

# Student Handbook

2019-2020



## St. Hubert Catholic High School for Girls

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Philadelphia, PA 19136

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School Website: [www.huberts.org](http://www.huberts.org)

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## **I. INTRODUCTION**

### **SCHOOL HISTORY**

The oldest building at St. Hubert High School was built in 1925 as a parish church and school for German-speaking Catholics living in Northeast Philadelphia. On September 8, 1941, St. Hubert was established as a diocesan high school. At that time, the faculty consisted of 20 sisters from five religious communities, and the student body numbered 631 girls.

In response to an increasing enrollment, St. Mary's Hall, consisting of classrooms, laboratories, and a gymnasium, was added to the original building and opened for student occupancy in September of 1951. Sacred Heart Hall, a second addition consisting of classrooms, a cafeteria and a new auditorium, was opened in September of 1956. During the following years, the enrollment continued to increase until it reached 3,802 during the 1965-66 school year. With the opening of Archbishop Ryan High School in the fall of 1966, the problem of overcrowding was greatly relieved. In November of 1968, the Middle States Association of Colleges and Secondary Schools announced that St. Hubert had been placed on its Accredited Membership List. St. Hubert is proud to say accreditation has continued since that point.

### **THE LEGEND OF ST. HUBERT**

Hubert, the oldest son of the Duke of Aquitaine, was born about the year 656 in what is today called France. As a youth, Hubert was handsome and strong. Since battles were fought by use of bow and arrow, he soon learned the archer's art. Riding and hunting, especially stag and deer chasing, occupied most of his time. Because of his charming manner, Hubert held a prominent position among the courtiers and seemed to have given himself up entirely to the pomp and vanities of the world. His mother, a devout woman, prayed for him constantly. At the age of 26, Hubert married Floribonne, the daughter of the Count of Louvain. She made Hubert conscious of his duties to God and Church. By her example, he began to change, losing many of his worldly habits. After a little more than a year of marriage and the birth of a fine son, his wife took ill and soon died. Hubert was filled with great melancholy and soon forgot his promise to be a faithful son of the Church.

On Good Friday, Hubert rode out of the castle, alone, with bow and arrow to try to lose his sorrow in the wild excitement of the chase. At that very hour the faithful were gathering for the Way of the Cross, and though invited by the Chaplain to join them, Hubert preferred to go hunting. After more than an hour, a stately stag with antlers high came toward him. Hubert prepared for the kill, but as he looked again at the fearless animal, he saw a radiant crucifix between the antlers. As Hubert stared in amazement, a voice broke through the solemn silence and told Hubert to turn his life over to God. Hubert dismounted, knelt on the ground, and followed the Lord's command. He gave his birthright to his brother and made him guardian of his son. Hubert became a priest, and eventually was consecrated a bishop. He prayed and fasted, preached eloquently, and converted thousands to the faith, often attracting them by his expertise with the bow and arrow. One day in the year 726, while at prayer, Hubert was given a vision of his death and his place in heaven. Happily he waited and, after a few days, he became ill and died with the words of the "Our Father" on his lips.

St. Hubert was honored during the Middle Ages as the Patron Saint of Hunters and is still known today as the “Archer Saint”. His feast is observed on November 3.

Just as St. Hubert heard the Lord's call and followed him, we hope that with the strong foundation of a St. Hubert education, students will recognize their true potential to become young women of faith and integrity. The conversion of St. Hubert can be compared to the conversion of a St. Hubert student as she advances herself academically, socially, and spiritually throughout her high school years.

## **MISSION STATEMENT**

St. Hubert Catholic High School for Girls supports and nurtures each student as she continues to develop her full potential as a woman of faith and integrity, through personal growth, learning, and service to others.

## **POLICY STATEMENT**

St. Hubert 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. This school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its education policies, its admission policies, or in any school-administered program.

## **PROFILE OF GRADUATES**

A graduate of St. Hubert Catholic High School for Girls...

Will practice her Faith and Spirituality by:

- Making Jesus the center of who she is and what she does.
- Exhibiting a sincere desire to live as a true disciple of Jesus Christ.
- Striving to meet the challenges of living a life of faith and integrity.
- Continuing to explore her Catholic Faith so she can understand it more deeply.

Will demonstrate Scholarship by:

- Possessing an appreciation for learning that continues throughout her lifetime.
- Questioning and seeking objective truth.
- Respecting the value of each individual's academic and intellectual property.
- Utilizing acquired skills to be successful in her future academic and professional careers.

Will exhibit a commitment to Service by:

- Actively participating in service projects for the betterment of her church and community.
- Sharing her gifts and talents with society.
- Respecting the dignity and worth of each individual in a global society.
- Demonstrating a commitment to the common good.



Will embody Sisterhood by:

- Remembering that we are all made in the image and likeness of God.
- Demonstrating female empowerment
- Living a life committed to empathy and courage.
- Sharing her experience to promote unity and embrace diversity.
- Flourishing in her lifelong friendships.

## **BELIEF STATEMENTS**

### ***Spirituality***

We believe, as a Catholic Christian community, in a commitment to an educational ministry based on the teachings of Jesus Christ.

### ***Scholarship***

We believe in developing lifelong learners who pursue academic excellence to succeed in an ever-changing world.

### ***Service***

We believe each student should be an ambassador to their community by fostering compassion for others and a commitment to volunteerism.

### ***Sisterhood***

We believe that our single-sex environment supports acceptance and friendship among students that promotes growth, empowerment, and leadership development.

## SCHOOL SEAL

The octagonal shape of the school seal suggests perfection and completeness. The Alpha and Omega at the top of the field represent God, the Beginning and the End of all creation. The sword at the bottom reminds us that "the kingdom of heaven suffers violence," and we who have received the faith in baptism, represented by the shell and water at the left, must defend our faith if we are to achieve heaven, signified by the crown and cross at the right. The shield in the center is the shield of faith on which is emblazoned our motto "Christus vincit" (Christ conquers). Mary, the Mother of God, is represented on the shield by the guiding star, the lily of purity, and the rose of love. The stag represents St. Hubert, the patron saint of the school, with the cross between the antlers.



## **II. PROGRAM FOR RELIGIOUS GROWTH**

The most important objective of the school is to help students make a commitment to the Christian life by providing courses in theology, opportunities for the celebration of Mass, annual retreats, apostolic activities, readings from Sacred Scripture, and moments of prayer throughout the day.

### **SCHOOL MINISTRY**

The Office of School Ministry is a structure for maintaining and developing the Catholic Christian environment of the school by coordinating the efforts of the administration, faculty, staff, students, parents and pastors. The Director of School Ministry guides and coordinates the spiritual activities that are the responsibility of the school. He or she helps develop ways to assure a Christ-centered education within all aspects of the school community and is available to assist the faculty, students, and their families in their journey of faith.

### **CELEBRATION OF THE MASS**

Because the Eucharist is the source and summit of the Catholic faith, liturgies for the entire school are scheduled to coincide with special feasts in the liturgical life of the Church and/or the school. Students are encouraged to fully participate in school Masses as lectors, altar servers, gift bearers and cantors. When attending mass or prayer service in the auditorium – the auditorium becomes a church. Respect and reverence is expected and silence is observed.

### **RETREATS**

Retreats are scheduled for each class at specified times during the school year. Opportunities for spiritual growth through reflection and Eucharistic celebrations are provided for all students. Participation in a day of retreat is required of all students each year unless a prolonged serious illness excuses them from such participation. The day of retreat is regarded as a source of grace and blessing for the student and her family, therefore, participation in the day of retreat is an obligation. For students unable to attend the class retreat there will be a makeup day scheduled later in the year. Students who fail to attend the class retreat may be prohibited from participating in athletic or social activities, including attending proms and dances. In addition, seniors are invited to attend the KAIROS retreat that occurs over a few days outside of the school environment. Though it is not mandatory, many seniors take advantage of this retreat and share that these days can be truly life-changing. The code of student conduct applies to all external retreats.

## **KAIROS**

The Kairos Retreat experience is an encounter with God, yourself, and others for four days away from the distractions of life. Students experience a deepening of faith and friendship as they journey through various activities with both small and large groups. This is an unforgettable experience, considered by many as “life-changing”. Our Retreats are held at the St. Francis Retreat Center in Easton PA.

## **FAITH IN ACTION (FIA)**

- Rooted in our Catholic identity, we believe that service to our neighbor is a core principle in living the Christian life. With this in mind, St. Hubert Catholic High School for Girls, seeking to form women of faith and integrity, has a service hour requirement for each student.
- Each student is required to complete a minimum of 10 hours of service per year. A total of 40 hours is required to graduate.
- Students graduating June 2020 are required to complete their 10 hours for the year but only need to complete a total of 20 hours. The Class of 2022 will be the first required to complete 40 hours.
- Students who complete the required 10 hours per year will not receive an award; however, students who choose to go above and beyond in service will be recognized with the Faith in Action Service Award- these students are those that have at least doubled their requirement by completing 20 hours or more of service within the year.
- Monthly reminders will be shared with students through announcements. CSC service opportunities will be widely shared as well.
- More information concerning Faith in Action will be distributed in theology classes during the first quarter of the academic year.

## **COMMUNITY SERVICE CORPS (C.S.C.)**

Any student may join the C.S.C., an archdiocesan organization through which high school students can give Christian service both within and outside the school community. The C.S.C. sponsors many individual programs. Elected officers and the programs' senators meet monthly. Members of the individual programs meet according to need. An annual membership fee of \$5 is required.

## **BAMBIES FOR LIFE**

Students interested in becoming involved and learning about the movement to protect the rights of the unborn and others can join this newly formed club. Meetings are usually held bi-monthly. The group plans, organizes, manages, and participates in events that come up throughout the year on the school, city, state, and national levels.

### **III. ACADEMIC AFFAIRS**

St. Hubert Catholic High School offers a strong and diversified curriculum to meet the needs of students with various interests and ability levels. From the basic-level courses to the college-level offerings, students are encouraged to achieve their full potential and develop the skills needed in the 21st century.

#### **REQUIREMENTS FOR PROMOTION & GRADUATION**

Students must earn a final grade of at least 70 in all courses to be promoted to the next grade level. The minimum requirements for graduation are 26.0 credits earned in grades 9-12. An example of a graduating students' total credits earned may appear as follows:

Theology	4.0
English	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Physical Education	0.5
Health	0.5
Fine Arts	0.5
Electives	7.5
Total Credits	26.0

Students must complete at least a 4<sup>th</sup> year in Mathematics, Social Studies, or Science or a 3<sup>rd</sup> year in a World Language. Courses that meet this requirement are noted in the Course Catalog.

Credits are earned by achieving a final grade of at least 70 in a course.

#### **COURSE SELECTION/ROSTERS**

Selection of courses for the following year takes place during the second semester. Information concerning course offerings and prerequisites is detailed in the Course Catalog, which is available on the St. Hubert website. Additional information, as well as sign-up procedures, is explained through class assemblies.

All students are required to take a minimum of six credits each year and must have a minimum of 26 credits to graduate. After a student has selected her courses and they are properly approved, her choices are considered final. Requests for changes will only be done on the designated days in late August before school starts. **If a change is approved, a fee of \$50.00 will be charged.**

Since the selection of courses is a serious responsibility, it should be done thoughtfully and with care. Students are urged to discuss their selections with parents, teachers, counselors and department chairpersons. On the basis of her interests, ability and past performance, the student is guided to select those courses that best meet her needs.

Computer generated rosters are issued to students during the month of August. There is a charge of \$1.00 to provide an additional copy of the roster. Rosters will not be issued to students who owe fees, fines, tuition, and/or textbooks from the previous school year.

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement program (AP) is designed to give advanced students challenging course work that is equivalent to the work encountered in a college course. Each department sets the requirements for admission. Class size is limited and the course requirements exceed those of the Honors classes.

St. Hubert High School offers many advanced placement courses that follow the AP curriculum guidelines recommended by the College Board. Each academic department decides whether to offer an advanced placement course. Students who are accepted into an AP course are expected to complete the summer work given in preparation for the course as assigned. Students must take the AP examination that is given in the fourth quarter, which includes a fee of approximately \$90 that must be paid in the beginning of the second semester. No AP student is excused from taking the AP exam, which is a course requirement and a prerequisite to participation in graduation. Those students who attain the necessary grade on the AP exam may be able to receive college credit for the course. It is the parents' and students' responsibility to check with the college about its AP acceptance policy.

### **DIOCESAN SCHOLAR PROGRAM**

The Office of Catholic Education, in cooperation with the Catholic Colleges and Universities of the area, offers the opportunity for selected students to take one or two courses each semester of senior year on the campus of a nearby Catholic college. At the end of the year, an official transcript of credits and grades will be available to the student. The participating scholars will be guests of the college, and no tuition will be assessed. Parents or guardians must assume the transportation costs and the costs of textbooks.

Diocesan scholars must pass the courses taken at the college level in order to participate in graduation.

### **DUAL ENROLLMENT**

The school partners with several local colleges to offer students college courses at St. Hubert during the school day and after. The students are scheduled for the courses as part of their high school roster and attend classes in the school's video conferencing room. The courses are interactive with college students and instructors and students receive both high school credit and college credits for the course.

