy has been violated, the appropriate law enforcement agencies will be notified of the results of the search. A mandatory drug test may be required if a student is found to be in possession or appears to be under the influence of a controlled substance.

Assistance for the Student: In instances where, a student seeking help voluntarily and who is not under the immediate influence or in possession of an illegal substance, discipline is not applicable. Rather, in such instances, an intervention plan will be developed and implemented at the administrator's discretion in conjunction with the ARHS.

## **Disciplinary Procedures:**

- Any employee who suspects a student of being in violation of the substance abuse policy has the responsibility of immediately notifying and or taking the student to a building administrator. When involved in a school-related activity off-campus the employee will ensure that the student is taken to the professional staff member supervising the activity and the ARHS administrator will be notified immediately. All personnel involved will keep knowledge of this investigation and its resulting procedures in confidence.
- The administrator may arrange for an examination by police and/or medical staff to determine whether the student is under the influence of an illegal drug or alcohol.
- After investigation of the situation concerning a student, the parent(s) will be notified if the investigation indicates substance abuse, and medical assistance will be obtained if necessary.
- Upon admission or confirmation of the policy violation, local authorities will be notified and the following procedures will take place:
  - The student will be referred to the Guidance Department. The student will be required to complete the intervention plan (SAP) designated by the assessor and confirmation of that will be provided to the school. Failure to follow through on the assessor's recommendations will hold the student liable for dismissal.
  - An offense against the drug policy will result in a suspension until a meeting is held with the parent or guardian, the student, and an administrator. If there are subsequent offenses, the student will be liable for expulsion. The school's decisions are final and not subject to review or appeal.
    - Students will not be able to attend or participate in any school functions or activities during the time of disciplinary action.
- Suspension of school athletics and activities:
  - Any student who is observed to be in possession of or using drugs, alcohol or tobacco products by a ARHS coach, faculty member, or administrator, or a coach, faculty member, or administrator from a competing school will be immediately suspended from his or her respective team for a period of time determined by the administration. The school's decision is final and not subject to review or appeal.
  - Any student who is observed to be in possession of or using drugs, alcohol or tobacco products while participating in a school related activity will be immediately suspended from his or her respective activity for a period of time determined by the administration. The school's decision is final and not subject to review or appeal.
  - Students who are members of the National Honor Society, Student Council and/or Ambassadors are by virtue of their position held to a high standard of ethics, and if observed to be in violation of the Substance Abuse Policy will lose their privilege of membership.
- Any student in violation of the substance abuse policy will be unable to attend any dances or prom.
- Violation of the Substance Abuse Policy will result in accumulation of 45 demerits.

The school's decision is final and not subject to review or appeal.

**Non-compliance:** Students failing to comply with the discipline policy regarding substance abuse will remain suspended from school and all school functions until such time that they comply with the intervention plan directed by the administrator and the Guidance department. Failure to comply will result in eventual dismissal.

**Distribution:** Students found to be involved in the distribution of any illegal substance, look-alike drugs or alcohol will be detained and referred immediately to the proper law enforcement agency. Parents will be notified of such action, and the student will be expelled from school. The school's decision is final and not subject to review or appeal.

## **TRANSFER FROM ARHS**

It is the policy of ARHS to notify the school to which a student transfers if a student is expelled or is withdrawn from school, and is involved with any of the following infractions:

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

*This policy reflects our commitment to the Safe Schools Act of 1997*

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

## **VIOLATIONS WITH AGGRAVATING CIRCUMSTANCES**

Certain types of student behavior are beyond the norm of student behavior as covered by the school policies. These would include but not be limited to: violent behavior, terrorist threats (whether written, verbal or via computer), thefts of large amounts of money or items, thefts from faculty or staff. At the discretion of the administration, these types of behavior may result in dismissal from school and in certain situations the involvement of the police. In the event the student is retained, in addition to suspension, demerits and detentions, the student will be subject to administrative review and may also be subject to: an immediate failure in conduct, discipline summer school, immediate removal from teams and extracurricular activities, and no participation in socials, dances or proms. If the student is a senior, he/she may lose the right to graduate in public with the class.

