

Father Judge High School



2018-2019
Student Handbook

Table of Contents

Mission and Spirituality.....	1-3
Our Beliefs.....	1
Profile of Graduates.....	2
Campus Ministry Office.....	2
Chapel & Liturgy.....	2
Service and Prayer.....	2
Retreats.....	2
Academic Affairs.....	3-8
Curriculum.....	3
Graduation Policy.....	4
Course Load and Course Change.....	4
Academic Integrity.....	4
Grades.....	5
Test Days.....	5
Honors and Ranking.....	5
National Honor Society.....	6
Probation and Promotion.....	6
Extracurricular Eligibility.....	7
Guidance.....	7
Student Hospitalization.....	8
Office of Student Affairs.....	9-11
Participation.....	9
Dances.....	9
Fundraising.....	9
Student Government.....	10
Transpasses.....	10
Dress Code.....	10
ID Cards.....	10
Senior Information.....	10
Office of Student Services.....	12-26
Detentions (JUG).....	12
Suspension Level 4 and 5.....	12
Expulsion Level 5.....	13
Suspension Information.....	13
Conduct Grade.....	14
Criminal Case.....	14
Excessive Detention Policy.....	14
Bullying/Cyberbullying Policy.....	16
Fighting.....	16
Substance Abuse Policy-Tobacco-Vaping Policy.....	16
Technology/Phone Policy.....	18
Breathalyzer.....	20
Dances.....	19
Vandalism.....	20
Home to School & School to Home Policy.....	21
Dress Code Policy.....	21
Tattoo Policy.....	21
ID Cards.....	22
Corridor and Stairway Use.....	22
Attendance.....	22
Late Policy.....	22

Table of Contents Continued

Early Dismissal Policy.....	23
Absences.....	24
Weapons.....	24
Use of Backpacks/Schoolbags.....	25
Lockers and Loitering.....	25
Cafeteria.....	25
The Elevator.....	25
Visitor Policy.....	26
Parking.....	26
The School and the Law.....	26
Acceptable Use Policy for Technology.....	26
Health Office.....	29
Tuition, Fees, and Finances.....	30-32
Fees.....	30
Family Rate Tuition.....	30
Financial Aid.....	31
Tuition Withdrawal Information.....	32
Acceptable Use Policy for Technology.....	32
Student Contract.....	32
Parent Contract.....	32
Chromebook Use Agreement.....	33-35
Equipment.....	33
Damage to Equipment.....	33
Legal and Ethical Use Policies.....	34
Standards for Proper Chromebook Care.....	35-36
Responsibilities.....	35
How to Handle Problems.....	36
Care.....	36
Safety.....	36
Student Chromebook Acknowledgement Form.....	37
Student Chromebook Contract.....	38
Responsible Use Policy for Technology.....	39-42
Purpose.....	39
Scope of Use.....	39
Responsibilities.....	40
Communications.....	40
Electronic and Mobile Devices.....	41
Examples of Unacceptable Use.....	41
Reporting.....	41
Administrative Rights.....	41
Personal Use of Social Media.....	41
Policy Violations.....	42
Athletic Department.....	42-44
Programs.....	42
Club Sports.....	42
Code of Conduct.....	42
Fees & Uniforms.....	43
PIAA Physicals.....	44
Electronic Signature Link.....	44

**FATHER JUDGE HIGH SCHOOL
STUDENT HANDBOOK &
CODE OF CONDUCT**

Mission & Spirituality: In the spirit of Saint Francis DeSales, Father Judge High School is dedicated to developing the whole person. We are an academic community which will ensure that each young man who enters will leave as a Salesian gentleman. Salesian gentlemen know what behavior is acceptable and unacceptable and strive to live a life exemplifying the virtues of humility, gentleness, optimism, and love for God and neighbor. He respects himself, others, and recognizes that all people are good because they are made in God's image and likeness.

The Salesian gentleman strives to follow the moral teachings of Jesus as practiced and promoted by our patron, St. Francis DeSales. St. Francis saw a sure yet simple path toward holiness through the "little virtues." In short, the Salesian tries to "live Jesus" each day. Father Judge High School has summarized some of the little virtues of St. Francis and applied them to the life of a high school student today. Each student is asked to know and live the "Salesian Seven" as he goes about his daily life at Father Judge:

- **Respect yourself and others**
- **Recognize your unique gifts and talents**
- **Be patient with everyone, especially yourself**
- **Be gentle as you go through your day**
- **Be grateful – appreciate all that life offers**
- **Be positive - approach life with an optimistic attitude**
- **Be confident – believe in yourself**

Our Belief Statements: As a Salesian community, we believe the following:

1. As did our patron saint, that you should not wish to be anything except what you are and strive to be that well; therefore, a Salesian gentleman manifests a profound respect for God, himself, and all others in a spirit of humility and gentleness.
2. Each student has the capacity to develop his spiritual, emotional, and intellectual gifts to his fullest potential.
3. Our sacramental celebrations promote a sharing and building of our Christian faith community.
4. The student who perseveres in the face of challenge will succeed in life personally, professionally, and spiritually.
5. A willingness to consider, to change, and to implement new ideas is necessary for continuous improvement.
6. Our faculty is committed to modeling lifelong learning skills as we prepare students for post-secondary opportunities through rigorous, engaging instruction.
7. Our collaborative community empowers students to become contributing and valued members of a global society.
8. Parents, families, faculty, and other stakeholders work together to incorporate the ideas of caring, trust, and self-respect as we help our students reach their goals.
9. In an increasingly uncertain world, our core values will endure, providing our students with a sense of stability as they face the challenges of the future.
10. We will continue our tradition of success, Non Excidet!

Profile of Graduates: A graduate of Father Judge High School will be a Salesian gentleman who demonstrates a life-long appreciation for:

- I. Spiritual values that realize our relationship with God
 - Reverent participation in liturgical and sacramental activities
 - Daily prayer including the Salesian Direction of Intention
 - Responsibility to perform Christian service
- II. Intellectual values that allow for effective participation in society
 - Critical thinking/Problem solving
 - Realization and use of unique talents and skills
 - Views learning as a lifelong process
- III. Physical values that promote health and safety for self and others
 - Realization and use of unique gifts and talents
 - Personal grooming and appearance/physical fitness
- IV. Emotional values that promote a respectful self-image
 - Self-esteem/self-control
 - Demonstrates empathy and compassion for others
- V. Social values that promote ethical behavior
 - Responsible leadership with moral decision-making
 - Teamwork with effective communication skills
 - Respect for diversity

Alma Mater

Raise up our banner Red and Blue on high.
Crusaders ever marching on to victory.
We shall never falter till the Quest is won
Here we stand beneath the Red and the Blue!

All the world behold our triumph reigning
We of JUDGE forever are prevailing.
Hail forever, Alma Mater,
Let our Banner fly!

The Campus Ministry Office: Helps students enjoy a personal relationship with God. Campus Ministry aims to enhance that relationship and to help students recognize God's life and activity in their relationships with family and friends. Students at Father Judge are helped to recognize their gifts and use them in service to the school, community and church.

Chapel & Liturgy: The chapel is open throughout the school day for prayer and reflection for students, faculty and staff. Students participate in a variety of liturgical celebrations throughout the year. While respectful of the diversity that makes up the Father Judge community, all students, regardless of their faith tradition, are expected to attend school services when these are part of the class or the entire school participates.

Service & Prayer: We begin and end each day with public prayer over the PA system. Each class also begins with a prayer. We consider it a privilege to pray for one another, especially those who are sick, dying or who have died.

If you have a prayer request, please bring it to the Main Office, the Office for Student Life or the Campus Ministry Office.

Retreats: DeSales reminded the people of his day “to rewind their inner clocks.” Today we speak of “recharging our batteries.” No matter the image, the goal is the same: to take time to focus on our relationship with God and others. Campus Ministry organizes times throughout the year when students are encouraged to experience God outside of the classroom through days of recollection and retreat. KAIROS is a special retreat for Juniors and Seniors.