## **REPORT CARDS**

Student report cards are issued four times a year at the end of each quarter marking period. Report cards are mailed to parents/guardians after each semester. They will be issued within two weeks following the closing of grades. The end of each marking period will be publicized on the monthly calendar and on PowerSchool. It is the joint responsibility of the student and her parents/guardians to be aware of the date reports are issued and to be informed of the grades earned each marking period. Conduct marks, lateness, absence, and teachers' comments should be given as much attention as the subject grades since these factors are closely related to students' grades.

## **ACADEMIC HONORS**

Academic honors are awarded to recognize outstanding achievement in courses regardless of the student's course load or track. Honors will be based on grades earned for each quarter. First honors are awarded to students with a grade average of 93.0 or above, provided there is no grade below 90. Second honors are awarded to those who do not qualify for first honors, but have a grade average of 88.0 or above, provided there is no grade below 85.

## **ONLINE GRADING SYSTEM**

All teachers use the online grading system known as PowerSchool to post grades, assignments, announcements, etc. for their academic class work. Parents and guardians are encouraged to set up a PowerSchool account and monitor their daughter's progress throughout the year.

## **RANK IN CLASS**

Rank in class is determined by the adjusted quality point average using a diocesan-wide computer program. It is ONLY reported at the end of each semester. Quality points are earned for grades received in a particular track according to the schedule listed on the following page.

The **CURRENT RANK IN CLASS** for a specific report period is based on the adjusted quality point average for that report period. The average number of quality points is obtained by dividing the total number of quality points earned in tracked courses by the number of tracked credits for the course. Quality points are weighted according to the credit value of each course and a mathematical adjustment is made to compensate students carrying more than six major subjects and for those in the Diocesan Scholars Program.

The **CUMULATIVE RANK IN CLASS** is also based on the adjusted quality point average. This average is obtained as follows: the quality points of the final reports for the years completed and the quality points of the most recent report are totaled. This number is divided by the total number of credits earned and currently attempted. As with current rank, quality points are weighted and an adjustment is made to compensate for carrying more than six subjects in a year and for students in the Diocesan Scholars Program.

## QUALITY POINT TABLE

Quality points are earned for grades received in a particular track according to the following schedule:

Grade	Track			
	AP	1	2	3
100	54	48	44	40
99	53	47	43	39
98	52	46	42	38
97	51	45	41	37
96	50	44	40	36
95	49	43	39	35
94	48	42	38	34
93	47	41	37	33
92	46	40	36	32
91	45	39	35	31
90	44	38	34	30
89	43	37	33	29
88	42	36	32	28
87	41	35	31	27
86	40	34	30	26
85	39	33	29	25
84	38	32	28	24
83	37	31	27	23
82	36	30	26	22
81	35	29	25	21
80	34	28	24	20
79	33	27	23	19
78	32	26	22	18
77	31	25	21	17
76	30	24	20	16
75	29	23	19	15
74	28	22	18	14
73	27	21	17	13
72	26	20	16	12
71	25	19	15	11
70	24	18	14	10
69	23	17	13	9
68	22	16	12	8
67	21	15	11	7
66	20	14	10	6
65	19	13	9	5
64	18	12	8	4
63	17	11	7	3
62	16	10	6	2
61	15	9	5	1
60	14	8	4	0



## **FAILURE WARNING/NOTICE OF UNSATISFACTORY WORK**

Notices of possible semester or final failures are distributed to students and posted on PowerSchool at least 20 class days before the end of each semester. Progress Reports serve as failure notices. Warnings may be issued to students in danger of failing for a quarter marking period. All notices must be signed by a parent or guardian and returned to the Academic Affairs Office.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be scheduled after progress reports are sent home during the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters. If a student receives a failing grade in any subject at the end of a marking period, the parent along with their daughter are encouraged to have a conference with the teacher.

Appointments to meet with teachers can be made by calling the Main Office (215-624-6840). It is advisable to make an appointment before coming to school, since teachers may be unavailable for a conference.

## **FINAL FAILURES/DIOCESAN SUMMER SCHOOL**

The minimum passing grade is 70. Students with final failures must remove them by attending summer high school and passing the subjects they failed. The maximum number of courses that can be taken in summer school is three. Failure to attend and pass the failed subjects, or failing more subjects than can be taken in summer school, will result in the student not being permitted to return to St. Hubert in September. Seniors with final failures will not receive graduation materials and will not participate in graduation activities. They will receive their diplomas after passing summer school.

## **ACADEMIC PROBATION/DISMISSAL**

Any student with three failures in a quarter or two final failures at the end of the school year is to be placed on academic probation. A student will remain on academic probation until they have had three (3) consecutive quarters without a failure. If a student who is on academic probation has one failure at the end of the following year, she remains on probation. A student on academic probation is liable to be dismissed if:

- ❖ she has three failures at the end of the first or second semester.
- ❖ she has two final failures at the end of the year.
- ❖ she had one final failure after being placed on probation and two final failures at the end of the next year.

Students with four or more failures may be dismissed at the end of the first semester. Any student with three failures at the end of the school year is liable for dismissal.

## COMPUTER TECHNOLOGY IN THE CLASSROOM

Computer technology use in the classroom is permitted and encouraged. Each student is issued a school owned device. A comprehensive policy regarding the use of technology is distributed to the students in the beginning of each school year and signed by the student and her parents/guardians. The Acceptable Use Policy (AUP), is the guideline for the use of technology which defines appropriate student actions. Failure to follow the guidelines set forth in the AUP results in the suspension or loss of network and Internet privileges, in addition to consequences for violations of the conduct code, as set forth by the Assistant Principal of Academic Affairs. In the event that a student relies on an electronic textbook, a paper textbook will be provided.

## SCHOOL DAY

The school day, which starts at 7:50 am and ends at 2:30 pm on most days, consists of seven instructional periods, a lunch period and a homeroom period. Classes are scheduled on a six-day rotating basis with each class day designated by a letter, A through F. The sequence of class days is not interrupted by holidays or days on which classes are not in session, such as a snow holiday. This system enables the school to schedule departments with laboratory periods or special programs in such a way as never to lose an instruction day.

## ASSESSMENTS/GRADES

All students are required to take the semester exams or assessments. The first semester assessment is counted as a major assessment for the second quarter. The first semester grade is computed by taking 50% of the first quarter grade and 50% of the second quarter grade. The second semester assessment is a cumulative assessment for the year. The second semester grade is computed by taking 50% of the third quarter grade and 50% of the fourth quarter grade. **The final grade for the course is computed by taking 45% of both semester grades and 10% of the final, cumulative assessment. A final grade of 70 is a passing grade.**

## ACADEMIC INTEGRITY

In an academic setting, it is crucial that each student's work be her own. Both cheating and plagiarism are serious offenses and will not be tolerated. Any student who violates the rules of academic integrity may receive both academic and disciplinary consequences, according to the determination of the teacher and the administration. Copies of the diocesan policy will be given out in classes. Each classroom teacher determines the consequences of turning in another's work as one's own. These consequences may include a zero for the assignment and may also include demerits. Students must be careful that resources are correctly cited.

## **STUDY PERIOD REGULATIONS**

Students assigned to study hall are expected to report to their assigned places by the time the bell rings for the beginning of class. There should always be a studious atmosphere, which is conducive to learning. Headphones or earbuds; iPads or Chromebooks may only be used for academic purposes during study hall. Students going to the computer lab instead of study hall must report to the study hall to receive a pass for entrance to the computer lab. Students who wish to see a teacher during a study hall must present a note from that teacher to the study hall moderator. Students scheduled for study hall may be assigned to be an aide in an office.

## **CHANGE OF ADDRESS, PHONE NUMBER, PARISH**

If a student has a change of address, phone number, parish, or any other pertinent information, she should notify the Academic Affairs Office as soon as possible regarding the change. Failure to update contact information in a timely manner will result in a before-school detention.

## **TRANSFERS**

The Academic Affairs Office issues transfer slips upon written receipt from the student's parent/guardian indicating the name of the school the student plans to attend. If a student is transferring, the Academic Affairs Office should be notified at least three class days before the withdrawal. Student records will not be released until all financial obligations to St. Hubert High School have been fulfilled.

## **RESPONSIBILITIES DUE TO ABSENCES**

In the event of absence from school, either an excused absence or an unexcused absence, students are responsible for fulfilling all course requirements. Failure to satisfactorily complete assignments, homework, tests or quizzes could result in a failure for the marking period and/or final report. Students who are absent or excessively late, regardless of the reason, will be held accountable to the customary criteria and standards when determining grades. The Assistant Principal for Academic Affairs will make any exception in consultation with the Principal.

Students absent up to one week are responsible for obtaining homework, class assignments and materials by emailing teachers and/or checking PowerSchool for assignments and announcements. Assignments missing due to absence will be given a zero on PowerSchool until assignment is completed. Students are expected to make arrangements for make-up work within one week of their return to school.

Students who expect to be absent for an extended period of time, such as longer than one week, should contact the Academic Affairs Office to make arrangements for obtaining class work and assignments.

Vacations during the school year are discouraged by the school. However, in the event of such an absence, the parent of the student must contact the Academic Affairs office two weeks prior to the vacation. Students will receive an assignment sheet from the Academic Affairs Office. The student should take the assignment sheet to each of her teachers to get the assignments assigned during the vacation period. The assignment sheet will be approved by the Assistant Principal for Academic Affairs. Failure to complete the assignments could negatively impact the student's grade.

## **TEXTBOOKS & CHROMEBOOKS**

Students are given textbooks and Chromebooks to help enhance instruction and the overall academic program. Each student is responsible for maintaining the condition of each item. Students must turn in their textbooks and Chromebooks before they leave St. Hubert (transfer or graduation). A student will be charged a fee for any item not returned. A senior's diploma will be withheld pending the receipt of the item or the fee; academic records of a student intending to transfer will be withheld. **Chromebooks are property of the state of Pennsylvania.**

## **FIELD TRIPS**

Field trips are regarded as educational experiences and are, therefore, an important part of the total school program. In order for a student to participate in a field trip, she must have the written permission of her parent/guardian. Also, at the discretion of the administration, students' grades, conduct, lateness and absences will also be a determining factor for field trip participation. A student is not marked absent on the day of the trip, but is responsible to make up any missed work. Field trips are initiated and arranged by a teacher, and a teacher will always accompany the students on the trip. Since the students are representing the school, they are to dress appropriately at all times.

## **PHYSICAL EDUCATION CLASS**

Medical Exemptions: Students who are unable to actively participate in physical education class due to a medical condition must provide current documentation from their attending physician. Forms may be obtained from the Health/Physical Education Department. Medically exempt students will be scheduled for physical education, but these students will be required to complete research articles on various sport-related topics.

Dress Regulations: Students are to wear the SHHS gym uniform with running shoes or sneakers (heel of shoe should have sufficient cushions for shock absorption; laces must be tied to prevent injury). Students may not wear their gym clothes under their school uniform. Artificial fingernails are not permitted due to the risk of injury.

### ***III. GUIDANCE DEPARTMENT***

The Guidance Department at St. Hubert helps all students in the areas of academic achievement, personal and social development, and career exploration so they achieve success in school and beyond.

#### **NAVIANCE PROGRAM: FAMILY CONNECTION**

St. Hubert is pleased to introduce Family Connection from Naviance, a web-based service designed especially for students and parents. Family Connection is a comprehensive website that you and your child can use to help in making decisions about colleges and careers. Usernames and passwords will be distributed to students as freshman for access over the next four years. Naviance's Family Connection will allow you and your daughter to:

- ❖ Research Colleges - Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past.
- ❖ Sign up for college visits – Find out which colleges are sending representatives to our school.
- ❖ Access Scholarship Information – Obtain information about available scholarships including application information, deadlines and requirements.
- ❖ Take interest inventories and explore career clusters to find the path that is right for her.

Naviance's Family Connection also lets us share information with you and your child about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

#### **EDUCATIONAL SERVICES**

The Guidance Department provides many resources to enable the students' academic success. Some of those resources include:

- ❖ Interviews for all freshmen and sophomores to provide information on the resources available through the department.
- ❖ Individual interviews for juniors and seniors.
- ❖ College and career information, as well as scholarship and financial aid information are available at all times.
- ❖ College Fair information is distributed to all Junior and Senior Students.
- ❖ Information and assistance registering for college entrance exams (SAT, ACT, SAT II subject tests).
- ❖ Financial Aid for parents is held every year – alternate location between Father Judge High School and St. Hubert High School.
- ❖ Students apply to colleges using the college website or the Common Application. Once the application is submitted by the student, the student requests transcripts (\$3 per college) to be sent from the Guidance Office to the college. The Guidance Office then sends transcripts, letters of recommendation, and other information using the Naviance Software.
- ❖ College admissions counselors visit St. Hubert's regularly and are available to answer questions during lunch periods.

- ❖ Junior Night is scheduled each spring. Students and their families are invited for a night of information regarding the college application process.

### **SAP – STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a way to identify students who are having school related problems and are at a high risk for alcohol and/or drug use, behavioral problems or mental health disorders. It is an intervention, not a treatment program. There is a trained SAP team, comprised of Saint Hubert faculty and staff, who review student referrals. Anyone can refer a student to the SAP team.