## **VISITORS**

Visitors must report to the Main Office or President's Office when they enter the school, register, and receive a Visitor's Pass. For the safety of all, students report to a faculty member or office any unauthorized person seen around the building. Any person on school grounds or in the building without a pass is trespassing and is subject to arrest and fine.

## **Special Policies**

### **ASBESTOS POLICY**

Archbishop Ryan High School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available at the school office for your inspection during regular business hours. Acer Associates (1-856-809-1202) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.

### **ARCHDIOCESAN AIDS POLICY**

The Archdiocese of Philadelphia's Office of Catholic Education has a specific policy relating to students and staff who are HIV positive or who have AIDS. A copy of this policy is available in the Principal's Office.

### **ABORTION**

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) or guardian(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 reason to know.

### **PREGNANCY POLICY**

If a student becomes pregnant, a letter from her physician must be on file indicating the length of time she may remain in school. Under no circumstances should the student remain in school longer than the time specified by her physician. Each case must be evaluated individually, however, and the principal may decide that it is in the student's best interest to leave the school on a date earlier than that suggested by her physician. The school uniform must be worn. Modifications may be made on an individual basis as directed by the Office of Student Services.

### **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

Preamble

*Catholic Schools of the Archdiocese of Philadelphia*  
*Revised May 2019*

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

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

We are interested in technology because of our faith.

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

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

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

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

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

### **RESPONSIBLE USE POLICY FOR TECHNOLOGY**

Catholic Schools of the Archdiocese of Philadelphia

### **PURPOSE**

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

## **SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal 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 Responsible Use Policy and may be subject to the disciplinary measure found herein.

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

## **GOAL**

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

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

## **RESPONSIBILITIES OF USER**

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

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

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

## TECHNOLOGY USE GUIDELINES

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

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights 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, school-issued email and/or phone number
- Teacher created, educationally focused networking sites
- Student Information System and Learning Management System
- *Remind* Communication app

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents 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, Cell phone/Wearable technology:** Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for 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, blocked sites or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or 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.
- Load personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

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

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

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to: Facebook, Twitter, YouTube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, and TikTok.

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**

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

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

### **CONFIDENTIALITY STATEMENT**

There is confidentiality in the counseling relationship between Guidance Counselor and student. However, students should be aware that, as with all school personnel, there is a duty for care under the following circumstances:

- Harm to self or others, including but not limited to thoughts of suicide
- Ongoing drug and alcohol abuse
- Physical Abuse, Sexual Abuse, and Child Neglect

Under these circumstances, proper notifications will be made.

### **CRIMINAL CASE**

If a student is presently attending or applying to ARHS and is charged and arrested or found guilty of a juvenile or adult crime, and it is reported to the school administration, the student is liable for dismissal from ARHS or may be refused admission to ARHS.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdrawn from school, and is involved with any of the following infractions:

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

This policy reflects our commitment to the Safe Schools Act of 1997.

*All Secondary Schools will notify the local law enforcement authorities and the Office of Catholic Education whenever a weapon is discovered on school grounds, or in the possession of a student under our care (i.e. school bus, etc.)*

### **GUIDANCE DEPARTMENT**

The Guidance program at Archbishop Ryan High School is concerned with the spiritual, educational, emotional and social development of all students. A basic assumption of this program is that all individuals, from time to time, may require guidance assistance.

The guidance department offers the following services:

- academic counseling
- career and vocational counseling
- personal counseling
- support groups
- parental consultation
- referral to outside specialists when appropriate

In addition to the regular counseling services available to the students, the Guidance Department also provides the services of a Student Assistance Program (S.A.P.). The team seeks to identify students who may be at risk and provides those students and their families appropriate sources of assistance.