ACADEMIC AFFAIRS

Curriculum: The curriculum of Father Judge High School has been developed within the guidelines set for by the Pennsylvania Department of Education and the Archdiocese of Philadelphia. The framework of the program is one that promotes and fosters intellectual stimulation and growth, coupled with the formation of the highest moral character for all students. Each course of study is designed to provide a strong framework to prepare students for postsecondary studies.

Academic Requirements for Graduation: The course requirements are outlined in the Father Judge Course Catalog.

Academic Grouping: Courses are designed to meet the particular needs of each individual student at the level of his intellectual ability. Therefore, some subjects are offered at different levels of academic difficulty, ranging from advanced to remedial work. Upperclassmen are grouped based on the recommendation of the students’ teachers. Incoming freshmen are grouped by their scores on Terra Nova/Standardized Tests, 7th and 8th Final Course Grades, Cumulative Class Rank, and the High School Placement Test.

The following can be used as a guide to understand the system:

- Advanced Placement Courses (AP)* - College level courses
- Honors – College preparatory classes for the exceptional student (Honors)
- College Preparation – College preparatory classes for students of above average ability.
- Academic (Math and Science only) – College preparatory classes for students of average ability.
- Knights – College preparatory classes for students requiring academic support, emphasizing fundamentals (9th grade only).

***Students enrolled in AP courses must take the AP exam and are charged a testing fee.**

Christian Service (CS) Requirements: In keeping with Gospel teachings and the philosophies of the Archdiocese of Philadelphia and Father Judge, Freshmen are required to do 10 hours of CS, Sophomores are required to do 12 hours of CS and Juniors and Seniors are to do 15 hours of CS. Excess hours do not carry over from a previous year, but deficit hours do carry over. Service Hour forms are due to Theology teachers on designated dates. Students not completing the Christian Service requirement must attend Christian Service Summer School in order to be promoted. Seniors who do not complete their required number of hours will not receive a diploma, transcripts, nor walk in the graduation ceremony.

Retreat Requirements: Retreats are an integral part of life at Father Judge. As such, the retreat program has priority over all other extracurricular activities. Conflicts between retreat days and games/shows, etc., have been avoided as much as possible during scheduling. Retreats will take precedence over all practices. Freshmen, sophomore, junior, senior retreats are mandatory.

Graduation Policy: In order to participate in the Commencement Ceremony, a student has fulfilled the academic, service, disciplinary and financial requirements. To receive a diploma, a student must participate in all graduate exercises, including the Baccalaureate Mass. All seniors are required to pass all courses taken during the senior year. Failure to do so will result in the loss of the privilege of participating in the graduation ceremonies. In order to earn the honor of being the Valedictorian or Salutatorian, **a student must have attended Father Judge all four years.**

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

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

- Ordinarily, changes in course selection must be made no later than three weeks after course selection. **Once classes have begun, rosters will not be changed - courses will not be added or dropped.**
- Changes after that date will not be considered if submitted for the following reasons: teacher preference, reduction of load because of outside employment, change of mind as to a personal preference or course content, displeasure with schedule.

College/Online Courses: Students are expected to take all required courses at Father Judge High School. A student who has completed FJ's curriculum in a given area may, with the prior approval of the Assistant Principal for Academic Affairs, take an elective course at a college/university. The college/university course will be computed into the student's GPA at the Honors level. The college course will appear on a student's transcript that is mailed to a college. Online courses are governed by the same rules as college/university courses. Such courses must be approved and completed within the regular school year if a student is to receive credit.

Academic Integrity: Integrity, honesty, and respect are at the heart Father Judge High School and should be demonstrated daily in the classroom. To steal or obtain information from another so that one's grade is higher or to avoid the effort required to complete an assignment runs counter to the Gospel values and is not tolerated. All forms of academic dishonesty, including but not limited to cheating, plagiarism, copying, and misrepresentation, will result in a zero for that assignment. The theft of information or resources may result in additional sanctions including suspension or dismissal from school. Examples of academic dishonesty will be discussed more in the student's individual classes. Violation of testing procedures (i.e. talking, looking around the room, possession of any paper, book or electronic device which is not permitted) will ordinarily result in a grade of "0" for the test, exam, notebook or project.

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

Homework: The administration and faculty strongly believe that homework is a vital component in a student's academic formation. Homework complements the work presented in the classroom. Therefore, all students are expected to spend 2-3 hours of each weekday evening completing assignments, reviewing class work, doing research, and reading.

Quality of Student Work: Minimum quality standards for both classwork and homework have been established:

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

Tutoring: The academic curriculum at Father Judge can be very rigorous. All students are encouraged to meet with their teachers outside of regular class hours for additional support. Students may also request peer tutoring. Peer tutoring is provided by members of the National Honor Society (NHS). Students may request a tutor through their teacher or the NHS faculty moderator.

Quarter Grades: The school year is divided in four (4) academic quarters. Two quarters comprise a semester. The quarter grade for each course is determined by homework, classwork, quiz scores, test scores, and other projects and assignments assigned by the teacher. The specific weight of each assignment is determined by the teacher.

Semester Grades: At the end of the second and fourth quarters, the student will receive a semester grade for each course. The semester grade is determined by averaging each quarter as 50% of the grade.

Final Course Grades: The semester grades are averaged (45% each) with the Final Exam Grades (10%) to yield a final course grade.

Examination Grades: Examinations are given in each course at the end of the second and fourth quarters. These exams give students the opportunity to review, reinforce, and synthesize areas of knowledge studied over a period of time. No student may take an exam before the scheduled administration time. A student may make up an exam only with a doctor's note or permission of the administrator in cases of emergency. If an exam is withheld due to outstanding financial obligations, the student will be informed no later than one week before exams. Since exams are averaged as 10% of the semester grade for a course, failure to take an exam will result in a zero as 10% of a student's semester average. Students enrolled in an AP class may be exempt from the final exam if they take the AP test. This is at the discretion of the teacher.

Incomplete Grades: An incomplete grade ("I") will be given only when necessary due to illness or unusual circumstances with permission of the Assistant Principal for Academic Affairs. Upon receiving an incomplete grade the student is required to meet with the teacher and receive a schedule for completion of all missing work. All work must be completed and a grade turned into the office within fifteen (15) school days after the end of the grading period with exceptions made at the discretion of the Assistant Principal for Academic Affairs. If the student fails to meet the required time schedule, a failure will be recorded as the course grade. An incomplete ("I") will be calculated as a failure for extracurricular eligibility.

Test Days: The following schedule is to be followed in an effort to avoid placing unfair burden on students. The schedule is to apply to all **ANNOUNCED** major exams:

English, Business, Mathematics	A & D Days
Theology, Art, Languages	B & E Days
Social Studies, Science	C & F Days

Academic Honors Requirement:

- A. First Honors: Quarterly Average of 93; no single grade below 90
- B. Second Honors: Quarterly Average of 88; no single grade below 85

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

Current and Cumulative Ranking: A student's rank in class is determined by quality point average. Quality points are weights based on track and grade. The chart is available in the Guidance Office or in the course catalog.

A GPA, based on a 4.0 scale, is calculated and recorded on records for the convenience of colleges and institutions of higher learning. The GPA provides a universal standard by which these institutions can assess the performance of students.

National Honor Society: The “DeSales Chapter” of the NHS exists as a student organization which both honors and encourages student academic performance, leadership, personal character and community service. NHS members must maintain a general academic average of 90 each marking period. Each semester they must donate the required number of service hours to the school and remain highly involved in school activities. Students who do not maintain these standards are subject to probation and possible dismissal from the local chapter.

Sophomores and Juniors who have maintained a 90 general average, while also demonstrating involvement in school and community activities can be considered for membership in the NHS. If a student wishes the Faculty Council to consider him for selection, a Student Activity Information Form (S.A.I.F.) must be completed and submitted.