### **CORA SERVICES**

We are pleased to provide additional resources from CORA Services. The CORA program provides individual counseling, group counseling, psychological and educational testing and speech services. CORA also facilitates intensive Basic Skills courses to reinforce reading and math.

### **SHALOM PROGRAM**

Through the Shalom Program, a counselor provides students with additional support regarding personal growth, drug and alcohol issues, self-esteem, grief, healthy relationships and issues related to pregnancy.

### **CATAPULT LEARNING SERVICES**

Catapult Learning counselors and teachers provide some services at St. Hubert Catholic High School. These services are paid for by Pennsylvania Act 89, which provides auxiliary services to nonpublic schools.

## V. *STUDENT SERVICES*

The purpose of school regulations is to develop a sense of personal responsibility and self-discipline, to protect the rights of all, and to provide an environment where learning and personal growth are the priority. It is both the right and the duty of this school to make any regulations it deems necessary for the well-being of each student, faculty and staff member. The school reserves the right to amend the contents of this handbook and these policies will be equally binding, effective immediately.

### **DRESS CODE**

Personal appearance says much about a person and displays respect for the rules and regulations at St. Hubert and our community. Families are expected to expend funds for uniform items each year or as needed. Families are encouraged to participate in the uniform swap and may want to call the Main Office to inquire about the availability of donations before purchasing. The uniform, both in and out of school, must be worn in its entirety without modification.

All items, except shoes, stockings, and emblems, must be purchased from Flynn & O'Hara. Flynn & O'Hara has two locations in Philadelphia:

6801 Frankford Ave.	215-624-1983
10905 Dutton Road	215-637-4600

The official school uniform is:

1. Dark brown jumper worn with the short or long sleeved yellow oxford shirt.
2. Emblem denoting the student year. These are on sale for \$3.50 and must be sewn on the jumper and be visible.
3. Brown tights must be hole free. Footless tights or socks worn under the tights are not permitted. Brown tights are **required** during the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of the Academic Year.
4. Brown knee socks are permitted during the 1<sup>st</sup> and 4<sup>th</sup> Quarters of the Academic Year. Knee socks must be pulled up to the knee.
5. Every student is required to have the brown cardigan sweater. Please mend, when needed. Only brown-colored patches are to be used to cover holes. Seniors are permitted to wear the authorized senior zip-up fleece in place of the cardigan. **NO sweatshirts are allowed.** Please see Spirit Days.
6. Shoes must be solid, dark brown leather tied oxfords. Shoes must be tied. Students are not permitted to walk on the back of their shoes.

Uniforms must be no shorter than two inches above the knee. If there is a height or weight issue, Flynn & O'Hara will be happy to special order a uniform to comply with Archdiocesan and school policy.

Additional requirements to the uniform policy are as follows:

- ❖ Earrings must be no bigger than the circumference of a quarter and not to hang below her ear more than one inch. Excessive jewelry is prohibited.
- ❖ Eyebrow, lip, tongue, and nose rings, or any other types of body piercing are forbidden. There are no exceptions.
- ❖ Visible tattoos are forbidden.
- ❖ Unusual or exaggerated hairstyles, unnatural hair colors (orange, green, purple, blue etc.), are prohibited.
- ❖ Head coverings are not to be wider than 3 inches. Head coverings must not contain words, statements, or beading/jewelry. Full head coverings are prohibited.
- ❖ Artificial fingernails are discouraged. Fingernails, which are too long, may cause injury to the student who chooses to wear them in chemistry, gym or computer classes.
- ❖ Students are not permitted to carry flowers or balloons in school during the school day.
- ❖ Colored t-shirts are not permitted under the uniform. Shirts under the uniform must be white.
- ❖ Lanyards hanging from the uniform or sweater pocket are not permitted.

### **ACTIVITY PINS/RIBBONS**

Students are permitted to wear pins, ribbons, and/or buttons that represent their clubs/ activity at St. Hubert on their school uniform. The pins, ribbons, or buttons must be school issued and approved by the club/activity moderator and/or Assistant Principal for Student Services.

Requirements to obtain the pin, ribbon, or button are as follows:

1. Election or appointment. For example, the NHS, Bambie Ambassadors, and Student Council.
2. Continued membership in the group.
3. Completion of appointed duties and responsibilities

### **SPIRIT DAYS**

Three Spirit Days will be held each year at St. Hubert; one in the fall, one in the winter, and one in the spring. On these days students are permitted to wear sweatshirts, t-shirts or hoodies of their team, club, activity or class. Sweatshirts will be worn over No student is permitted to wear team or club clothing on days other than assigned Spirit Day. The only exception to Spirit Day wear is for seniors. Seniors are permitted to wear college/ university gear on Universal College Acceptance Day and the senior fleece is a senior privilege.



## **DRESS DOWN**

Dress down days occur at the discretion of the administration. Students may be charged to participate as they financially support a charitable purpose or cause. Dress down days are not mandatory. Dress down days will be kept to a minimum. The school can issue demerits or send a student home if the casual dress is deemed inappropriate for an educational setting. The dress code is as follows:

- ❖ Sweats or jeans, which are free of significant holes.
- ❖ Shirts of reasonable length, which are free of messages.
- ❖ Appropriate sneakers or shoes.
- ❖ No flip-flops, slides, or sandals.
- ❖ No leggings, tights, yoga pants, or shorts.

With approval from the administration, color days are reserved for days that coincide with specific holidays, such as Halloween, Valentine's Day, and St. Patrick's Day. Students are to be in full uniform but can accessorize their uniform by wearing stockings, seasonal sweatshirts, and other items that reflect the holiday.

## **PHYSICAL EDUCATION DRESS REGULATIONS**

The gym uniform consists of official SH shorts and physical education T-shirt and running shoes or sneakers (heel of shoe should have sufficient cushions for shock absorption; laces must be tied to prevent injury). It is recommended that students do not wear their gym clothes under their school uniform. Artificial fingernails are not permitted due to the risk of injury. T-shirts and shorts can be ordered through the SH website at the beginning of the academic year.

## **SEPTA TRANSPASSES**

Issued by the School District of Philadelphia, SEPTA Transpasses are available to students on a weekly basis to ride SEPTA during normal school hours, to and from school. These Transpasses are available to all students who live in excess of 1.5 miles from SH. These Transpasses will be given out at lunch periods on the designated day, usually Thursday, for the following week, to students who are eligible and have appropriate school ID. If absent on the designated day of distribution, a student may obtain a pass in the Main Office during her lunch period. It is strongly recommended that a student write her name on the pass so that it can be returned if lost. Only one pass may be issued per week per student—no exceptions.

Any problems or discrepancies regarding eligibility should be taken up with the School District of Philadelphia, not the school or the Archdiocese of Philadelphia.

## **LOST AND FOUND**

Valuables lost in school may be claimed at the end of any school day in the office located next to the Attendance Office. Students are responsible for their books, school bags, clothes, and ALL other personal property. The school assumes no responsibility for lost or stolen items. Misplaced locker keys, swipe cards, transpasses and ID cards can be claimed in the Main Office. There is a cost to replace lost school items.

### **I.D. CARDS/PROXIMITY (SWIPE) CARDS**

For their security, all students must wear the student picture ID and swipe card on a lanyard around the neck at all times and presented without question to any member of the faculty or administration upon request. Lanyards hanging from the uniform or sweater pocket are not permitted. The swipe card must be in good condition in order to gain access to the building. Both cards are covered by the school fee. If lost or damaged, either or both cards must be replaced immediately through the Office for Student Services. The replacement costs are ID \$10, swipe card \$10, lanyard \$1, plastic case \$1 (SHHS incurs these costs from the manufacturer). Any student who repeatedly comes through the main entrance without her swipe card will receive a demerit upon entrance to the building.

### **ELEVATOR**

A permit to use the elevator is obtained in the Attendance Office. It is given for a limited time to those in need due to a physical incapacitation. Students who are unauthorized to be on the elevator will face disciplinary action. If a student loses an elevator key, there will be a charge of \$10.00.

### **SMOKING/VAPING**

Smoking and/or vaping in the building, or anywhere, in uniform is forbidden. There is a \$50 fine for smoking or for carrying tobacco products. Smoking is prohibited at any school sponsored activity, including proms and dances. Students who are identified as smoking/vaping in the building, in uniform, or at a social event will be suspended and placed on Disciplinary Probation. Guests of SH students are not permitted to smoke/vape at social or sporting events.

### **CLOSED CAMPUS**

Students must stay on school property from the time they arrive until dismissal. Permission to leave school for any reason must be obtained from the nurse or a school administrator. Only a parent/guardian is allowed to enter the school to pick up a student. In the event a parent gives another adult consent to pick up the student, proper identification and parental notification is required. The parent giving consent must be identified as the parent of record and approved by an administrator. Students are never permitted to open any of the outside doors in the building to admit visitors at any time. All visitors are to enter through the front entrance on Torresdale Avenue and report directly to the Main Office for clearance and a visitor's pass.

## **HALL PASSES**

Once a school day has begun, a student may pass through the corridors only having first obtained a teacher's pass or after having received an official request slip from one of the offices. Students must move quietly in the hallways, follow normal traffic patterns, and demonstrate complete respect for classes in session, faculty, staff, and visitors moving throughout the school building. Staff members expect students to use each pass for a specific purpose and within a specified time. Students deviating from the intended purpose are subject to demerits or other disciplinary action.

## **HOMEROOM**

Students must be in assigned seats during homeroom. Students must respond reverently to prayers, salute the flag with respect, and listen attentively to all announcements. Students are not to leave homeroom for any reason unless they receive a request slip from a particular office, which will be distributed to the students by the moderator after all homeroom announcements have been made. Homeroom moderators or substitutes will distribute information from mailboxes directly to students. Students may leave homeroom only after attendance has been taken and announcements have been read.

## **BEHAVIOR IN PUBLIC**

Behavior in public, including information posted on the Internet, which projects a bad or inaccurate image of St. Hubert will be treated as a disciplinary matter. Misconduct and unbecoming language on buses and at athletic or social events, in the school or while attending any function at another school or venue, may be subject to disciplinary action, as well. Any type of illegal activity, which may or may not involve law enforcement, which comes to the attention of school, will be treated as a discipline issue and may result in suspension or dismissal.

## **CAFETERIA AND LUNCH PERIODS**

Students should be in the cafeteria within six minutes or be considered late. To establish responsibility for the cafeteria, specific seats will be assigned which the students will use for the entire year.

Cleaners will be assigned on a weekly basis. Students whose tables are consistently left unclean, will stay for detention and/or receive demerits. No glass bottles are permitted in the cafeteria during lunch periods.

No food or drink may be carried outside or to any part of the building (EXCEPTION: Students participating in double labs may carry food to the appropriate location designated by their teacher). No student may leave the cafeteria during lunch without a pass from the lunch moderator. Students going to their lockers in route to lunch are to remember that the **SECOND BELL IS A SIGNAL FOR SILENCE** in the halls, since classes are in session. Faculty and staff assigned during lunch periods are in complete charge. Official visitors to the cafeteria deserve full cooperation and respect.

## **OPEN CONTAINERS**

Students are not permitted to have open containers when entering St. Hubert. All food and drink should be consumed in the cafeteria. Students are not to have open bottles in school bags, classrooms, hallways, and assemblies

## **SCHOOL PROPERTY**

Students are responsible for desks, lockers, texts, and any equipment (Chromebooks, iPads) assigned. Textbooks and Chromebooks, which are property of the Commonwealth of Pennsylvania, must be maintained in good working condition and must be turned in before graduation. Everyone is responsible for respecting and maintaining cleanliness throughout the building. Students guilty of vandalism or graffiti will incur disciplinary action, including fines to cover the cost of all damages. Chewing gum, eating, and drinking in the classroom and/or the hallways is prohibited at all times.

## **COLLECTION OF MONEY**

The collection of money for any reason during the school day from one student to another is forbidden. No student is permitted to sell merchandise in school or on school property. If this occurs, the money is considered contraband and the appropriate demerits will be issued. Any and all items sold through the school must be approved by the Assistant Principal for Student Services.

## **ASSEMBLIES/LITURGIES**

Assembly programs are provided for the students to educate, to increase appreciation of the fine arts, to inform, and to develop social, academic, and spiritual potential. Students will report to homeroom before morning assemblies/liturgies where they will then be directed to the auditorium. Students are to sit in assigned seats. A quiet and dignified atmosphere should prevail during all assemblies/liturgies. Respect for those participating and attention to the program are essential to all assembly programs.

Students are to proceed to the auditorium or gym for Mass or assemblies quickly and quietly. Suitable behavior befitting the religious or professional nature of the assembly is required. Afternoon assemblies are mandatory and roll will be taken. Students are required to remain for the entire assembly.

## **EVACUATION AND SAFETY DRILLS**

All evacuation and safety drills are held at intervals as required by law and in cooperation with the Fire Marshall and other authorities. Every drill is taken seriously. Misconduct or failure to fully cooperate is a serious offense and disciplinary action will be taken. In the event of an actual emergency, parents are strongly advised, for the safety of the entire building, to wait for instructions from the proper authorities. Crisis management packets for all drills are located in every classroom.