### **COLLEGE APPLICATIONS**

Students should submit transcript requests to the Guidance Office at least three weeks prior to the application deadline. Students should also be sensitive to the time constraints of persons writing letters of recommendation and should submit these requests a minimum of four weeks prior to the application deadline.

### **COLLEGE BOARD**

ARHS is a test center for the SAT and the Achievement Tests. Our school code is 393-244.

### **COLLEGE-CAREER GUIDANCE**

College-career guidance involves individual and small group counseling sessions. With the help of guidance computer programs and reference books, students can begin an initial investigation into college and career opportunities.

The following college and career resources are available:

- Career Interest Inventories
- Computer Programs
- Internet Directory for College, Scholarship, and Career Sites (Naviance)
- Library of College Catalogs and Videos
- Visitation by College Representatives
- Visitation by Armed Forces
- Catholic Consortium College Fair

### **HEALTH SERVICES**

A school nurse is on duty during the school day. The school nurse provides emergency first aid care for accidents and/or illnesses that occur at school. If a student becomes ill in school, he/she obtains a referral slip from the classroom teacher to go to the nurse's office during 3rd through 6th periods. If a student becomes ill



during homeroom, 1st, 2nd, 7th, or 8th periods, the student should report to the Office of Student Services. **Students may not call their parents to have them pick them up. All calls must come from a school official.**

State law requires an emergency card to be completed and signed by the parent/guardian for each student at the beginning of each school year. The school nurse must have written permission or parental/guardian consultation to give Tylenol or Advil or approved medicine to a student.

As directed by the Pennsylvania School Health code, all mandated services are completed. The mandated services include yearly vision, height and weight screenings for all students, physical examinations and hearing screenings for juniors, and tine tests every third year.

## **CONCUSSIONS**

A doctor's note to certify the beginning, midway course of treatment, and academic restrictions and needs; as well as a note of clearance; are required to help the student achieve the best result.

Maximum rest is required for the healing process. Therefore, any student who requires academic accommodations for acute conditions such as concussions or mononucleosis will not be permitted to come early or stay after school to participate in nor watch extracurricular activities until fully recovered and cleared by a Health Care Provider. This restriction is to promote a speedy recovery and return to a full course of studies.

## **IMMUNIZATION REGULATIONS**

No child in grades kindergarten through twelve may be admitted to or permitted to attend a nonpublic school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Section 1303A-Immunization-PA Public School Code.

The law (Article XIV, Section 1303A-Immunization-PA Public School Code) further requires that a certificate of immunization must be on file, separate from the medical record, for every student enrolled in any public, parochial, or private school in Pennsylvania. As of August / September 1997, the certificate of immunization may be recorded and maintained in a computer data base.

Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency. **A religious basis for a child not to be immunized is not recognized as an exemption.**

## **MEDICATION POLICY**

According to State law and ARHS policy, unauthorized school personnel may not administer non-prescription and/or any prescription medications to students. Students may not self-administer any prescription and/or non-prescription medications. Students needing medications must follow the following guidelines:

Medications in school will be given only by a licensed nurse, per PA Nurse Practice Act. No medications will be given in school without specific orders from a health care provider and the written request from a parent or guardian.

Tylenol and Advil or their generic equivalents will be given to students if the nurse feels it is medically indicated. The nurse has a standing order for these two products.

Epipens are no longer stocked in the health room. It is the responsibility of the parent or guardian to send in an Epipen or any other emergency medications for a severe allergic reaction.