S.A.I.F.’s are available in mid-February and are due in mid-March. A student must receive at least three votes from the Faculty Council in order to become a member of the NHS. In order to be considered for an NHS Office, a student must have the unanimous approval of the Faculty Council.

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

Students with THREE (3) or more failures at the end of the first quarter must appear before the Administrative Council with their parents or may be dropped from the roll. 9th grade students with five (5) failures at the end of the first semester are ordinarily dismissed. Tenth, eleventh and twelfth grade students with four or more failures at the end of the first semester are ordinarily dismissed.

A student on academic probation who receives three (3) failures at the end of the first semester is ordinarily dismissed. Any student who receives three (3) failures at the end of the school year is ordinarily dismissed. Students with more than three failures may be dismissed.

Attendance and Academic Credit: Attendance is as much a part of a student’s grade as any test, project, or homework assignment. Students who have 22 or more absences from any class (due to absences, lateness, early dismissal, or any combination) may receive a failing grade for the course, even if the student has a passing grade. Excessive absence cases will be reviewed by the Assistant Principal for Academic Affairs and the Principal.

Academic Probation: Being placed on academic probation is serious for it indicates either that the student is not capable of the FJ academic program or that he is not choosing to achieve to his potential. Academic probation signifies that a student’s enrollment at and graduation from FJ is in jeopardy. The academic standing of an enrolled student will be reviewed by the Assistant Principal of Academic Affairs if he receives below a 70% quarter average or earned one or more failures in a quarter. The student may be placed on academic probation at any time during his academic career. A student placed on academic probation will join a conference with his parents/guardians, the Assistant Principal for Academic Affairs, and any or all teacher(s) concerned. The purpose of the conference is to reinforce the seriousness of the probation and to outline the requirements for continued enrollment at Father Judge. An action plan for success will be established and consideration given to the following: learning study skills, recommending peer or professional tutoring, limiting social activity, or changing the student’s academic program. A student should not be on academic probation for more than two semesters. It is not expected that a student would be placed on academic probation more than twice during his/her high school

experience. If the student is participating on a FJ athletic team, or any other extracurricular activity, that student will be ineligible to participate for the remainder of the period until the Athletic Director or moderator is directly notified of eligibility by the Academic Office. If the student is a member of a school club or activity, the student may become ineligible to participate for the remainder of the grading period and is not eligible until directly notified by the faculty moderator. Students must make up any failed course during the summer through our approved online credit recovery school (Educere) for continued admittance at FJ. Students are responsible for the additional costs for credit recovery. Students who do not complete summer credit recovery will be automatically be dismissed from Father Judge. Academic dismissal occurs after all avenues for remediation and assistance have been exhausted or when it is deemed by the Assistant Principal for Academic Affairs that the student cannot succeed at FJ. Academic dismissal will occur when the student does not complete a plan for making up failed courses, or if a student has accumulated three failing final course grades.

Extracurricular Eligibility: On the day report cards are issued, students who have failed one academic subject (Quarter 1, Quarter 2, Semester 1, Quarter 3, Quarter 4, Semester 2, or Final, or combination of failures for Quarter 2 and Semester 1, and Quarter 4, Semester 2, and Final) will be suspended from participation in all activities and practices for a minimum period of two weeks. At the conclusion of the two-week period, the student should complete academic evaluation forms from the Athletic Director and/or Assistant Principal for Student Affairs. The completed forms must be returned within one week and a decision will be made concerning participation. This is the only time period for re-evaluation. If the evaluation is satisfactory, the student will receive written notice to present to his coach or moderator. If unsatisfactory, the student may not participate for the remainder of the marking period. On the day report cards are issued, students with 2 or more failures will not be able to participate in any activity for the remainder of the quarter.

If the student earns one failing grade in Quarter 4 they will be ineligible for the first 5% of the season's games (no less than one game). If the student earns one failing grade in Semester 2 they will be ineligible for the first 10% of the season's games (no less than one game). If the student earns one failing Final grade they will be ineligible for the first 20% of the season's games (no less than one game). The student may still participate in training and practice. If a student has 2 or more Failures for Semester 2 or Final he will not be able to participate in activities until the end of the 1st quarter.

Progress Reports:

- At the close of progress reports, if a student has a failure they have 5 school days to be in good standing for the class they have failure report.
- After the 5 school days if the student isn't in good standing they are ineligible to play in any games until they are passing.
- They can be reviewed every 5 school days. Once they are passing and in good standing they are again eligible to participate in games.

The Michael Sautter Guidance Center: The Father Judge Guidance Department believes that each student is a child of God, possessing inherent worth and dignity. All students have the ability to grow and can be helped to make choices that will lead to deeper maturity. At times, the student may need assistance to develop his potential more fully. The Guidance Program at Father Judge helps each student to know himself and make choices suited to meet his needs.

The counselors and staff in the Guidance Department are available to assist each young man as he grows and matures in understanding himself and his environment at Judge. They are dedicated to assisting him in his decision-making related to his education, career, and personal growth. In order to facilitate this process, each student is assigned a counselor upon entering Judge. The counselor is the student's advocate and contact during his years at Judge. The services offered by Guidance are varied and are designed:

- To offer support and guidance

- To advise and guide in selecting an appropriate vocation and career
- To aid and advise in the search of post-secondary education including applications, recommendations and financial information
- To interpret standardized test scores and how best to use the information the tests provide, including the PSAT and SAT tests, the career interest survey, etc....
- To provide notices of part-time or full-time jobs.
- To realize the limits of the school counseling service and to provide referral sources when the need arises for extensive counseling.

Father Judge also provides the service of the STUDENT ASSISTANCE PROGRAM (SAP) which is a group of trained school personnel. The primary function of SAP is to identify and refer students whose drug and/or alcohol use or mental health status may be reason for concern and may be interfering in the student's school life. Referrals are made to SAP by teachers, parents, students and self. All referrals are confidential.

CORA is a government funded auxiliary programs which offer services through Guidance. CORA provides their services of a school-certified guidance counselor, a remedial math and reading educator, a school psychologist and a speech therapist.

The Guidance Office encourages students to schedule campus visits and testing on weekends and days off from school. Students cannot use an excused day from Guidance in order to make visits.

All applications are to be brought to the Guidance Office for your counselor to prepare for sending. If you have submitted your application online, you must still notify Guidance. Please bring your completed application (or notification of an online application), the application fee, and a \$4.00 processing fee. This will cover copies made of your recommendations, an 8x10 envelope, stamps, and any subsequent mailings such as mid-semester/final grades. Please allow 7-10 days for the processing of your application by the Guidance Office. Be aware of deadlines!

Your signature and your parent's signature on the return portion of this handbook gives permission for transcripts, letters of recommendation, SAT scores, and other pertinent information to be released to outside school agencies upon request.

Policy on Student Hospitalization: Drug/Alcohol/Mental Health: In the event that a student must leave school to take part in a drug/alcohol/ mental health rehabilitation program, parents must contact the Office of Student Services as to where, when and, if possible, how long the treatment period will last. If the student is going to be out of school for 5 or more days, parents are to call the school and request work from teachers.

Work can be picked up and returned on a weekly basis through the main office. Parents may also need to take books from their son's locker for this work to be completed. In order for the student to return to school an appointment must be made with the Assistant Principal for Student Services. At this time a "discharge report" is to be presented from the hospital/institution. All of the above will be kept in strict confidence.

OFFICE OF STUDENT AFFAIRS

Student participation in activities is highly encouraged. The activities program at Father Judge is designed to complement the program of scholastic and religious development. As many students as possible should make an effort to involve themselves in school activities. However, such participation is a student privilege and must not be to the detriment of academic development. To ensure continuation of the activities program and to maintain a balance between academics and activities, certain policies and regulations are in order.