## **CONTRABAND/SEARCH POLICY**

To protect the safety and welfare of students and school personnel, the administration may question and search a student, her personal effects, lockers, cell phones, and vehicles and may seize any illegal, unauthorized, or contraband materials discovered in the search. Searches may include, but are not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety, and welfare of the school population. A student's refusal to permit such searches and seizures will be considered grounds for disciplinary action. Students are forbidden to bring to school, or to have in their possession, any materials that may cause a disturbance, or do not promote education. Among these are weapons or objects commonly used as weapons, drugs and alcohol, lighters, matches, and cigarettes.

## **RESPONSIBLE CELL PHONE & CHROMEBOOK USE**

Academic use of technology is encouraged in the building with some exceptions. Chromebooks are not to be used while traveling through the hallways. Use of technology in the cafeteria during lunch periods is allowed.

Cell phones **MUST** be OFF and out of view throughout the entire building and in class. Students are permitted to use their cell phones during their lunch period in the cafeteria, however they are not permitted to contact parents to be picked up early. At no time are cell phones and/or Chromebooks to be used for taking pictures in the cafeteria, classrooms, and hallways. Cell phones confiscated for inappropriate use or a violation of the Responsible Use Policy (RUP) for technology will incur consequences which will escalate with multiple offenses.

- 5 demerits for use of a cell phone in hallways, stairwells, and the ladies room during school hours
- 10 demerits for use of a cell phone in the classroom
- Two cell phone violations will result in a before-school detention.
- Additional cell phone violations will result in confiscation of the phone. Parent/Guardian must retrieve phone from the Office of Student Services.
- Any student identified as recording (video and/or audio) a member of the faculty, staff, or administration will be suspended.

## **CONDUCT MARKS**

Every student begins each quarter of the school year with a conduct mark of 100. At the end of each marking period, deductions from the conduct mark are based upon the total number of demerits received. Warnings may be issued to students in danger of failing for a quarter marking period. All notices must be signed by a parent/guardian and returned to the Office of Student Services. If after averaging the 4-quarter conduct grades, the student has a failure, she will be required to attend Behavior Modification Summer School.

## **OFFICIAL LIST OF VIOLATIONS**

- ❖ 30 or more demerits: Serious breach of conduct; Drug or alcohol incident; Truancy; Leaving school without permission; Fighting; Contraband capable of causing bodily harm; Harassment or Bullying incident; Smoking/Vaping or having tobacco in one's possession. Smoking in the building or on school grounds incurs a \$50.00 fine.
- ❖ 15 or more demerits: Vandalism; Theft; Skipping Detention; Class cut; Student sent to Student Services.
- ❖ 10 or more demerits: Defiance; Disrespect; Defacing school property; Forgery; Contraband; Lying; Smoking in uniform off school grounds; unauthorized visible piercings; Responsible Use Policy (RUP) violation in the classroom.
- ❖ 5 or more demerits: Disorder in homeroom, class, study, lunch, hallway or assembly; Food or drink outside the cafeteria; Inappropriate language; Disobedience; Out of bounds; No absence call and note; Responsible Use Policy (RUP) violation, cell phone use in hallways, stairwells, or ladies room.
- ❖ 3 or more demerits: Late for class, homeroom, study, or lunch; No ID card; No hall pass; Chewing gum; Dress Code infractions; Reports not returned; no absent note or call.
- ❖ 1 demerit: Each unexcused lateness for school.

## **DETENTION**

Detention is for one hour either immediately following dismissal or before school. Students will be given at least one-day notice and attendance is mandatory. Detention will be assigned to students who receive demerits for disrespect, defiance, repeated unauthorized cell phone use, serious infractions and/or multiple infractions, and chronic lateness or attendance issues. Students with 5 unexcused times late will stay for detention and for every three times after that. Parents/guardians and students are to make the necessary arrangements to ensure attendance. Work, babysitting, transportation issues, vacation, or forgetfulness will not constitute viable reasons to miss detention. If any reason causes a personal conflict or inconvenience, it becomes even more important for the student to abide by all of the guidelines and rules set forth in the handbook. Students who have medical appointments must make up the time and provide a note on the next school day on the letterhead of the medical facility stating the date and time of the appointment.

## **PRIVATE DETENTION**

Teachers reserve the right to assign students to private detention before or after school as a consequence for the violation of a classroom regulation. The student will be given one day's notice. Demerits are issued to students who fail to be present for private detention.

## **SUSPENSION**

There are circumstances that may occur when a student needs to be suspended from school while waiting for an administrative decision regarding discipline or as a consequence of a serious disciplinary infraction. When this occurs, students are responsible for all schoolwork. The days missed are not excused absences and fall under the category of special circumstances. A parent/guardian must return with the student for a reinstatement conference after the suspension has concluded. Students who are suspended may be placed on Disciplinary Probation.

## **DISCIPLINARY PROBATION**

When a student commits a serious disciplinary infraction, she may be placed on Disciplinary Probation. She will remain a student at St. Hubert under the condition that she complies with the stipulated standards of conduct or other restrictions for a specified period of time. If she does not comply with the requirements, the student will be dismissed.

## **CONDUCT FAILURE**

Behavior Modification is a disciplinary program during the summer for students who fail conduct. Dates will be determined by the Assistant Principal for Student Services. A student who has earned 100 demerits, 23 unexcused times late, 22 unexcused absences, incidents involving truancy, and/or a serious breach of conduct will be reviewed for dismissal from school or will be required to attend the Behavior Modification Program. The student may also lose the privilege to participate in proms, class dances, and any other school activity for the school year. At the discretion of the administration, Behavior Modification Summer School may be assigned to a student for any serious infraction, occurring in or outside of the school building, or contract violation. The hours, dates, and fees for the program will be issued during the 4<sup>th</sup> quarter to the students and their families. Those who do not attend are liable for dismissal and may be placed on Disciplinary Probation the following year. Seniors must fulfill this requirement in order to receive their diploma.

## **VISITING NEIGHBORING SCHOOLS**

Students are forbidden to visit elementary and secondary schools when St. Hubert has a holiday or early dismissal.

## **SHADOWING**

Any student that is requested to host a shadow must be in good academic, conduct, and attendance standing. Shadow hosts must be in proper uniform.

## **THE SCHOOL AND THE LAW**

In order to comply with the Safe Schools Act of 1997, St. Hubert will notify the school to which a student transfers if a student is expelled or withdrawn from school and is involved with any of the following:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances; and the use of and procession of alcoholic beverages.

3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

If a student is found guilty of a juvenile or adult crime, the student is liable for dismissal.

### **DRUG & ALCOHOL POLICY**

Any student who is under the influence of alcohol, drugs or mood-altering substances shall be liable for immediate dismissal. Any student that possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, any substance purported to be a restricted substance, or over-the-counter drug shall be liable for immediate dismissal.

In addition, the school reserves the right to act within the framework of this policy if there is any strong suspicion of the above-mentioned offenses. In the event of any drug or alcohol related incident, the school will recommend specific guidelines and expect full compliance, which could include mandatory drug testing, disciplinary action, and a substance rehabilitation program, if the student is to remain in school.

In some cases, it may become necessary for an administrator to search the personal possessions of a student suspected of having contraband, defined as any object or substance outlawed by either school policy or criminal code. Any student involved in an incident as listed above on school grounds or at any school function will incur disciplinary action, suspension, dismissal and/or be subject to arrest. This extends to all school-sponsored functions.

### **LOCKERS/SEARCH POLICY**

Students who lose their key may purchase a replacement for \$10.00. Students must keep lockers clean and free from contraband. Birthday greetings may remain on a locker for one week and inappropriate comments and photos are not permitted. It is the responsibility of the student assigned to the specific locker to monitor and remove such items. The school is not responsible for lost items. Any student who tampers with the locker of another student is subject to disciplinary action. Students are strongly encouraged to report any suspicious activity, or problems regarding lockers, immediately to the Student Services Office.

### **HARASSMENT POLICY**

All Archdiocesan policies based on harassment will be strictly enforced. Harassment in any form is unacceptable conduct and will not be tolerated. When warranted by the results of the investigation, appropriate action will be taken - up to and including dismissal. 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. Any students involved in verbal fights, name calling, using verbal threats, directly or indirectly may receive demerits and general detention.

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. Hazing, or other forms of initiation into a group, team, activity, or club, can be considered a form of harassment and is also prohibited.



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

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

Any student who feels 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, she should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted by the results of the investigation, 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 up to and including dismissal.

Enforcement of the Harassment Policy is expected to protect all members of the school community by demonstrating respect for the human person.

## **BULLYING/CYBERBULLYING**

The school is committed to providing students with an ongoing education and dialogue relating to bullying and cyberbullying. All forms of bullying and cyberbullying are unacceptable. Students who demonstrate a pattern of minor incidents with the same student can also be disciplined for bullying and cyberbullying. Any student who has any involvement in an incident will be subject to appropriate disciplinary action, which could include dismissal. Students are to report any incident to the Assistant Principal for Student Services.

Bullying is generally defined as a pattern of unwanted aggressive, intentional, or deliberately hostile behavior that may involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes but is not limited to actions such as making threats, intimidation, assault, extortion, oral or written threats, cyber threats, teasing, name-calling, threatening looks or gestures, false accusations, hazing, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. SHHS is committed to providing a safe, caring, respectful and non-threatening atmosphere in which each student can learn and succeed. Bullying of any sort is unacceptable in our school. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly. It is expected that anyone, whether student, faculty, staff, or family member who witnesses or has knowledge of an incident of bullying, will report the incident to the school administration or the Guidance Office immediately. Bullying is a form of harassment and subject to serious sanctions such as suspension and including up to dismissal. Enforcement of the Bullying policy is expected to demonstrate the Catholic value of respect for the human person.

## **FIGHTING**

Students involved in fighting will be immediately suspended and/or face dismissal.

## **OTHER VIOLATIONS**

Other types of student behavior that are not specifically detailed in this handbook and/or covered by school policy are still subject to disciplinary consequences which may include suspension and/or dismissal.

## **PREGNANCY POLICY**

If a student becomes pregnant, the Assistant Principal for Student Services and the Guidance Office are to be notified immediately. The Pregnancy Policy/Guidelines will be given to the student and parents to review and to sign. Under normal conditions, the student will remain in school until the date the doctor indicates. After said date, the student will need to keep up with her academic responsibilities and will not be permitted to participate in school events and activities.

## **ABORTION POLICY**

Having received information that a student has procured an abortion, the principal will meet personally with the student and her parents to determine the facts. The principal may seek additional information from other sources, if this seems necessary. Once the principal has completed this process, and bearing in mind the knowledge of the devastating effect of an abortion on the life of the young woman, the principal shall designate an administrator or faculty member to advise the student and her parents concerning:

1. the existing support services available through the school,
2. the necessity of seeking counseling assistance.

If, given the facts of the case and the disposition of the student, the principal does not feel that the student should remain at St. Hubert he/she shall have the option of recommending that the student be transferred to another Catholic high school in the Archdiocese. If a student is unwilling to participate in the counseling process, then the student shall be liable for dismissal. In such a case, the principal is to make clear what counseling assistance is available outside the school, in parishes or through the archdiocese. The principal will also identify what other educational options are available to the student.

## **EMERGENCY INFORMATION FORMS**

Emergency Information forms are distributed during the first week of school to be filled out immediately and accurately by the parent or guardian of the student and returned to the homeroom moderator. It is crucial that all contact information is accurate and updated on a timely basis. In addition, the parent/guardian signature documents the official signature and acknowledges that the Student Handbook was read, and parent/guardian and student agree to support all the rules and regulations listed in this student handbook. **Any changes should be sent immediately in writing to the Academic Affairs Office.** If students do not return the emergency information form by the required date, she will receive five (5) demerits. Failure to return the form after demerits will result in detention.

## **ATTENDANCE POLICY**

Daily attention and interaction in class are essential in the learning process. Students should only miss school in the event of an illness or family emergency. All other reasons, including vacations, are detrimental to the learning process, and therefore strongly discouraged. Please consult the school calendar before making non-emergency appointments. Unexcused absences exceeding 22 result in participation in the Behavioral Modification program during the summer. Students are not permitted to participate in any school activity or athletics on days they are absent from school or sent home by the nurse. Under certain circumstances exceptions can be made by the administration. Students who do not attend Behavior Modification Summer School may face dismissal.

## **LATE ARRIVALS/EARLY DISMISSALS**

Students arriving to school after 7:50 am must enter the building through the main entrance on Torresdale Ave. Students arriving before the warning bell at 7:40 am are to report directly to the cafeteria. Students who are not in the classroom by 7:50 am must obtain a late pass in the Attendance Office. If a student arrives to school after 8:15 am, she must bring in a note from a parent/guardian noting the reason for the lateness. Failure to bring in a note will result in a 3-point demerit. If possible, please advise the attendance office in advance of a lateness or early dismissal. Students need to be in school for 5 periods in order not to be counted as absent. Students dismissed before the end of the school day, who have a reason to remain in the building, must wait in a specified area, or report to the Attendance Office. Students are not allowed to wait outside of the building. Loitering in corridors or in lavatories is forbidden. Students with excessive demerits, lateness, or absenteeism may lose their early dismissal or late arrival privilege without prior notice. Students who arrive after first period without a note will be considered skipping class and will receive a 15-point demerit.