All prescription medications and any over the counter medicines must have the health care provider's authorization (MD, DO, NP, DDS). No medical authorizations can be accepted by a homeopathic physician, chiropractor, etc. Doctor's authorizations must include:

- Name of student
- Diagnosis or condition for which medication is prescribed
- Medication prescribed
- Amount to be given
- Route of delivery (no iv medications will be administered)
- Date to start and stop the medication

All medications must have a note containing the parent or guardian signature as well as the following information

- Name of student
- Diagnosis or condition for which medication is prescribed
- Medication prescribed
- Amount to be given
- Date and time to start and stop the medication

No medication will be administered unless the above requirements are met. Medications given less than four times a day should be administered at home, unless otherwise ordered by the health care provider. Please notify your school nurse of changes in your child's health status and/or the need for medication. In case of illness during the school day, students must secure a corridor pass from a teacher or moderator. Any student who claims illness and misses class or leaves school without reporting to the school nurse is subject to disciplinary action.

Under no circumstances is a student to call home for transportation because of illness. Students need permission to contact a parent during the school day because of illness. If the school nurse or administration decides that it is necessary for the student to call a parent, a school phone will be used. The school nurse will evaluate the health of the student and make the decision concerning the care needed. If a student needs to go home, with the approval of the Assistant Principal for Student Services, the school nurse will contact the parent or guardian and request that they come for the student.

## **LIBRARY**

The library is a place where students can come to read, relax, browse magazines, do homework, and work on their research. There are 25,000 print books and another 4,000 eBooks that are accessible both at school and at home. All databases are available 24 hours a day through the Internet. The username for most online resources is "ryanhs" and the password is "raiders." Books are on loan for a two-week period. Students are responsible for and must pay for lost or damaged books, netbooks, and other library materials.

To access the research databases and card catalog at school or at home, use the Library Media Center pages at [ArchbishopRyan.com](http://ArchbishopRyan.com), under Academics, Library and Media Center.

A student wishing to use the library must follow these procedures:

- During study period, students wishing to use the library must sign out of their study hall. Students who do not follow this procedure will be considered cutting class. The students must remain in the library the entire period.
- Students wishing to use the library during lunch periods must sign out in cafeteria. Students who do not follow this procedure will be considered cutting class.
- No student may use the library during homeroom.

Additional information concerning other procedures for library use is available in the library.

## TUITION AND FINANCIAL ASSISTANCE

Finance Office

Location: South First Floor (back hallway)

215-637-1800, ext. 7042

[finance@ArchbishopRyan.com](mailto:finance@ArchbishopRyan.com)

### TUITION RATES

Tuition is \$7,800 for Catholic students for the 2019-20 school year, payable over 11 months from June 2019 to April 2020

All international students pay an additional \$1,500 in addition to the Catholic student tuition rate.

### FEES

School Fee: \$1,750 payable over 11 months from June 2019 to April 2020

Re-Registration Fee: \$125 due in March 2020

### TUITION DISCOUNTS

**Family Rate Discount.** Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Officer with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

### TUITION ASSISTANCE AND SCHOLARSHIPS

Through the generosity of alumni, BLOCS, foundations and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance. Information on scholarships and financial aid can be found at [ArchbishopRyan.com](http://ArchbishopRyan.com), under Admissions, Scholarships and Financial Aid.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submitting the required forms to verify income, and the required fee. A link to the Smart Aid Tuition Assistance Application may be found on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other needy students. If you receive a scholarship or grant, it will be allocated to the student's account based on the number of payments you will be billed for during the year. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

### TUITION LOANS

The Tuition Office can provide information on how to apply for education loans which provide eligible borrowers with up to the cost of education including tuition, fees and related expenses. Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

### FACTS PAYMENT SCHEDULE

FACTS provides tuition management services for all Archdiocesan high schools. Services for parents include online account access, tuition and fees invoicing, payment processing and 24 hour customer service.

New and returning families will receive information from FACTS regarding enrolling in FACTS for the year.

There is a \$35 per family annual Smart fee charge which will be billed to families in the first payment for the school year. Parents who pay their tuition and school fee balance in full in June or in two payments in June and December will receive a rebate for the annual \$35 per family Smart fee.