Student Academics and Participation in Activities: Please see the policy in the Academic Affairs section listed above. Other policies include the following:

1. As a Catholic school that honors the Lord's Day, no activity (or sports) may begin before 11:00 AM on Sundays and Holy Days of Obligation.
2. Any student suspended may not participate in any activity until contact is made with a parent and the suspension is resolved.
3. Any student who seriously violates a school regulation or damages the reputation of the school will be prohibited from participation in activities. The Principal is the interpreter of this policy.
4. A student who is absent from school during the day may not participate in any school activity that day or evening. If the absence occurs on a Friday, the student may not participate in any activity for the duration of the weekend. If the student is absent the day before a school holiday or a non-class school day, the policy extends for the duration of the holiday. Moderators and coaches are responsible for policy application.

General Dances: Admission requires a current student ID card, admission price, and proper attire. Boys are asked to wear a collared shirt and girls are asked to wear clothing that covers their midriff and shoulders – strapless clothing is not acceptable. Skirts and dresses should be an appropriate length. Dances are open to other high school students with a current high school photo ID card. Students who behave improperly or are apprehended for drugs/alcohol will be escorted home by a parent/guardian who has been contacted by the school. **All applicable school policies are in effect. Father Judge High School is not responsible for any lost or stolen items. We recommend that students do not bring valuable items to the dances.**

Special Dances: In order to attend any class dance (proms, socials) or "date" dance (Christmas Ball, etc....), ALL TUITION and FEES must be up to date. A student must present a signed permission form to the Treasurer's Office when purchasing a ticket for a class dance. The form must be signed by a parent, the student, the date and the date's school. **Please remember these dances (proms/socials) are considered a privilege, not a right. Father Judge High School reserves the right to deny attendance at the events for conduct deemed detrimental to our mission, this includes but is not limited to discipline, academic, and social behavior.** Father Judge High School is not responsible for any lost or stolen items at school dances or proms. These dances are DATE DANCES. Each student who chooses to attend a Father Judge dance, prom, social, etc., must be accompanied by a date and that date must be a member of the opposite sex in order to be granted permission to attend the event. No student may attend by himself.

School Fundraising Campaign: There is one fundraising campaign each year for the purpose of maintaining the academic and activities programs – The Crusader Club. Every student is expected to contribute to the campaign since each student benefits from its proceeds. **The quota for the 2018-2019 school year is \$200.00.** This is the minimum required of each student. If a student sells \$240.00 worth of tickets, he will be entitled to one (1) day off. He will receive his Day Off Card from the Student Life Office. Students are only eligible for one Day off Card. Cash prizes will still be awarded to the top three (3) sellers. Guidelines regarding use of the Day Off Card will be

distributed to the students and parents. Those who do not fully participate will be billed the difference. This campaign is separate and distinct from the drive to benefit the Oblates of St. Francis de Sales (which is held in January).

Student Government: The Student Government exists to represent the Student Body; to assist in the functions of the school community; to run school-wide community service projects and to educate students in the experience of election, self-governance and leadership. The nomination/election process is held in the spring for the four Executive Offices; in the fall for the officers/representatives of the other classes; and after the first quarter for Freshman officers/representatives. The academic, disciplinary and other requirements for election to and continuation on the Council are specified at the time of nomination. Students who do not meet these requirements are subject to probation/possible dismissal from the Council.

Transpasses: To receive a free SEPTA Transpass from the city of Philadelphia, you must live 1.5 miles from Father Judge high school. All students living in the city limits of Philadelphia and registered at Father Judge are submitted for this program. The school district decides who is eligible to receive the passes. Your son will be notified at school if he is eligible for the program.

School Dress Code/Uniform: The policy of the Archdiocese states that students who attend high school must purchase a uniform from Flynn & O'Hara (10905 Dutton Road, Philadelphia, PA 19154, telephone: 215-637-4600). Judge students must purchase the uniform white oxford shirt, blue golf shirt (optional to be worn during warm weather months), tie, sweater, and slacks from Flynn & O'Hara. Please visit the Flynn & O'Hara link below for ordering information: www.flynnohara.com/SCHOOL/516

School shoes are to be worn properly and should not be mistreated or worn as an open-back shoe or as if they were sandals. Socks are always to be worn with school shoes.

On November 5, 2018 all students will switch from the Spring Uniform to the Winter Uniform.

Dress at other School Functions: The dress code for school-sponsored activities (including athletic games) is casual but always respectful. Clothing with words or images whose content is vulgar, obscene, profane, prejudiced or related to drugs/alcohol is not permitted on school property or at activities. These prohibitions are applicable to school dress down days ("tag" days).

ID Cards: ID cards will be issued to all students. All Students are required to have an official Father Judge ID card, protective cover, and lanyard. ***The ID card MUST be worn around their neck as part of the school uniform.*** Students must have their ID cards with them every day and at in-school functions. This is important for school security and student identification. It is necessary for the safety of all in the building. Failure to comply with this policy will result in detention.

The ID cards involve more sophisticated technology and deal with the security of the building. Therefore, to replace an ID card will cost \$20.00 for the first replacement and \$40 all subsequent replacements. IDs are acquired in the Office of Student Affairs. To replace the lanyard will cost a student \$5.00, and to replace the protective cover will cost \$1.00.

Senior Information: In order to receive a class ring, all tuition must be current to the date of Ring Day. The ring design and the name "Father Judge" are protected by copyright. The school name and/or design may not be used

without explicit permission from the school. The official Father Judge High School ring may only be ordered through the school. The official stone for the Father Judge ring is “blue spinel.” Other variations of a blue stone are also permitted. No other colors are permitted.

In order to attend the Senior Prom, tuition must be current to the date of the prom, and the student must not be on academic or discipline probation. A senior who becomes involved in the use of alcoholic beverages and/or drugs or causes other serious problems at the prom will not be permitted to participate in the Baccalaureate Mass or any of the graduation exercises, nor will he be permitted to obtain any graduation materials at the appropriate time.

Father Judge High School neither supports nor condones “post” prom parties or gatherings, whether under parental supervision or not. Regardless of his age, he remains bound to the discipline code as long as he is a student. In the event that the school is made aware of any public indiscretion that took place before, during or after the prom, regardless of where they took place, it will be dealt with accordingly.

A senior must pass all courses with a 70 in order to graduate. One or more failures at the end of the school year will mean that the senior must attend diocesan summer school before he can receive his diploma. A senior with one or more failures at the end of the year will not be permitted to participate in the Baccalaureate Mass or graduation exercises. He will not receive any graduation materials until he has successfully completed the summer school requirements.

Eligible seniors will receive their graduation materials at the end of May. They will receive a graduation cap, gown and stole, tickets for Mass and Graduation. To be eligible to receive the graduation materials, the senior needs to have tuition paid in full, all lost or damaged textbooks taken care of, all fines paid. If a senior’s name is on the “Potential Failure List” no graduation materials may be issued to him until his name is removed.

No checks for any fees and/or tuition will be accepted after May 1. Any fees accepted after May must be paid in cash or money order. All tuition and fees must be complete before any graduation materials are issued. Likewise, all books and all school property/ equipment in the student’s use must be returned or paid for, if damaged, before any graduation materials are issued. All graduation practices must be attended. No exceptions will be considered.

OFFICE OF STUDENT SERVICES

In light of our Salesian philosophy of education, the Code of Conduct of Father Judge High School was established to help students, faculty and staff to “live each day well.” The following code helps the entire school community to create a safe environment conducive to learning and living in a Salesian manner each day. If a student violates the Father Judge Code of Conduct, he must realize that there will be consequences for his actions. He realizes that his choices are his responsibility. If he makes poor choices, he must accept responsibility for his actions and accept the consequences.