## **EARLY DISMISSAL PROCEDURES**

Students are encouraged to make all appointments outside of school hours. Students must arrange routine medical and dental appointments, job interviews, procurement of working papers, driving tests and college interviews, etc. after school hours, on Saturdays, school holidays or during summer vacation. Please consult the school calendar on the website for days when school is not in session.

Students must be in school for at least 5 periods to be counted for a full school day. If a student leaves early (before 5th period) on the days of proms, dances, and sporting events she will not be permitted to attend the event.

If a student must leave early, an official early dismissal form must be completed and signed by a parent/guardian and given to the Attendance Office prior to homeroom on the day of the early dismissal. Phone calls will not be accepted in place of a note. Copies of the early dismissal form will be included in the welcome package sent home in September. Copies will also be available in the Attendance Office and online at the school website: [www.huberts.org](http://www.huberts.org) under Student Services.

If a student is not feeling well, she must ask to see the nurse or report to the Attendance Office when there is no nurse on duty. Students cannot request a parent/guardian pick them up from school without the prior approval from the school administration or the school nurse. The nurse or the attendant in the office will contact her parent or guardian.

In the case of an emergency early dismissal, the parent or guardian must contact the Attendance Office at ext. 229 or 230. Parents/guardians of record must come to the Attendance Office for

students to be released. Under certain circumstances, a student may be released to a person appointed by the parent/guardian after speaking with an administrator.

## **ABSENCE**

When a student is absent, parents/guardians are required to telephone the 24-hour a day voice mail in the Attendance Office (215-624-4044) on the morning of the absence to notify the school that the student will not be in attendance. This phone call is to reach the school by 10:00 A.M.. An automated call will be sent to the main phone number on file if the Attendance Office is not notified of the absence before 10 A.M.. The student **MUST** present a note explaining her absence to the Attendance Office the day she returns to school. Administrators may contact a parent/ guardian if the absence procedure is not followed. If no call is received, the student will automatically be given 3 demerits. If no note is received, the student will also be given 3 demerits. If a student is sent home or leaves school for any reason before the 5th period (or 12:00, whichever is later), she will be counted as absent for the day.

- ❖ When the absence has exceeded 3 days, a doctor's certificate is required. This certificate must be submitted on the day the student returns to school. Doctor's notes are not retroactive.
- ❖ If a student is to be absent/late for an extended period for hospitalization or other serious illness, the parents are required to inform the Attendance Office of the nature of the illness and the estimated length of the absence/lateness. Parents/guardians should also advise the Office of Academic Affairs so that work can be sent home.
- ❖ Extended family vacations during the school year are **DISCOURAGED**. Very often, students never recover from the lost school time. The Attendance Office should be notified of such plans well in advance, and each subject teacher consulted. Making up the missed work is the responsibility of the student.
- ❖ Students who accumulate 22 unexcused absences and/or 23 unexcused times late will be required to attend Behavior Modification Summer School.
- ❖ Students who are absent from school or sent home early by the nurse, may not participate in activities on the day of their absence. This includes practicing for sports, participation in sporting events/games, proms and dances, trips and other school functions.

## **EXCUSED ABSENCES**

The following situations will not be considered an absence:

- ❖ Seniors are permitted one day as an excused absence for an interview/visit with a school/college or for employment. At least one day before the interview, the student must present a note explaining her request. Upon return, proper verification is required confirming the appointment or visit.
- ❖ Death of a member of the immediate family (parent, brother, or sister) for a maximum of 5 days.
- ❖ Death of a member of the extended family (grandparent, uncle, aunt, cousin, niece, nephew, brother or sister-in-law, etc.) for the day of the funeral.
- ❖ Students must bring to the Attendance Office a note from a parent/guardian testifying to the relationship to the deceased and the date of the funeral. Whenever the parent of a student dies, a representative group of students is permitted to attend the funeral.

Students wishing to attend the funeral must bring a written request from their parents to the Attendance Office prior to the day of the funeral. Only those students will be granted permission to go. After the funeral, students are expected to return to school.

### **OFFICIAL ABSENCE/LATENESS/EARLY DISMISSAL FORMS**

There are official forms on the St. Hubert website under Student Services for absences, latenesses, or early dismissals. Absence forms are due on the day the student returns to school. If a student is out of school due to an illness for three days or more, she will need a doctor's note in addition to the absence form. Lateness forms are due on the day of the late arrival and early dismissal forms are due the day before an early dismissal. Lateness forms are due the day after a lateness in which a student arrives after 8:15 am. All forms are to be signed by a parent/guardian and brought to the Attendance Office. If a student does not bring in a form within three days, she may receive up to five demerits.

### **INCLEMENT WEATHER**

Announcements regarding school hours on days with inclement weather (two hour delays) will be made on several local news programs, the school's website, and the school's automated phone, text and e-mail. If school is closed, or students are dismissed early, ALL activities are cancelled. In the event of a "Delayed Opening" announcement, school would start approximately 2 hours late. Dismissal would be at the normal scheduled time for that day. The building will be open by 8:00 am on a 2 hour late schedule. The 2 hour late schedule is on St. Hubert's website.

### **TRUANCY**

Truancy is a serious issue. Students are never to call themselves absent or use anyone to assume the identity of a parent/guardian. Students who are truant will be considered suspended and must report the day they return with a parent/guardian for reinstatement. Truancy will place a student on Disciplinary Probation and the specific details will be outlined by the Assistant Principal for Student Services.

### **UNEXCUSED LATENESSES/ABSENCES**

According to Archdiocesan policy, "students who accumulate 22 unexcused absences and/or 23 unexcused times late will be required to attend Behavior Modification Summer School." Students who accumulate 11 unexcused absences and/or 12 unexcused times late in the first semester may be prohibited from attending dances, proms, athletics, or other social events.

## **VI. STUDENT AFFAIRS**

The Student Affairs Office exists within the office of Student Services to help promote well-balanced students who are successful in the classroom and beyond. The program is designed to meet the leadership, recreational, social, and emotional needs of all students.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization of students invited to membership by the faculty and administration for the purpose of promoting high academic standards while insuring the continuation of service to the school and the community. This organization serves as an instrument for the betterment of both the school and the individual. It is intended that the members of this organization shall:

- ❖ Create an enthusiasm for scholarship
- ❖ Stimulate a desire to render service
- ❖ Promote worthy leadership
- ❖ Encourage the development of character in all students

Membership into the CHRISTUS VINCIT CHAPTER of the National Honor Society is a privilege. Membership is based upon four criteria: scholarship, service, leadership and character.

The selection process proceeds as follows: A student who earns a cumulative Quality Point Quotient average of 40.0 on her January cumulative class rank report in her Sophomore or Junior year becomes a nominee. Each nominee is asked to complete a questionnaire pertaining to her school life, interests, honors, and achievements. She is also asked to provide three recommendations and complete an activity record. Finally, a member of the Faculty Council personally interviews each student. Final decisions of acceptance or rejection rest with this Faculty Council, which is comprised of faculty appointed by the Principal.

Once a student is elected into the National Honor Society, she is expected to maintain an overall average of 90 per report period in academics and a 95 in conduct. Furthermore, a student selected for NHS is expected to participate in all NHS functions such as Induction and Celebration of Service. She must also represent the school when requested. A member is expected to tutor students needing help with their academic subjects. A member is also expected to willingly respond to faculty and administration requests for aid.

To ensure that each member maintains the standards for which she was chosen, each will be reviewed periodically during her tenure as a member of NHS. Any member failing to uphold the requirements of the NHS Constitution and the Chapter By-Laws will be placed on probation and will be liable for dismissal from the NHS.

### **STUDENT COUNCIL**

The Student Council is the main body of the organization officially known as the Student Council Association of St. Hubert Catholic High School for Girls. The purpose of the association is set forth in the Preamble of the Constitution of the Student Association as quoted below: The Student Association is a representative organization inaugurated by the members of the faculty and the student body for the purpose of providing training and experience in a representative democracy.

The membership of Student Council includes four school officers (President, Vice-President, Secretary and Treasurer), Class Presidents from the Senior, Junior and Sophomore classes and a number of representatives equal to the total number of homerooms per grade times two (there must be one girl from each homeroom). The Freshmen will have its own election in January following the criteria above.

Each Student Council member is expected to:

- ❖ Support, encourage and attend all Council sponsored functions and activities.
- ❖ Represent the St. Hubert school community outside of school as well as within the school environment.
- ❖ Be present at all scheduled meetings.
- ❖ Abide by all the rules and regulations in accordance with this Student Handbook and the Student Council Constitution.

The following are general qualifications for membership:

- ❖ No academic failures.
- ❖ An overall scholastic average of 80.0 or above.
- ❖ A conduct average of no less than 90 per quarter.
- ❖ A review by the Principal, Asst. Principal for Student Services, and the Student Council Moderator.

In addition to the above qualifications, to be nominated for Student Council, a student must have a passing average (First semester and 3rd quarter) in each subject at the end of the 3rd quarter. The Principal and the Student Council Moderator determine the process of nomination and election to the Student Council. The Assistant Principal for Student Services along with the Principal will make the final determination as to who is accepted.

## **BAMBIE AMBASSADORS**

Every St. Hubert student is an ambassador for the school and has the responsibility of representing it in a positive way to the community. The Bambie Ambassadors are a group of students who apply for membership and must have three recommendations from faculty to be considered. The Bambie Ambassadors are the external representatives and spokespersons for St. Hubert at various important events throughout the year in the following areas: recruitment, alumnae, and school and community activities. Bambie ambassadors are selected based on the following criteria: enthusiastic school spirit and pride, well-ordered appearance and respect for the St. Hubert uniform, strong social skills and leadership potential, determination to succeed in the classroom, and good disciplinary and academic standing.

Once a student is chosen as a Bambie Ambassador, she will receive an automatic nomination for the following year. However, all current members will be reevaluated each year before receiving an official invitation for the next year.

## **ATHLETICS**

The school's athletic program consists of 14 inter-scholastic teams that compete on a Junior Varsity and Varsity level in the Philadelphia Catholic League. Financing an athletic program such as the one provided at St. Hubert Catholic High School is very costly and continues to increase each year. The funding for the athletic program is provided through the Athletic Fee that each student-athlete pays. All sports fees must be paid before uniforms, lockers, and locks are distributed to each student-athlete. Uniforms will not be distributed to student-athletes who have not shown proof of payment.

### **REQUIREMENTS FOR ATHLETIC PARTICIPATION**

Participation on an athletic team is a privilege, not a right. All policies regarding participation in athletics are made to insure academic success before athletic success. The academic and conduct requirements are as follows:

An athlete **WILL BE INELIGIBLE** for all practices, meets, competitions, and games during the marking period following the occurrence of one or more of these following reasons:

- ❖ a failure in three or more academic subjects.
- ❖ a failure in the same subject in two consecutive quarters.
- ❖ a failure in conduct or any serious violation of the disciplinary code

A student-athlete who receives one or two subject failures will be placed on probation until the next marking period. Her grades will be checked each week. If her grades are passing each week, she will be eligible to participate for that week.

A student-athlete who is ineligible may become eligible at the beginning of the next marking period following the marking period she is ineligible if she meets all academic and conduct requirements as previously stated.

Each student-athlete will be monitored weekly to remain eligible for the upcoming week. Each student-athlete must be passing at least four full-credit subjects or the equivalent as of each Friday during the marking period. If a student-athlete fails to meet this requirement, then she will lose her eligibility from the following Sunday through Saturday.

Each student-athlete will also be monitored each marking period to try-out for a sport. Each student-athlete must have passed at least four full-credit subjects or the equivalent during the previous marking period in order to tryout, except eligibility for the first marking period is based upon fourth quarter grades from the preceding school year. If a student athlete does not meet this requirement, then she will be ineligible for at least 15 school days of the next marking period, beginning on the day report cards are issued.

Each student-athlete will be monitored in conduct, as well. A student athlete accumulating 45 demerits or more during the school year will be placed on probation during her athletic season; 55 or more will receive a one-week suspension from all practices, meets, competitions, and games; 65 or more will result in the student-athlete being ineligible to participate in any sport for the remainder of the school year.

Also, any serious infraction of the disciplinary code involving a student-athlete may result in immediate probation or ineligibility. This will be the decision of the Assistant Principal for Student Services and the Athletic Director. The principal will make the final determination in these cases.



Academic and conduct requirements will be based upon the following academic marking periods for each season:

Cross Country, Field Hockey, Golf, Soccer, Tennis, and Volleyball:

- ❖ Based on 4th Quarter of previous school year and all freshman athletes will be monitored academically for the first 3 weeks.

Basketball, Bowling, Cheerleading, Indoor Track, and Swimming:

- ❖ Based on 1st Quarter marking period.

Lacrosse, Softball, and Track & Field:

- ❖ Based on 3rd Quarter marking period.

An athlete who is late for school, sent home by the nurse, or absent is not eligible to participate in any practices or games that day; exceptions may be made by the Athletic Director. Parents of athletes are expected to attend a coach's meeting at the beginning of each season. This meeting is mandated by the Archdiocese to promote communication and sportsmanship.

### **PHILADELPHIA CATHOLIC LEAGUE - ELIGIBILITY**

The Philadelphia Catholic League regulates eligibility for Varsity Competition in Article V of the League constitution. All athletes must adhere to these rules. Exceptions may be applied for, in writing, to the Athletic Director who will present each case to the Board of Directors. The Board of Governors will make final decisions regarding eligibility.