For parents selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments beginning in June and ending in April. Families have the option of having their payments due on the 1st of each month or the 15<sup>th</sup> of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

### **FACTS Payments**

All tuition and fee payments should be made through FACTS.

Parents who pay tuition under the installment plan are encouraged to set up automatic payments in FACTS. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month. As a special incentive, if a family makes these payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$70 (double the annual Smart fee)!

FACTS is able to take payments in a variety of ways:

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—*Visa, MasterCard, American Express* or *Discover*
- Cash at School—recorded by School into Smart Family Account as a Paid at School Payment (no checks may be taken by the school).
- Cash at Retail Outlet: *7Eleven, Family Dollar Stores* or *Ace Cash Express*
- International Payments through *peerTransfer*
- Mobile Payments from Apple and Android devices.

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. **Payments are due on or before the due date.** If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

Additional fees will be applied by Smart for failed payments process via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking or recurring credit debit card information by logging into your account at [www.parent.smarttuition.com](http://www.parent.smarttuition.com) or you can call (888) 868-8828.

### **FACTS Login and Customer Service**

Once enrolled, parents are able to do the following:

- Make a payment
- Review payment history
- Change and edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call FACTS's customer service center at (888) 868-8828 and a FACTS Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year. The team of specialists is able to:

- Provide you with balance & account information
- Take a payment, review your payment history and your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account

The tuition officer that can answer any questions FACTS is not able to address.

### **PRO-RATED TUITION AND TUITION REFUNDS**

Once a student is registered the family is liable for the registration fee and the school fee. Even though the school fee is paid in installments, the full amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full. Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1<sup>st</sup>, either voluntarily or because of a violation of school policies, receive a prorated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1<sup>st</sup> of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

### **DELINQUENT TUITION**

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore Dance, and Freshman Dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.

## Bell Schedules

**Schedule A**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	7:53 AM	13 min
Period 1	7:57 AM	8:42 AM	45 min
Period 2	8:46 AM	9:31 AM	45 min
Period 3	9:35 AM	10:20 AM	45 min
Period 4	10:24 AM	11:09 AM	45 min
Period 5	11:13 PM	11:58 PM	45 min
Period 6	12:02 PM	12:47 PM	45 min
Period 7	12:51 PM	1:36 PM	45 min
Period 8	1:40 PM	2:25 PM	45 min

**Schedule E**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	7:52 AM	12 min
Period 1	7:56 AM	8:26 AM	30 min
Period 2	8:30 AM	9:00 AM	30 min
Period 3	9:04 AM	9:34 AM	30 min
Period 4	9:38 AM	10:08 AM	30 min
Period 5	10:12 AM	10:42 AM	30 min
Period 6	10:46 AM	11:16 AM	30 min
Period 7	11:20 AM	11:50 AM	30 min
Period 8	11:54 AM	12:24 PM	30 min

**Schedule B**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	8:49 AM	69 min
Period 1	8:53 AM	9:31 AM	38 min
Period 2	9:35 AM	10:13 AM	38 min
Period 3	10:17 AM	10:55 AM	38 min
Period 4	10:59 AM	11:37 AM	38 min
Period 5	11:41 AM	12:19 PM	38 min
Period 6	12:23 PM	1:01 PM	38 min
Period 7	1:05 PM	1:43 PM	38 min
Period 8	1:47 PM	2:25 PM	38 min

**Special A Schedule**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	8:01 AM	21 min
Period 1	8:05 AM	8:49 AM	44 min
Period 2	8:53 AM	9:37 AM	44 min
Period 3	9:41 AM	10:25 AM	44 min
Period 4	10:29 AM	11:13 AM	44 min
Period 5	11:17 AM	12:01 PM	44 min
Period 6	12:05 PM	12:49 PM	44 min
Period 7	12:53 PM	1:37 PM	44 min
Period 8	1:41 PM	2:25 PM	44 min