Students who attend Father Judge represent the school and are vital stakeholders in the school’s success. Students who are suspected of, or have chosen to violate the code of conduct or to engage in negative behavior in the community (and bring embarrassment to themselves, their families, and their school) will be brought before the Assistant Principal of Student Services or Assistant Dean of Students, or their designee, to determine if disciplinary action will be taken. You are considered a Father Judge student and a Salesian Gentleman twenty-four hours a day. This includes but not limited to any and all print and social media. Through the course of the school day/school year, the Assistant Principal for Student Services, Administration, or their designee may interview a student in the course of any investigation in regards to, but not limited to, students matters; when warranted, a parent contact may be deemed necessary. It is the parents/guardians responsibility to update all contact information with the school.

Discipline Policy 2018-2019: Please note there may be policy changes throughout the school year.

All detentions, also known as Justice Under God (JUG), for any infraction are to be served in morning detention.

Students may not work off any detentions.

Detention Tier Levels

Level 1 = 1 day detention (1 conduct point)

Level 2 = 2 days detention (1 conduct point)

Level 3= 5 days detention (2 conduct points)

Level 4=10 days detention (suspension) (10 conduct points) (sports/activities suspended)

Level 5= Suspension-Out of School, 10 Days, 10 conduct points, Expulsion Process Begins

Link for the JUG slip: <https://drive.google.com/file/d/1qFp41R2rEvlhWbeoC3wk7tqKGUWAdH8W/view>

Suspension Levels 4 or 5: Formal suspension (Level 4) is a serious disciplinary action taken by school officials against a student for major disciplinary infractions which are contrary to the good order of the school community, and are a high level of negative behavior that is contrary to the character of a Salesian Gentleman. Suspension is a major step towards dismissal. Parents will be notified immediately of the suspension. In all cases the school administration will review the incident, consider circumstances, severity, and outcomes.

Following the suspension parents will be interviewed in person by the APSS and are to sign an agreement in which they signify their understanding of the problem and the ramifications of further violations. For some levels of suspension, the student cannot be readmitted to class until the suspension time has been completed and the interview has taken place. The student will be referred to the Guidance Office for counseling.

If circumstances warrant the student may be liable for expulsion. An administrator may coordinate alternate consequences if he/she wishes.

Level 5: Expulsion Offenses: These are extremely detrimental offenses that can place teachers, students or personnel in danger. These offenses display a gross misconduct on the part of the student. They are extremely contrary to the character development of a Salesian Gentleman.

Expulsion: Students who commit any of the behaviors listed as “expulsion” offenses, or who receive a third suspension will automatically enter into the expulsion process.

Typically, a student who has committed an offense that warrants a Level 5 may be removed from school and will return only after a parent meets with the Assistant Principal, the Guidance Counselor and the Principal; however if the administration decides the student’s behavior justifies expulsion, he will be dismissed from the school.

If a student is not expelled from school after the meeting takes place, he will need to attend 10 days of morning detention, attend counseling sessions via the Guidance department, adhere to a Behavioral Contract, and will automatically be up for review for Behavior Modification Summer School and end of the year dismissal review.

Ordinarily, students expelled from Father Judge may not enter another high school of the Archdiocese of Philadelphia, for one school year. A student who is expelled from Father Judge may reapply to Judge or to another archdiocesan school after one year. The administration may consider his return if sufficient improvement can be noted from school records or from documentation provided by professional therapists, etc.

It is the policy of Father Judge High School to notify the school to which a student transfers if a student is expelled, or withdrawn from school, and is involved in any of the following infractions, including, but not limited to:

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

There may be additional interventions required such as: Friday Afternoon Detention, Saturday School, Behavioral Module classes, SAP Referral, Community Service (multiple hours), and Restorative Justice Interventions.

Suspension Information: Students will be suspended for the acts listed or for other acts in which the administration considers the student’s behavior to be harmful to the school community. Please find below important information regarding suspensions:

Out of School Suspensions: Students can be sent home and may not attend classes for a period of up to ten days depending upon the offense. Students will not be permitted to participate in extracurricular activities, including sports, or attend school related functions, this includes, but is not limited to, all school dances, proms, and school related functions.

In School Suspensions: Students attend school with specific stipulations. Students will not be permitted to participate in extracurricular activities, including sports, or attend school related functions, this includes, but is not limited to, all school dances, proms, and school related functions, until reinstated by the administration.

A parent meeting is required for any student that is suspended; a phone conference may satisfy this requirement. Suspensions deduct 10 points off the discipline grade and require 10 days of morning detention. Additional sanctions and interventions may be implemented. A letter will be sent home regarding the suspension, a parent is required to sign the letter and have their son return it the next school day, the student may receive additional detentions if the letter is not returned,

Multiple suspensions or violations of discipline probation will result in the student being entered into the Expulsion process. Multiple suspensions may make the student a candidate for behavior Modification Summer School.

Conduct Grade: A conduct grade will be given to each student on his quarterly report card. Each student will begin the school year with a conduct grade of 100. Each detention given to the student will result in a deduction of points from his conduct grade. Each time a student earns ten slips, he will receive a Suspension for Excessive Detentions (see new excessive detention policy).

Conversely, each major suspension (Level 4 or higher) will mean a deduction of ten points from the student's conduct grade. If a student fails conduct, i.e., receives a conduct grade below 70, or receives multiple suspensions and has not been expelled, or violates his conduct probation contract, he will be assigned to the Summer Behavior Modification Program also known as Conduct Summer School. Students will only be able to fail conduct once. Any student with a conduct grade below 79 may be placed on conduct probation for the following school year.

Students assigned to Conduct Summer School will attend classes at Father Judge High School following the close of school. There is a cost to attend which will be determined at the start of the program. The school suggests that parents make the student pay for the program. Students who do not attend will be dropped from the rolls or will not graduate and will not receive a diploma.

N.B. Seniors who have multiple suspensions, or have been placed on Disciplinary Probation, or who fail conduct, or are assigned to Conduct Summer School may not be permitted to attend any graduation exercises, including graduation.

Criminal Case: If a student is presently attending or applying to Father Judge High School and is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student is liable for dismissal from Father Judge or may admission to Father Judge revoked.

It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdrawn from school.

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

All Secondary Schools should notify the local law enforcement authorities and the Office of Catholic Education whenever a threat to the school, students, or faculty/staff, or weapon is discovered on school grounds, or in the possession of a student under our care. Examples of threats to the safety and well being of students and staff may include, but are not limited to the following:

1. Making a written or verbal statement threatening to shoot, kill or injure anyone;
2. Making hate speech remarks about another person;
3. Threatening to blow up the school or risking a catastrophe such as a bomb threat hoax

It is also the policy of Father Judge High School to notify the lawful authorities whenever a crime or illegal act is committed. Parents/Guardians of students detained/arrested for a crime or unlawful act must report the circumstances to Father Judge High School. These requirements must be met within five school days. Failure to comply may cause the student to be dropped from the rolls of Father Judge High School.

Excessive Detention Policy: Students who violate the school code of conduct will receive an official detention slip and will serve morning detention based off the infraction. A student who receives 5 individual detention slips may have his parents notified of the increasing violations of the code of conduct. The student will be referred to the Guidance Department. A student who has reached 5 detentions may be required to serve 2 days minimum for each infraction afterwards.

1st Suspension for Excessive Detentions (10 slips): A student who has received 10 detention slips will be suspended for Excessive Detentions. The student will serve 5 morning detentions and have 3-additional points deducted from

their conduct grade. The student's' parents will meet with the Assistant Principal for Student Services to address the issue of Excessive detentions. The student will be referred to Guidance. The student may be suspended from all Sports/Activities for 5 days, or until the detention is served. The student must receive written permission from the Administration to partake in FJ sports or activities after the suspension. This includes, but is not limited to, all school dances, proms, and school related functions. The student may be required to serve 2 days detention for each additional infraction after the 1st suspension.