### **ATHLETIC PHYSICALS**

Any student planning to try out for a school sports team **MUST** have a current physical for that school year granting permission for the student to participate. Any physical dated before June 1, will not be accepted. Forms for physicals may be obtained from the Athletic Office or on the Saint Hubert webpage.

### **CATHOLIC LEAGUE CODE OF CONDUCT**

Athletics should foster sportsmanship. It is the privilege of each one associated with athletics to bear witness to our principles. The teams should:

- ❖ treat the visiting teams as guests of the home team and are to be treated with respect and courtesy at all times.
- ❖ follow the rules of the game at all times. Unsportsmanlike conduct will not be tolerated.

The student-athlete should:

- ❖ realize that she represents a tradition of fairness in competition.

- ❖ develop the self-control necessary to perform best in competition and prepare for her future; avoid poor sportsmanship, loss of temper, fighting, and abusive language and gestures.
- ❖ learn that performing to the best of her ability will help her develop a healthful attitude in winning and losing.

The spectator should:

- ❖ realize that she, as well as the athlete, represents the school.
- ❖ appreciate and give recognition to the good in others. cheer positively, avoid "booing", abusive language and vulgarity.
- ❖ avoid musical instruments and noisemakers.
- ❖ respect and obey property regulations established by each school.
- ❖ regard officials' decisions as final. Continuous poor sportsmanship will result in ejection.

## **INTRAMURALS**

In addition to the Catholic League sports, the Athletic Department also sponsors intramural competitions. Intramural offerings are always based upon the number of students willing to participate, moderator availability, and field or court availability. The intramural sports offered previously include the following: 1. Flag Football, 2. Basketball, 3. Badminton, 4. Volleyball.

## **SPORTS**

St. Hubert's has one of the largest girls athletics programs in Philadelphia including 14 varsity interscholastic sports. All of our teams are members of the PIAA and the Philadelphia Catholic League. The following is a brief description of each of our varsity sports:

### **FALL SPORTS**

#### **CROSS COUNTRY**

Any student who can run for a prolonged period of time is eligible for the team. Tryouts are held in August. The team practices two or three times a week at Pennypack Park. Meets are held at Belmont Plateau during September and October.

#### **FIELD HOCKEY**

Students who like to play team sports and who enjoy running are eligible for either the varsity or the junior varsity team. No previous experience is necessary. Tryouts are held during the third week of August. Practices are held at Russo Park, where all home games are played. Games are held during September and October.

## **GOLF**

Tryouts will be held in August and all students are eligible. The team practices and plays at John F. Byrne Golf Course. The season runs mid-August through October.

## **VOLLEYBALL**

Tryouts are held in August, with any student being eligible. Practices and home games for the JV and Varsity teams are held in the gym. The season runs from September through November.

## **SOCCER**

All students are eligible to tryout in August for either the varsity or the JV team. Games are played during September, October, and early November. The home fields are at the River Fields at Pennypack on the Delaware.

## **TENNIS**

All students are eligible to try out for the Tennis team. Tryouts are held in August at Russo Park, where practices and home matches are also played. The season usually lasts through September and October.

## **WINTER SPORTS**

### **BASKETBALL**

All students are eligible for the varsity basketball squad, while freshmen, sophomores, and juniors are eligible for the junior varsity squad. Tryouts begin in November in the gym. From then until the end of the season in March, daily practice sessions are held after school in the gym. Home and away games are scheduled for both after school and evening. The varsity team also participates in pre-season games and tournaments over the Christmas holidays.

### **BOWLING**

All students are eligible for the varsity and junior varsity teams. There are tryouts in November, and the season extends from the second week of December until the end of February. Home matches are played at Thunderbird Lanes on Holme Avenue.

### **SWIMMING**

All students are eligible to tryout. Tryouts are held at the beginning of November. The team practices at Lincoln High School's Pool during January and February. Meets are held at various pools in the area.

## **INDOOR TRACK & FIELD**

Any student who is highly skilled in running, jumping, or throwing is eligible for the team. From November until March, the team practices daily after school in the gym. Indoor meets are usually held at Haverford College or Lehigh University.

## **CHEERLEADING**

Every student is eligible to try out for either the varsity or junior varsity squad. Tryouts are held in the school gym in May of the previous year. Practices are conducted in the evening at least two nights per week until early March. The students cheer for the varsity and junior varsity basketball teams and participate in at least one competition each year.

## **SPRING SPORTS**

### **TRACK & FIELD**

Outdoor Track & Field is open to any student. Members can compete in sixteen different events. Beginning in March and continuing until the end of May, daily practice is held after school either at school or at Father Judge's track. Meets are held during April and May at various track facilities. Many fall and winter athletes join spring track to stay in shape during their off season.

### **SOFTBALL**

Any student is eligible for either the varsity or the junior varsity team. Tryouts are held in March, and practices and games are held at Keystone Fields. The softball season extends from March until the end of May. Games are held after school and the team competes in a few tournaments on the weekends.

### **LACROSSE**

All students are eligible to tryout. Tryouts are held at the beginning of March. The team practices daily at Russo Park. The season extends from March until the end of May.

## SOCIAL AFFAIRS & DANCES

According to the Office of Catholic Education policy:

*Administrators may allow students from their school to purchase a single ticket for their particular class dance. For students who wish to purchase tickets as a couple for the Junior or Senior Prom, each student must be of the opposite gender. Students from outside the local school must have the guest approved by the Office of Student Services.*

Students must purchase tickets for proms and dances in advance. In order for a student to attend class dances/proms and semi-formals, the student's tuition must be current and any outstanding fees must be paid. For example, if a prom is in April, April's tuition must be paid. Also, all fundraising fees must be paid. Any student who calls out sick on the day of the prom or dance cannot attend these events. The social events of the year include the Senior Ring Dance, Senior Prom, Junior Prom, Freshman/Sophomore Dance, and the Semi-Formal Winter Dance (schedule permitting). Also, other dances may be added periodically when sponsored by a school organization, such as the Parents' Association or Student Council.

Students who appear at a school social with drugs or alcoholic beverages in their possession, as well as those who show evidence of using drugs or alcoholic beverages, will be suspended or dismissed from school depending on the circumstances of the incident. A senior jeopardizes her privilege to participate in all graduation functions including Baccalaureate Mass and the Graduation Exercises. In all cases, the parents of these students will be contacted at the time of the incident. Parents/ guardians must sign an "Alcohol Pledge" stating that they will not provide alcohol at any pre or post prom party.

Students may not leave the dance/prom early unless a parent or guardian has spoken with the Assistant Principal for Student Services prior to the event. Those who do leave the dance/prom early are not permitted to return to the affair that evening. Students should be picked up immediately following the affair at an appropriate location near the event.

At the discretion of the school administration, a student may also be denied the privilege of attending the class dance or prom if she has a conduct failure, multiple academic failures, attendance and/or lateness concerns, conduct concerns or any other serious breach of conduct during the school year.

The above rules apply also to the student's escort even if he is over 18 years of age. Each student is responsible for her escort's cooperation.

So called "post proms" or any such gatherings are forbidden and strongly discouraged by the Archdiocese and the school. The rental of buses, vans, and large limousines is also strongly discouraged. The school will accept no responsibility for these, nor may they be arranged in the name of the school. If parents or guardians choose to arrange a party following a school affair, they must assume full responsibility and provide their own chaperones. Anyone who exhibits behavior unbecoming of a student at Saint Hubert will face disciplinary consequences at the discretion of the principal.

## **DRESS POLICY FOR DANCES & PROMS**

With modesty in mind, the following dress code guidelines will be enforced at the Freshman/Sophomore Dance and at the Senior and Junior Proms. Students must dress in a manner appropriate for these Catholic school dances and proms, a manner that reflects our Catholic values. *This policy emerges from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people.*

The dress policy for the Freshman/Sophomore Dance is as follows:

- ❖ Skirts/dresses are to be mid-thigh or lower.
- ❖ Midriffs may not be exposed.
- ❖ No plunging necklines.

The dress policy for Proms is as follows:

- ❖ Strapless or halter gowns are permitted. However, dresses with plunging necklines or that reveal too much bust line are unacceptable.
- ❖ Dresses may be backless, as long as they are not below the navel.
- ❖ Midriffs may not be exposed. This includes both front and sides. Mesh covered cutouts are not permitted.
- ❖ Slits are to be no higher than “finger-tip” length.

Students will not be permitted to enter the dance/prom if they are not dressed appropriately.

If students have any questions about this dress policy, they can see the Assistant Principal for Student Services.

### **FRESHMAN/SOPHOMORE DANCE**

The Freshman/Sophomore Dance is an informal dance held in the school cafeteria for freshmen and sophomores and their escorts. Freshmen and sophomores, with or without escorts, may attend the Freshman/Sophomore Dance, an informal dance held annually in the school cafeteria. A committee of volunteer freshmen and sophomores, under the guidance of the moderators, plan and decorate for the dance. Flowers, dance favors, and programs are not permitted. Since this is a dress-up affair, it is appropriate that the guests are dressed accordingly. Casual attire is not appropriate. Formal pictures from Gurcsik Studios are available at an additional cost.

## **JUNIOR PROM**

This annual semi-formal, catered meal and dance is held outside of school for juniors and their escorts. This social is planned by a committee of juniors who, under the guidance of the moderators, are responsible for the overall planning of the Prom. Pictures taken by Gurcsik Studios, decorations, and prom favors are included in the ticket price. Flowers are permitted. Appropriate attire for girls includes a SEMI-FORMAL dress and suit and tie for their escorts. Permission forms including an alcohol pledge will be distributed prior to the prom. These must be signed by a parent/guardian. A guest must provide a signed approval form from his high school. Forms will be available on the St. Hubert website under Student Life.

## **SENIOR PROM**

This formal dinner-dance for seniors and their escorts is the social highlight of senior year and is held outside of school. Each senior homeroom selects a prom representative, and this group of representatives, under the guidance of the moderators, decides the theme and colors, music, menu, and favors. The cost of pictures and programs, supplied by Gurcsik Studios, is included in the price of the ticket. Formal wear, along with flowers, is the appropriate attire for the seniors and their escorts. Permission forms including an alcohol pledge will be distributed prior to the prom. These must be signed by a parent/guardian. A guest must provide a signed approval form from his high school. Forms will be available on the St. Hubert website under Student Life.

## **SENIOR MOTHER-DAUGHTER COMMUNION BRUNCH**

The communion brunch is held in the spring for Seniors and their mothers and other significant women in their lives. It is a way of showing appreciation for all they have done and is viewed as the first step towards graduation from St. Hubert. This event includes Mass in the school's auditorium and is followed by brunch at an off-site caterer.

## **SENIOR DANCE**

In early October, the Student Council sponsors a dance, where the Senior class celebrates the beginning of their final year together with a casual dance in the school cafeteria. The dance includes refreshments, DJ, and decorations. Gurcsik Studios will take pictures for an additional charge.

## **FATHER-DAUGHTER DANCE**

A Father-Daughter Dance sponsored by the Parents' Association is held in January. Only St. Hubert students with their fathers are welcome. A catered buffet dinner is served, dance contests are held, and a "King and Queen" are crowned. At the end of the night, special keepsakes are distributed. Many girls wear corsages given to them by their fathers. Pictures taken by Gurcsik Studios are available, but the cost is not included in the ticket price.

## **SEMI-FORMAL DANCE**

The Student Council also sponsors the annual Semi-Formal dance, calendar permitting. Students from all grades are invited, either with or without a guest. Pictures from Gurcsik studios are available but are not included in the price.

## **BACCALAUREATE AND COMMENCEMENT**

According to the Office of Catholic Education policy:

*Participation in the Commencement Exercises is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate in the graduation ceremonies.*

*Students shall be excluded from participation for any of the following:*

- 1. Academic failure in the program of studies.*
- 2. Major breach in the school's disciplinary code.*
- 3. Excessive absences and/or lateness.*
- 4. Failure to fulfill financial requirements (which include tuition, school fees, and graduation fees).*

*In case of academic failure or failure to fulfill financial obligations, the diploma is withheld until the failure is cleared or the financial obligation is satisfied.*

Attendance at all Baccalaureate and Graduation rehearsals is mandatory for all seniors. The diplomas of those who disregard this policy or whose conduct during the two ceremonies does not meet school standards may be withheld at the discretion of the principal.

## **OTHER CO-CURRICULAR ACTIVITIES**

Other clubs and activity programs are designed to give the student opportunities to develop her hobbies and talents and to become socially and culturally enriched. These clubs and activity programs frequently change based upon the needs and wants of the students. Please see below for specific details of the many academic, cultural, and service groups that exist at St. Hubert.

## **SAINT HUBERT ACTIVITIES**

### **ACADEMIC**

#### **MATHLETES**

Juniors and Seniors who like math and who attain above-average marks in math are eligible. From November through April, members compete once a month at various schools throughout the Archdiocese. Practice sessions are held weekly after school. Freshmen and Sophomores compete in an in-school mathematics league known as JV Mathletes.



## **ROBOTICS**

Any student interested in learning how to build robots based upon engineering technology is invited to join. This club competes in a few competitions per year and meets as needed. It frequently coordinates its efforts with the Father Judge Robotic Team.