**Schedule C**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	8:09 AM	29 min
Period 1	8:13 AM	8:56 AM	43 min
Period 2	9:00 AM	9:43 AM	43 min
Period 3	9:47 AM	10:30 AM	43 min
Period 4	10:34 AM	11:17 AM	43 min
Period 5	11:21 AM	12:04 PM	43 min
Period 6	12:08 PM	12:51 PM	43 min
Period 7	12:55 PM	1:38 PM	43 min
Period 8	1:42 PM	2:25 PM	43 min

**Special B Schedule**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	9:00 AM	80 min
Period 1	9:04 AM	9:40 AM	36 min
Period 2	9:44 AM	10:20 AM	36 min
Period 3	10:24 AM	11:00 AM	36 min
Period 4	11:04 AM	11:40 AM	36 min
Period 5	11:44 AM	12:20 PM	36 min
Period 6	12:24 PM	1:00 PM	36 min
Period 7	1:04 PM	1:40 PM	36 min
Period 8	1:44 PM	2:20 PM	36 min

**Schedule D**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	7:53 AM	13 min
Period 1	7:57 AM	8:35 AM	38 min
Period 2	8:39 AM	9:17 AM	38 min
Period 3	9:21 AM	9:59 AM	38 min
Period 4	10:03 AM	10:41 AM	38 min
Period 5	10:45 AM	11:23 AM	38 min
Period 6	11:27 AM	12:05 PM	38 min
Period 7	12:09 PM	12:47 PM	38 min
Period 8	12:51 PM	1:29 PM	38 min

**Special C Schedule**

	Start Time	End Time	Length
Warning Bell	7:35 AM		
Homeroom	7:40 AM	8:25 AM	45 min
Period 1	8:29 AM	9:10 AM	41 min
Period 2	9:14 AM	9:55 AM	41 min
Period 3	9:59 AM	10:40 AM	41 min
Period 4	10:44 AM	11:25 PM	41 min
Period 5	11:29 PM	12:10 PM	41 min
Period 6	12:14 PM	12:55 PM	41 min
Period 7	12:59 PM	1:40 PM	41 min
Period 8	1:44 PM	2:25 PM	41 min

**2 Hour Delay A Schedule**

	Start Time	End Time	Length
Warning Bell	9:35 AM		
Homeroom	9:40 AM	9:53 AM	13 min
Period 1	9:57 AM	10:27 AM	30 min
Period 2	10:31 AM	11:01 AM	30 min
Period 3	11:05 AM	11:35 AM	30 min
Period 4	11:39 AM	12:09 PM	30 min
Period 5	12:13 PM	12:43 PM	30 min
Period 6	12:47 PM	1:17 PM	30 min
Period 7	1:21 PM	1:51 PM	30 min
Period 8	1:55 PM	2:25 PM	30 min

**2 Hour Delay D Schedule**

	Start Time	End Time	Length
Warning Bell	9:35 AM		
Homeroom	9:40 AM	9:53 AM	13 min
Period 1	9:57 AM	10:20 AM	23 min
Period 2	10:24 AM	10:47 AM	23 min
Period 3	10:51 AM	11:14 AM	23 min
Period 4	11:18 AM	11:41 AM	23 min
Period 5	11:45 AM	12:08 PM	23 min
Period 6	12:12 PM	12:35 PM	23 min
Period 7	12:39 PM	1:02 PM	23 min
Period 8	1:06 PM	1:29 PM	23 min

**Alma Mater**

We will stand with strength and honor  
 And we'll walk with heads held high;  
 For we carry proud the banner  
 Of our noble Ryan High.

Through the years though we may wander  
 From our Alma Mater true,  
 We will always be united  
 As we sing our pledge to you.

We will walk in truth and justice  
 And for knowledge we must strive,  
 Singing our In Vite Mane  
 For our noble Ryan High

Through the years though we may wander  
 From our Alma Mater true,  
 We will always be united  
 As we sing our pledge to you.

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