2nd Suspension for Excessive Detentions (20 detention slips): This is a serious concern in regards to the students overall behavior in the school community. The student is in jeopardy of failing conduct for the school year. A 2nd Suspension for Excessive Detentions will result in the student serving 10 days of morning detention and a 10 point deduction from conduct. The student is suspended from all Sports/Activities for 10 Days or until the detentions are served. The student must receive written permission from the Administration to partake in FJ sports or activities after the suspension. This includes, but is not limited to, all school dances, proms, and school related functions. A 2nd parent meeting with the Principal and Assistant Principal for Student Services must be scheduled. Student will be referred to guidance department to access the excessive detentions. The student will have counseling sessions scheduled with the school social worker.

The student and parent will sign a behavioral contract. The student will automatically become a candidate for Behavior Modification Summer School and may have his record reviewed for dismissal at the end of the school year.

3rd Suspension for Excessive Detentions: This will result in the student to be reviewed for dismissal from Father Judge. The student is suspended from all Sports/Activities for 10 Days or until the detentions are served. The student must receive written permission from the Administration to partake in FJ sports or activities after the suspension. This includes, but is not limited to, all school dances, proms, and school related functions. A parent meeting with the Principal and Assistant Principal for Student Services must be scheduled. Student will be referred to guidance department to assess the excessive detentions.

Detention 2018-2019: Morning Detention will be held Monday-Friday from 7:15 a.m. to 7:50 AM There is no working off any detention regardless of the infraction.

Detention Policy: Students enter the school building via the cafeteria doors, check in with the cafeteria moderator, go straight to their lockers to place their school bags, phones, and all electronics in their lockers and then immediately report to room 133 by 7:15 am in Full Uniform. No Exceptions. Students late to JUG will accumulate additional detentions. Students who cut JUG may have additional conduct points deducted, accumulate more detentions, suspensions, and may have Friday afternoon/Saturday morning detention and possible suspensions. Phones, Food, and Drink are all forbidden in JUG.

Additional Interventions: As outlined in our Tier Level Discipline System there are multiple interventions that the school will utilize to help our students understand, accept, and correct their behavior. The primary goal of a Father Judge student is to follow the Code of Conduct and strive to conduct themselves as a Salesian Gentleman.

Students who show a consistent pattern of violating our school's Code of Conduct (or commit brazen acts of disobedience) despite these interventions will lose the privilege of participating in extracurricular activities, sports, or any school related functions. When a student can show he is capable of taking care of his primary responsibilities these privileges will be reinstated but not until a number of criteria has been met which includes, but not limited to, counseling, out of school counseling, CARON, social worker home visits, and parent meetings.

Bullying/Cyberbullying Policy: Every student at Father Judge has the right to a safe and healthy school environment. No student has the right to infringe on the safety and wellbeing of any other student. No student shall intimidate or harass any student through words, actions, and/or technology. The following behaviors, even

first time offenses, are unacceptable and may result in dismissal from Father Judge. They include, but are not limited to:

- Physical contact such as: hitting or shoving
- Verbal assaults such as: teasing or name calling
- Social isolation and/or manipulation
- Using any technological device to harass, intimidate or lie about other students.
- Social media bullying will not be tolerated.
- Social media intimidation from students and adults
- Falsely accusing another student of bullying

Teachers, students and administrators shall report bullying immediately to the Office of Student Services. Any student who believes he is being bullied must notify Student Services immediately. Also, see the Acceptable Use of Technology Policy. Any student who violates the bullying policy will have disciplinary action taken against them which may result in suspension and/or expulsion. Students are required to report any form of bullying even if it does not involve them. Students must include time, date, and location of the bullying to assist administration in the investigation. Students who falsely accuse another student(s) of bullying will face disciplinary action. Students who spread rumors and contribute to a disruption in the school community will face disciplinary action. This includes, but is not limited to, in school as well as all social media.

Fighting: Father Judge strives to develop a “safe” and “secure” learning environment for the entire school community. In keeping with Jesus’ great commandment, “Love one another,” and in keeping with the Salesian philosophy of “respect for the other,” Father Judge will not tolerate acts of physical violence or intimidation against any member of the school community. Students who have knowledge or are aware of an impending/finished fight must report it to the Student Services Office immediately. Students who actively record a fight or encourage a fight between students will be liable for detentions, suspensions and expulsions.

Students who are involved in fighting, violence, and/or intimidation in school, in the school neighborhood, and/or at school-sponsored events, will be liable and may be up for Expulsion. This includes students traveling to or from school, students participating in sporting events (both home and away), and any after school activity. The administration will take into consideration factors of premeditation, injury inflicted, disorder caused, and the welfare of the school community. Please note Father Judge Administration reserve the right to have students cited for disorderly conduct/Assault with the Philadelphia Police, District Attorney's Office, State Police and/or any federal agencies.

Substance Abuse Policy-Tobacco-Vaping Policy:

Father Judge High School is a Drug-Free School Zone

Recognizing the physical and psychological dangers caused by drug, alcohol, tobacco, and vape use, the substance abuse policy, which includes violations of the Tobacco-Vaping Policy is a concerted effort to respond effectively to the potential and current uses of drugs, alcohol, tobacco and vaping products, as well as mood altering substances. It is the intent of this policy to support the concept of drug free schools. Along with discipline, the policy outlines a process to help the student, mindful also of the school’s commitment to protect the health, safety, and welfare of the entire student body. Students who violate this policy may be cited by local law enforcement at the discretion of the Father Judge High School administration.

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

The school reserves the right to conduct a reasonable search under the circumstances of any individual whom the school suspects is in possession of drugs, alcohol, or mood altering substances while on school premises, or under the influence of said substances.

A school administrator, in the presence of a school witness, may conduct such a search. Should the search result in information that the drug policy has been violated, the appropriate law enforcement agencies will be notified of the results of the search. Please see Use of Backpacks/School Bags and Locker policy for further information.

Violation of Policy: The policy is violated when any student or visitor unlawfully uses, possesses, distributes or attempts to distribute drugs, drug paraphernalia, alcohol, or any mood altering substance or simulated medication on school premises or at any school activity or while traveling to and from any school or school related activity. This includes a 5 mile radius of Father Judge High School.

Tobacco-Vaping Violation Information: Students found in possession of any tobacco related product, including but not limited to, cigarettes, chewing tobacco, cigars or any contraband associated with tobacco, such as lighters and rolling papers will be suspended out of school until an informal investigation can be completed.

Possession/Use of Drugs/Alcohol/Tobacco-Vaping Violation: The sale or supplying of drugs (including alcohol/drug paraphernalia or prescription drugs) is a serious offense. A student may be dismissed for such an offense. For students found to be in possession of, or to be using drugs/alcohol on or near school, or at any school related activity, or in violation of the Tobacco/Vape Policy, the following will occur:

1. A parent/guardian will be notified immediately.
2. The student will be suspended from school for a minimum of ten days and the administration will conduct an informal investigation of the incident.

During this time the following will occur in order for the student to be permitted re-entry into the school as a student:

- The parent/guardian must have their son drug-tested within 24 hours by a reputable medical facility (emergency room, hospital, physician's office). The drug test must be a **Mass Spectrometry Drug Test**. The parents must request this test to be ordered by the pediatrician. An official detailed written report of this drug test must be supplied to the Administration upon return to school
- If the student tests positive for a substance that violates policy, the student will be referred to (if re-entry is granted) the School's Guidance Department. Students will be required to have an assessment completed by the school drug and alcohol consultant or a licensed substance abuse facility. The student will be required to complete the treatment program designated by the assessor and confirmation of that will be provided to the school. School based support group participation may be part of the intervention plan.
- The student must truthfully and fully disclose when, where, and from whom he received or purchased the illegal substance and or Tobacco/Vape materials.
- A re-entry meeting will be held to determine that all requirements have been satisfied. This meeting will involve the parent/guardian, the student, administration, and the school's Guidance Counselor.
- The student is responsible for making up all missed assignments due to his suspension.
- If re-entry is granted, the student will be placed on Conduct Probation for a minimum of one year. If the student is suspended during this period, he is liable for expulsion.
- An offense against the drug policy will result in an out of school suspension. Should there be a second offense; the student will be expelled from the school. The school's decision in response to the first or second offense is final and not subject to review or appeal.
- Please note when and if warranted Father Judge High School will be reporting alcohol/drug/tobacco incidents to the local authorities which includes, but is not limited to the Philadelphia Police, District Attorney's Office, State Police and/or any federal agencies.