## **THE ARTS**

### **ART CLUB**

The art club meets once a month to explore art and craft ideas and projects, often with a seasonal or holiday theme. Students need not take art classes to be part of the art club, and need not come to every meeting to participate in the activities. Twice a year, the club participates in an art related service activity.

### **CHORUS**

Any student who enjoys singing and who is eager to learn the proper use of her voice may join. Members are required to attend practice sessions after school during the week. The Chorus performs in the Christmas Show, Spring Concert, as well as at other school and community functions. Chorus is considered an extracurricular activity.

### **DANCE CLUB**

This activity is for students who have a background of dance training. It is not a substitute for dance training, but an extension of that training. Time restrictions allow only enough time to teach a performance routine and not enough time to teach technique. The Dance Club performs at school in the May Arts Festival and a select few members become part of the Dance Team that performs at halftime at selected basketball games. The club practices are held at Anna Marie's Academy of Dance.

### **DRAMA CLUB**

This activity is for students who have some background in theater. The club will be selected in January and will meet at least once per week to study theater, dramatic presentation and, ultimately, perform on stage in late May as part of the Fine Arts Festival.

### **ORCHESTRA**

Any student who wishes to learn an orchestral instrument and develop her musical ability may join the Orchestra and Instrumental Ensembles. Members perform as a group and develop those skills necessary for ensemble performances. Members are required to participate in all public performances and to attend all scheduled rehearsals. Prior to a public performance, it is often necessary to have three extra rehearsals. Orchestra members receive weekly instrument lessons by professional musicians. The orchestra performs in the Christmas Show, Spring Concert, Graduation and many other school functions.

### **HAND BELL CHOIR**

Any student wishing to learn how to play hand bells may participate. Members are required to attend weekly practices and perform at several functions during the school year.

### **STAGE CREW**

Those interested in the technical aspects of drama, such as lighting, sound, or scenery, may join. This group supplies various technical assistance to anyone using the auditorium for drama performances or special assemblies. The crew meets on an “as needed” basis.

### **MUSICAL THEATRE**

St. Hubert presents a fall musical each year. Through an audition process, a cast is chosen. Students may participate as actors, singers, dancers, musicians, stage crew, and scenery design and construction. The goal is to expose the students to a professional level of theatre.

### **PUBLICATIONS**

#### **CALLING ECHO (PRINT YEARBOOK)**

Any student is invited/welcome to join the yearbook staff. Working on this annual publication gives the staff the opportunity to create a photographic and written history of the school year. Many skills, such as writing, typing, proofreading, and photography, are needed. The cost of the yearbook is included in the School Fee.

#### **ECHOINGS (LITERARY/ART ANNUAL)**

The desire to be a contributing member is the only criteria for acceptance to the Echoings staff. Talents of both literary and technical minds are needed to complete the writing, photography, art, proofreading and lay-outs to continue our award-winning publication. During November, December and January, the staff meets daily after school; at other times, as often as is necessary. The cost of the literary magazine is included in the school fee.

## **SERVICE**

### **MUSIC MINISTRY**

Any student willing to sing and/or play musical instruments at school Masses is welcome to join. Rehearsals are held on an as needed basis when special Masses and prayer services are pending.

### **DOWN TO EARTH**

Open to all students committed to protecting and helping the Earth's environment, this club specializes in promoting, planning, organizing, and completing various events to promote conserving the Earth's natural resources. Some of their events are recycling papers and bottles and cans; Earth Day awareness; and daily conservation efforts.

### **AHA – ATHLETES HELPING ATHLETES**

Athletes Helping Athletes, Inc. exists to better the life of the special needs athlete by:

- Providing awareness and community support for the special needs athlete through inclusion in local school athletic functions by serving as Honorary Team Captains at the home games for our participating teams.
- Offering other extra-curricular **events and activities** that provide opportunities for athletes of all abilities and coaches to come together while sharing athletic experiences and a love for sport while developing compassion and mutual respect AND HAVING
- SOME FUN!

### **STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)**

Students Against Destructive Decisions, or S.A.D.D., is a national organization that works to empower students to make decisions that benefit themselves now and in their futures. At St. Hubert, students in this organization work to promote peace, positivity, and good-decision making at social functions.

## **VII. *EDUCATIONAL MEDIA SERVICES***

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

The school provides Internet and email access to students. The Internet represents a wonderful opportunity to obtain information, communicate with other students and schools and thereby enrich students' learning experience. In an effort to ensure the safety of our students and guard the liability of the school and the Archdiocese, A Responsible Use Policy (RUP) has been developed by the Archdiocese, which is posted on the school website and distributed to each student at the beginning of each year. Students and parents and guardians will be required to read, sign, and return the Responsible Use Policy (RUP) each school year.

## **CHROMEBOOK POLICY**

The school also provides a detailed Chromebook policy for the students who are entrusted with one for school use. This Chromebook is given to them as a resource to use both inside and outside of the classroom. The policy for its acceptable use is distributed to the students and their parents in the beginning of the school year and will be strictly enforced.

## **RESOURCE CENTERS**

Students are encouraged to use materials that are available in the resource centers of the major academic departments. For admittance, a student must obtain a pass from the teacher of the designated subject.

## ***VIII. FINANCIAL INFORMATION***

### **SCHOOL TUITION**

Tuition for the secondary schools of the Archdiocese of Philadelphia, for the 2019-2020 school year, is \$7,800. Families with three or more students in an Archdiocesan high school pay two full tuitions. All International students pay an additional \$1,500 in addition to the Catholic student tuition rate.

### **TUITION DISCOUNTS**

**Family Rate Credit/Discount**—Families with two or more students in an Archdiocesan high school 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 Advisor with a list of the students' names, their grade and high school. The family rate credit/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 may be found on school websites. Applications are available online and in the Tuition Office.

Parents seeking financial aid must complete a **FACTS Grant & Aid** application by the deadline set in the previous school year, submitting the required forms to verify income and the required fee(s.) A link to the **FACTS Grant & Aid** application can be found on the school's website [huberts.org](http://huberts.org) (under the "Admissions" tab under "Financial Aid & Scholarships".) 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.

## **FACTS TUITION PAYMENT SCHEDULE**

**FACTS** provides tuition management services for all Archdiocesan high schools. Service for parents includes online account access, tuition and fees invoicing, payment processing and 24-hour customer service. New and returning families will receive information from **FACTS** regarding enrollment for the year.

There is a \$42 per family annual Enrollment 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 will receive a rebate of the annual \$42 per family fee.

For parents selecting to spread their payments throughout the year, the tuition and the 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 1<sup>st</sup> 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 TUITION PAYMENTS**

All tuition and fee payments should be made through **FACTS**. You can access their website by using [online.factsmtg.com](http://online.factsmtg.com). While we are permitted to accept cash payments for tuition, we do not encourage students to bring cash to school. SCRIP checks will be accepted for tuition in the tuition office.

Tuition may be paid in full in June, in half payments in June and December, in quarter payments in June, September, December and March or in eleven monthly installments. **FACTS** will list all options for making payments (checks, credit or debit) fees and account information.

You can speak with a customer service representative from **FACTS** by calling **866-412-4637**. More information regarding **FACTS** can be found on the St. Hubert website.

Parents who pay tuition under the installment plan are encouraged to set up automatic (ACH) 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 **ALL** payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$110.

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

- Check or money order by mail
- Automatic (ACH) 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 a Checking, Savings or Credit Card
- Cash at School—recorded by Tuition Advisor in **FACTS** as a Paid at Institution payment (**NO** personal checks may be taken by the school!!!)
- Mobile payments from Apple and Android devices

If a parent signs up for automatic (ACH) payments, they will receive an email reminder 7-10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be generated 20 days prior to 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 **FACTS** for failed payments processed via auto-debit, 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 and recurring credit/debit card information by logging into your account at [online.factsmgt.com](http://online.factsmgt.com) or you can call 866-412-4637.

### **FACTS LOGIN AND CUSTOMER SERVICE**

Once enrolled in **FACTS**, parents are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call **FACTS** customer service center at 866-412-4637 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 specializes in:

- Providing balance and account information
- Payment processing
- Reviewing payment history
- Updating payment information
- Updating personal and contact information
- Updated or changing your online username and password
- Address concerns regarding your account

Our school has a Tuition Advisor that can answer any question **FACTS** is not able to address. Contact information can be found on the school's website under Admissions/Tuition & Fees.

### **PRORATED 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 pro-rated 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 pro-rated in the same manner as tuition.

## **DELINQUENT TUITION**

According to the 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. **Exceptions to this policy may only be granted by the Office of Catholic Education.**
- Rosters for a new school year will not be released unless all tuition and fees for the previous year have been paid
- Students may not begin the second semester unless they have made the first five monthly payments for the year
- 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/Freshman Dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring function
- Transcripts may not be released
- Final report cards may not be released

## **FEES**

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

**SCHOOL FEE**--\$925 is applied in June to your FACTS Tuition account. This fee covers a variety of school services: technology, tests, labs, Calling Echo (yearbook), religious and cultural programs, locker rental, student handbooks, student insurance and ID cards. This fee also includes the cost of mailings, course selection booklets, newsletters, our literary magazine, "Echoings," and Theology textbooks, which cannot be purchased with funds provided by the Commonwealth of Pennsylvania. A consumable English workbook is also included.

**COURSE SELECTION/REGISTRATION FEE**--\$150 is paid at the end of the first semester, which covers the registration costs of students planning to return in September of the following year. This registration fee is nonrefundable and non-transferable. The registration fee covers the data processing services including rosters, for the next school year. The course selection fee for incoming 9<sup>th</sup> graders is also \$150.

**GRADUATION FEE**--\$210 is spread from June through April. The fee includes the purchase of cap and gown, diploma, announcements, booklet, awards, programs, the rental of facilities and many other expenses. This fee does **NOT** include the print yearbook.



**FUNDRAISING FEE**—The school holds a fundraising drive each semester. Each student can either choose to participate in the fundraising program to offset the cost of the required fundraising fee or pay the mandatory fee of \$150/semester. If the student does not participate, the \$150 charge will be added to your **FACTS** tuition account.

**TECHNOLOGY FEE**-- \$100 is applied in June to your **FACTS** tuition account. This fee includes access to a Chromebook, computer and printer upgrades in our computer labs, computer, Smartboard, projector and Wi-Fi upgrades in the classrooms, the latest Adobe Creative Cloud applications, Windows 10 and Microsoft Office 2019 in our art and computer labs, etc.

**ATHLETIC FEES**—Students who participate in sports programs are required to pay a fee:

- \$210 for one sport
- \$160 for second sport
- \$135 for third sport

### **OTHER ACTIVITY FEES**

Other clubs and activities that meet on a regular basis and require fees because of the various costs associated with them, such as gas and registration fees are as follows:

- Robotics           \$125
- AP Test           Varies

### **PAYMENT OF FEES**

All fees are applied to your **FACTS** tuition accounts.

All payments for Seniors should be completed by April 15<sup>th</sup>. Final report cards for all students will not be issued unless both tuition payments and school fees for the year have been paid. Transcript requests will not be honored until all financial obligations have been met.

### **OTHER STUDENT PURCHASES**

Any student who purchases optional items such as t-shirts, sweatpants, hoodies, etc. from clubs, athletic teams, school organizations or for school sponsored events, such as St. Hubert Day, is required to pay for the item. She will be held responsible for the payment if an order has been made on her behalf.

## **IX.     *OTHER ORGANIZATIONS***

### **ALUMNAE ASSOCIATION**

Representatives of all of the classes who have graduated from St. Hubert High School are invited to participate in monthly activities designed to promote the spiritual, social and academic lives of its members. The alumnae generate funds to be used for the improvement of the school.

## **PARENTS' ASSOCIATION**

Parents of all students attending St. Hubert High School for Girls are members of the Parents Association. Parents are encouraged to become actively involved in the Association. This organization exists for the following purposes:

- To develop closer relations between the home and school
- To promote interest in Catholic education
- To assist at school functions
- To provide financial assistance to the school

## **X. OTHER SERVICES**

### **HEALTH CENTER**

Located on the first floor and staffed by a state certified school nurse, the Health Center functions to provide the medical services mandated by the Commonwealth of PA and those necessitated by illness/injury during the school day.

Vision and growth screenings, and auditory testing, are done according to the School Code. Deficiencies or abnormalities are reported to the parents so that a physician can evaluate and prescribe treatment. The nurse monitors the resolution of health problems, immunization program, and communicable disease exclusions.

The school nurse should be notified of any special health problems that affect a student's social or academic progress or limit her physical activities in school. This information will be kept confidential and will only be shared with faculty with the permission of a parent or guardian. Medications brought to school must be registered in the health room and taken in the presence of the school nurse. Medication schedules should be adjusted around school hours whenever possible.

In order to improve health care to students and to increase their self-care skills, health room hours have been instituted:

- ❖ Emergencies will be seen immediately.
- ❖ Non-Emergencies (minor illnesses) will be seen during the last ten minutes of the class period.
- ❖ Appointments will be seen at the scheduled time.

This procedure will decrease classroom distractions to students and teachers and therefore will increase instructional time. Students coming to the Health Room must have a green pass (MEH13), which the nurse completes when the student returns to class.

In the event that it is necessary for the nurse or any other school official to contact a parent, an emergency phone number must be kept on file and updated whenever changes occur. Students are not permitted to contact a parent to be picked up because of an illness or injury. The nurse or Attendance Office will contact a parent or guardian. Only a parent or guardian of record is permitted to pick up a student.

If a student is sent home before the 5<sup>th</sup> period or 12:00 pm, whichever is later, she will be marked absent for the day.

When the nurse is not present during the school day, any student who has a health emergency or illness should report directly to the Attendance Office.

### **SCHOOL STORE**

The school store offers a variety of items for sale including apparel, novelties, seasonal items and nutritional food and snacks. The lunch voucher program is also run in conjunction with the store, students in need of a voucher may obtain it at the main office before purchasing lunch in the store. Students may visit the store during all lunch periods; evening and weekend hours are extended for sales and special events. Please visit [huberts.org/store/](http://huberts.org/store/) during the school year to place online orders.

## SCHOOL SONG

### School Song

With proud and eager loyalty  
We fling our banner to the world  
And catch the rays of wisdom streaming down  
As its glory is unfurled.  
We poise our spear, we aim it true  
With strength that's born of right.  
Let baseness and oppression feel  
The piercing of its might.

### Chorus

For St. Hubert's Brown and Gold  
For our faith that's firm and bold  
With joy we pledge our strength and zeal  
To uphold our treasured seal.  
Armed with knowledge and with truth  
And the fire and courage of youth  
We dare to do, to live for you.  
Our Alma Mater true, our Alma Mater true.

'Neath guidance of Our Lady's star  
St. Hubert's powerful hand  
Our lives with love and spotless purity  
Crushing battle will withstand  
Our deeds will echo far and wide  
For bravery and renown  
Our trust in Christus vincit  
And our victory a crown.

## BELL SCHEDULE

### Bell #1 Regular

### Bell #2 Assembly - S

### Bell #3 Assembly - L

Warning Bell	7:45		Warning Bell	7:45		Warning Bell	7:45	
Homeroom	7:50	8:05	Period 1	7:50	8:30	Period 1	7:50	8:28
Period 1	8:09	8:54	Period 2	8:33	9:13	Period 2	8:31	9:09
Period 2	8:57	9:42	HR/Assembly	9:16	10:12	HR/Assembly	9:12	10:24
Period 3	9:45	10:30	Period 3	10:15	10:55	Period 3	10:27	11:05
Period 4	10:33	11:18	Period 4	10:58	11:38	Period 4	11:08	11:46
Period 5	11:21	12:06	Period 5	11:41	12:21	Period 5	11:49	12:27
Period 6	12:09	12:54	Period 6	12:24	1:04	Period 6	12:30	1:08
Period 7	12:57	1:42	Period 7	1:07	1:47	Period 7	1:11	1:49
Period 8	1:45	2:30	Period 8	1:50	2:30	Period 8	1:52	2:30

### Bell #4 Long Homeroom

### Bell #5 PM Assembly

### Bell #6 Performance Series

Warning Bell	7:45		Warning Bell	7:45		Warning Bell	7:45	
Homeroom	7:50	8:29	Homeroom	7:50	8:03	Testing	7:50	9:15
Period 1	8:33	9:15	Period 1	8:07	8:41	Homeroom	9:20	9:34
Period 2	9:18	10:00	Period 2	8:44	9:18	Period 1	9:37	10:11
Period 3	10:03	10:45	Period 3	9:21	9:55	Period 2	10:14	10:48
Period 4	10:48	11:30	Period 4	9:58	10:32	Period 3	10:51	11:25
Period 5	11:33	12:15	Period 5	10:35	11:09	Period 4	11:28	12:02
Period 6	12:18	1:00	Period 6	11:12	11:46	Period 5	12:05	12:39
Period 7	1:03	1:45	Period 7	11:49	12:23	Period 6	12:42	1:16
Period 8	1:48	2:30	Period 8	12:26	1:00	Period 7	1:19	1:53
			PM Assembly	1:05	2:30	Period 8	1:56	2:30

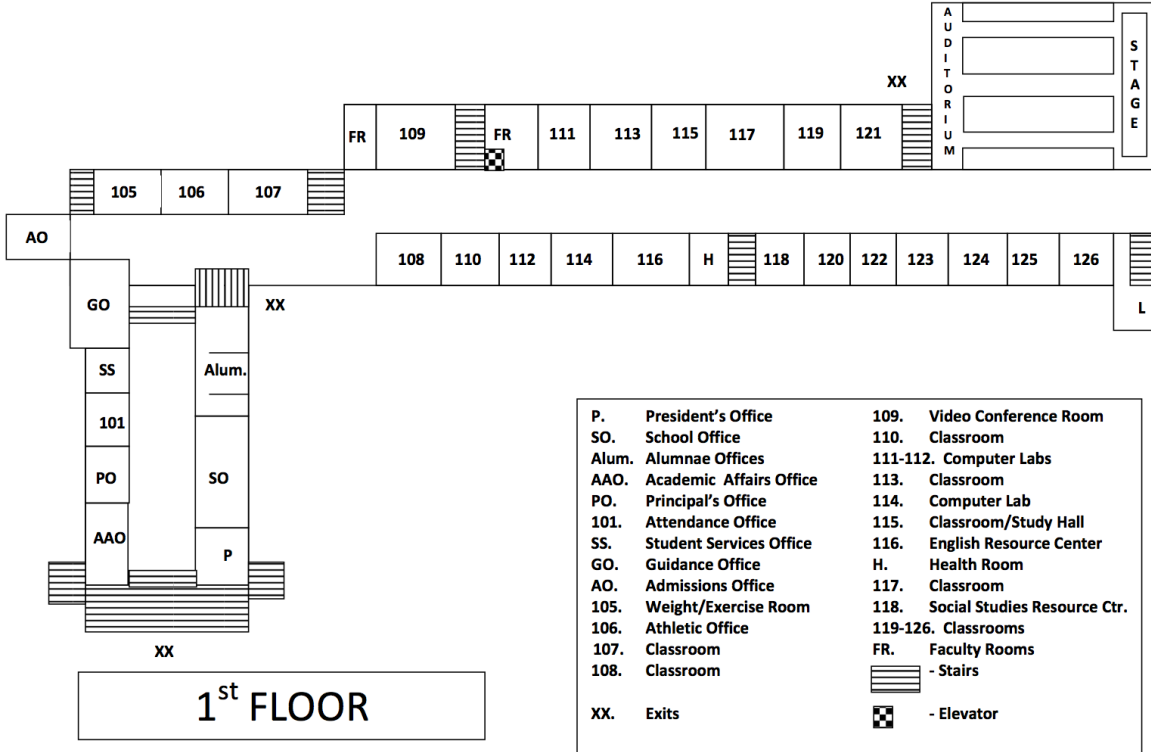
### Bell #7 Meeting

Warning Bell	7:45	
Homeroom	7:50	8:05
Period 1	8:09	8:39
Period 2	8:42	9:12
Period 3	9:15	9:45
Period 4	9:48	10:18
Period 5	10:21	10:51
Period 6	10:54	11:24
Period 7	11:27	11:57
Period 8	12:00	12:30

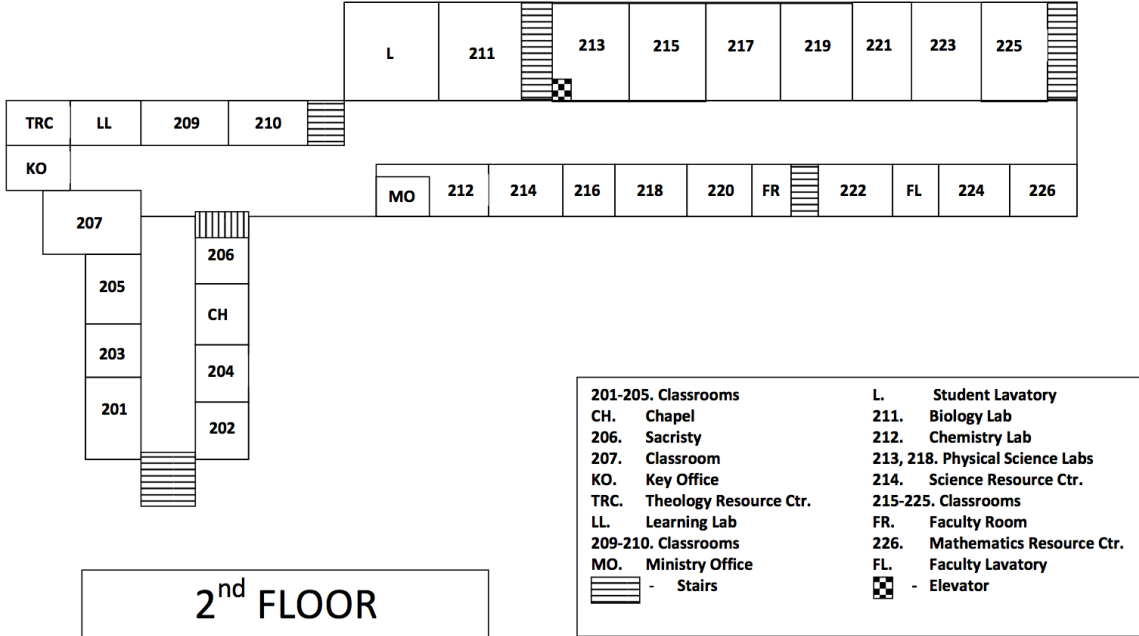
### Bell #8 2 HR Delay

Warning Bell	9:45	
Homeroom	9:50	9:58
Period 1	10:01	10:32
Period 2	10:35	11:06
Period 3	11:09	11:40
Period 4	11:43	12:14
Period 5	12:17	12:48
Period 6	12:51	1:22
Period 7	1:25	1:56
Period 8	1:59	2:30

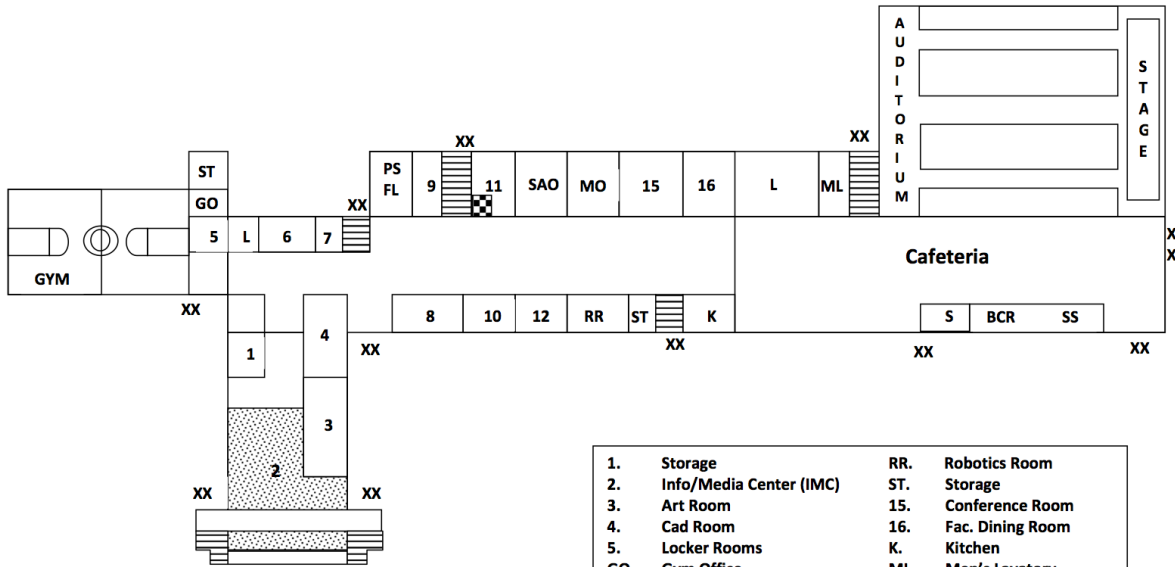
# FLOOR PLAN – FIRST FLOOR



# FLOOR PLAN – SECOND FLOOR



# FLOOR PLAN – GROUND FLOOR



**GROUND FLOOR**

- |         |                          |                  |                  |
|---------|--------------------------|------------------|------------------|
| 1.      | Storage                  | RR.              | Robotics Room    |
| 2.      | Info/Media Center (IMC)  | ST.              | Storage          |
| 3.      | Art Room                 | 15.              | Conference Room  |
| 4.      | Cad Room                 | 16.              | Fac. Dining Room |
| 5.      | Locker Rooms             | K.               | Kitchen          |
| GO.     | Gym Office               | ML.              | Men's Lavatory   |
| MO.     | Maintenance Office       | BCR.             | Bell Choir Room  |
| L.      | Lavatory                 | S.               | Store            |
| 6.      | AV/TV/Radio Studio       | SS.              | Store Storage    |
| 7.      | Shalom Office            | XX.              | Exits            |
| PSFL.   | Print Shop/Fac. Lavatory | Stairs           |                  |
| 9.      | Classroom                |                  |                  |
| 8 & 12. | Music Rooms              | Checkered Square | Elevator         |
| 10.     | Sewing                   |                  |                  |
| 11.     | Physics Classroom/Lab    |                  |                  |
| SAO.    | Student Affairs Office   |                  |                  |