Further information-Continued Disciplinary Action: Any employee who suspects a student of being in violation of the drug and alcohol policy, or the tobacco/vape policy, has the responsibility of immediately notifying, and or taking the student to a building administrator or their designee. When involved in a school-related activity off-campus the employee will ensure that the student is taken to the professional staff member supervising the

activity and the Father Judge administration will be notified immediately. All personnel involved will keep knowledge of this investigation and its resulting procedures in confidence.

- The administrator may arrange for an examination by police and/or medical staff to determine whether the student is under the influence of an illegal drug or alcohol.
- After investigation of the situation concerning a student, the parent(s) will be notified if the investigation indicates substance abuse, and medical assistance will be obtained if necessary.
- Upon admission or confirmation of the policy violation local authorities will be notified and the following procedures will take place:

Suspension of school athletics and activities:

- Any student who is observed to be in possession of or using drugs, alcohol or tobacco/vaping products by a Father Judge coach, faculty member, or administrator, or a coach, faculty member, or administrator from a competing school will be immediately dismissed from his or her respective team for the remainder of the season. The school's decision is final and not subject to review or appeal.
- Any student who is observed to be in possession of or using drugs, alcohol or tobacco/vaping products while participating in a school related activity will be liable for dismissal from that activity for the remainder of the academic year. The school's decision is final and not subject to review or appeal.
- Students who are members of the National Honor Society or Student Council are by virtue of their position held to a high standard of ethics, and if observed to be in possession of or using drugs, alcohol or tobacco/vaping products while participating in a school function will lose their privilege of membership. The school's decision is final and not subject to review or appeal.

Non-compliance: Students failing to comply with the discipline policy regarding substance abuse, as well as the tobacco/vape policy, will remain suspended from school and all school functions until such time that they comply with the support plan directed by the administrator and the intervention specialist. Failure to comply will result in eventual dismissal.

Distribution-Additional Policy terms and Information:

Students found to be involved in the distribution of any illegal substance; look-alike drugs, alcohol, or tobacco/vape products may be detained and referred immediately to the proper law enforcement agency. Parents will be notified of such action, and the student will be expelled from school.

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

It is also the policy of Father Judge High School to notify the lawful authorities whenever a crime or illegal act is committed. Parents/Guardians of students detained/arrested for a crime or unlawful act must report the circumstances to Father Judge High School. These requirements must be met within five school days. Failure to comply may cause the student to be dropped from the rolls of Father Judge High School.

Student Assistance Program:

In instances where, a student seeking help voluntarily and who is not under the immediate influence or in possession of an illegal substance, tobacco/vape products, discipline is not applicable. Rather, in such instances, an intervention plan will be developed and implemented at the administrator's discretion in conjunction with the school's Guidance department and Student Services Team.

Technology/Phone Policy 2018-2019

Zero-Phone Policy: Even though technology continues to change and become an integral part of our lives it is the Father Judge Policy that cell phones will be prohibited anywhere in the school during the school day. It is a Zero Phone Policy. This also includes any iPhone watches or any smart phone watches connected to a phone.

Father Judge has implemented an emergency phone system in each classroom that can contact four command posts throughout the building if a situation arises in the classroom. Each teacher is also equipped with their own cell phone if a situation arises.

Students must have all phones off when they are dismissed from the cafeteria at 7:40 AM, this includes earbuds and headphones (must not be visible). When the students are dismissed from the cafeteria at 7:40 AM, they MUST keep their phones off and in their lockers during the entire school day. Students whose phones' ring or alert in their lockers may be subject to disciplinary measures.

Students may not have their phones on their person at any time during the school day. No exceptions. Classroom/student checks can be issued at the discretion of the administration. These include, but are not limited to; requiring the student to relinquish a phone that is on his person or stowed away in a copybook, folder, binder, etc...

The school has designated the cafeteria as an open technology zone until 7:40 AM only. Absolutely no phone calls, video calls, video recording, audio/voice recording, or picture taking is permitted. Headphones can only be used when the students are sitting at their tables until 7:40 AM. The Zero-Phone Policy may extend to any and all Father Judge and Archdiocesan events even outside the school community. This includes, but is not limited to, school field trips, Baccalaureate Mass, Ring Mass, Graduation, activities, sports, etc.

Technology in the Classroom: Only school issued Chromebooks are allowed to be in use in the classroom. Teachers will have their own rules and regulations on how Chromebook technology is used in their classroom. This will be outlined in their syllabus. Students are expected to follow these rules in a responsible manner. Teachers will address violations in their classrooms with their own interventions and consequences. Students that continue to violate these classroom policies will be referred to the Student Services Office where further disciplinary action will be taken. Disciplinary action may include detention, suspension, and/or loss of the privilege to use Chromebook technology during the school day.

Students are responsible for their Chromebooks, in the event they are damaged and cannot be used the student must take the necessary action to have them repaired via the school repair policy. Students MAY NOT use their cell phones while their Chromebooks are being repaired. Teachers MAY NOT allow students to use their cell phones while their Chromebooks are being repaired. Students MAY NOT use a teachers electronic device while their Chromebook is being repaired.

The following penalties will be issued for violations of the Zero Phone Policy:

1st cell phone offense:

- Students will have phone removed from their person and placed in the Student Services Office. A parent will be notified and be given the option to come to school and sign for the student's phone. If the parent cannot come in the student will be given his phone back at the end of the school day.

2nd cell phone offense:

- Is an automatic Level 3 offense. Student will serve 5 days morning detention and will have 2 points deducted from their conduct grade. Students will have phone removed from their person and placed in the Student Services Office. A parent will be notified and may be required to come to school to sign for the student's phone in order for it to be released.

3rd cell phone offense:

- Is an automatic Level 4 offense. Student will serve 10 days morning detention and will have 10 points deducted from their conduct grade. Students will have phone removed from their person and placed in the Student Services Office. A parent will be notified and will be required to come to school to sign for the student's phone in order for it to be released. Student will be suspended from all Sports/Activities/Events until the suspension is served.
- On the initial day of suspension a parent will be notified and must come to school to sign for the student's phone in order for it to be released. A suspension meeting will be scheduled with the parents to discuss the continued disregard for the school's phone policy.

After the 3rd offense, the student will be required to drop his phone off to the Discipline Office each morning for the rest of the school year. Any student that refuses to follow a faculty/staff's direction to hand over any technology device when asked will be immediately suspended for Gross Insubordination.

As per the Zero-Phone Policy, students must keep their phones off and in their lockers, they must keep their lockers locked at all times. Father Judge High School **is not responsible** for lost or stolen cell phones or other hand-held technology. Students receiving Chromebooks must follow all conditions and adhere to the contract regarding their responsibilities.

Cameras, video recorders, or audio recorders of any kind are not permitted in school without consent from the school administrator or teacher. If a student films, photographs, or records anyone without their consent they will have disciplinary action taken against them. Any cell phones that are used to videotape, photograph or record anyone at school, as per the school's Zero Phone Policy, is also prohibited and may result in suspension and or expulsion. This includes using Chromebooks for picture taking or video. Any student in violation of this policy will have disciplinary action taken against him, which may result in suspension, expulsion, and/or possible legal action. (Reference the Acceptable Use Policy for Technology in our Code of Conduct for more information)

Breathalyzer Testing for Alcohol Use Prevention: The health and safety of our students is our top priority. Father Judge has adopted a policy of testing at school events if there is reasonable suspicion that the student has been drinking alcohol. The "breathalyzer" may also be used as a random sampling as a protective measure and deterrent. The Judge Administrators or designated personnel will be administering breathalyzer testing for alcohol at all school functions, which include, but are not limited to: sporting events, school dances, and school sponsored functions. Students under suspicion of alcohol use during the school day will also be tested.

A student will be asked to take a breathalyzer for the following reasons:

1. There is reasonable suspicion that the student has been drinking alcohol.
2. At all formal dances there will be a random sampling of the student population. The random sampling will be done in a systematic way to ensure fairness to students. This is a protective measure to help deter students from drinking alcohol before the dance.
3. Any student refusing to take the breathalyzer, or fails, will be deemed guilty of drinking alcohol and all school policies will be applied.

Prom/Formal Dance: Please remember these dances (proms/socials) are considered a privilege, not a right. Father Judge High School reserves the right to deny attendance at the events for conduct deemed detrimental to our mission, this includes but is not limited to discipline, academic, and social behavior. Father Judge Students and

their dates will be required to sign a contract for proms and all formal dances. Contracts will specify that there will be the use of breathalyzers for our students and their dates, under the same criteria as listed above.

In order to attend the Senior Prom, tuition must be current to the date of the prom, and the student must not be on academic or discipline probation. A senior who becomes involved in the use of alcoholic beverages and/or drugs or causes other serious problems at the prom will not be permitted to participate in the Baccalaureate or any of the graduation exercises, nor will he be permitted to obtain any graduation materials.

Regardless of a student's age, he remains bound to the discipline code of Father Judge High School as long as he is a student at Father Judge. In the event that the school is made aware of any public indiscretion that took place at any off-campus event, it will be dealt with accordingly.

Vandalism: Students guilty of vandalism (defacing or damaging school property/facilities) or graffiti (images or lettering scratched, scrawled, painted or marked in any manner on school property) will be suspended and required to pay for the necessary repairs or replacements. In extreme cases, students will be dismissed. Markers and white-out are not permitted in school.

Home to School & School to Home Policy: Students are expected to come directly to school from their home and go directly home when school and/or an activity has ended. Students will not be permitted to be in Pennypack Park: before school has begun, after school has ended, before or after school activities or during the school day. The reason for this policy is for the safety of the student since there have been crimes committed in the park such as assaults, drug use/drug sales, fights, vandalism, and harassment. Students who violate this policy will have disciplinary action taken against them up to and including suspension. Once students enter the school or are on school grounds they are not permitted to leave without the permission of the school, with parental verification. Violation of this will result in disciplinary action. Areas of Ramp Playground will also be off limits before school has begun and after school has ended because of problems such as vandalism, smoking, and graffiti. Students are not permitted behind the buildings or in the playground.

Personal Appearance/Dress Code Policy: Students should always be neat, clean, and well-groomed when they come to school. The administration will make the final determination if there is a violation of the personal appearance policy. Haircuts should be conservative, length of hair, including sideburns, and should not go below the collar or the top of the ear lobe. No extreme haircuts including but not limited to; ponytails, braids, excessive length, colorings, or shaved designs in the hair. Students may not have their head-shaved to the skin. Students will be sent home until the grooming violation has been rectified. This includes a student's eyebrows. Students may not wear makeup to school.

Students must be clean shaven everyday (new disposable razors and shaving cream are provided for a small fee).

Any medical condition in regards to shaving/grooming must have a certified doctor's note, however such a note does not negate a student from coming to school with a clean shaved face, or groomed. Please note that students will still be disciplined and sent home if they are in violation of the policy.

Students are not permitted to wear earrings/piercings or have visible tattoos during the school day or when they are representing Father Judge or the Archdiocese of Philadelphia. This includes, but not limited to; dances, extracurricular activities, sports, field trips, and meetings. Simply wearing Band-Aids to cover up earrings is not

acceptable and students will be asked to remove all visible piercings before the start of the school day. Refusing to do so will result in disciplinary action.

Tattoo Policy 2018-2019: Students that have tattoos that are visible must wear the long sleeve white oxford shirt and tie during the school year regardless of the season. A long-sleeve golf shirt (Available at Flynn & O'Hara online only) is another option, but it would have to be purchased separately. No student may sport a hand, face or neck tattoo and attend Father Judge High School.

All Father Judge Students who participate in sports or activities must have their tattoos covered at all events. This includes, but is not limited to; practices, scrimmages, games, team pictures, social media, dances, activities, field trips, or anywhere the student is a representation of Father Judge High School and the Archdiocese of Philadelphia. PIAA rules will be reviewed on a case by case basis.

Students who do not abide by school dress code policy may be sent home as an unexcused absence and receive 3 days of morning detention and a 1 point conduct grade deduction for each offense. Continued violations will result in suspensions and review by the administration. A student not in compliance with the dress code policy may be suspended in school or sent home until the violation is corrected. Parents will be contacted.

ID Cards: All Students are required to have an official Father Judge ID card and lanyard. The ID card must be worn around their neck as part of the school uniform the entire school day, as well as at all Father Judge/Archdiocesan events. Students who are in possession of an ID card & Lanyard but are not wearing it properly will receive JUG, even if the item is in the student's pocket.

Corridor and Stairway Use: Students who are in the corridors during class periods must have a teacher pass or a call slip from the office. Students are not to be in the corridors or on the stairways until the 7:40 AM bell rings. Violations will result in morning detentions and deductions from their conduct grades. Students must use the sign-in/out sheets provided by the teacher in order to use the bathroom or leave the classroom.

Attendance: It is extremely important for our students to be present and on time every day for school. It is also important for students to be present the entire day. Medical appointments should be scheduled outside school hours whenever possible.

When a student is going to be absent a parent/guardian must call the school (215-338-9494), press #1 and provide: student name (please spell the student's last name), your name/relation to the student, telephone number, and a brief reason for the absence. This must be done before 8:00 AM.

Students that have 22 or more absences from class (due to absences, lateness, early dismissal, or any combination) will be required to attend Behavior Modification Summer School for Attendance and Academic Summer School Online Credit Recovery. All absences will be considered UNEXCUSED unless a certified doctor's note, court documentation, or death notice is provided. Certified Documentation needs to be presented on the day the student returns. Documentation may not be accepted after 5 calendar days upon the student's return. The Student Services Office will contact the entity to certify the student's absence. Seniors that have 22 or more absences may not be able to attend Baccalaureate or Graduation exercises. Significant absentee cases will be reviewed by the administration.

If a student is absent and there is no call from a parent/guardian to notify the school the student will receive detention and or a suspension for Truancy. If the student did not have parental permission to stay home he will be suspended for Truancy.

Family Trips: Vacations and trips should be planned when school is not in session and are not excused. If a student will be out of school for a family trip, then the Family Vacation Form on our web-site must be completed and returned to the Student Services Office prior to the trip. College visits must be pre-approved by the school.

Late Policy 2018-2019: Students are expected to be in their seat in class when the day begins. Students who arrive late for Homeroom (or a morning assembly) or after 1st period must get a late pass from the Student Services Office. Being late to school is a Level 1 offense and there is no working of being Late to School. Any student who is late will receive JUG and must report to morning detention the next school day at 7:15 a.m. Please note, the yellow late slip is the JUG slip for being late. Students should retain the slip for their records.

Amended for 2018-2019

If a student is late, the following is in effect:

- 1st Late = JUG (morning detention the next day) but no conduct point deduction
- 2nd Late=Jug (morning detention the next day) but no conduct point deduction
- 3rd late and beyond =Jug and conduct point deductions.

All student lateness will be reviewed by the administration. No other faculty/staff/office may excuse a student for being late/absent.

Excessive Lateness-2018-2019 School Year: If a student is late 5 times, he will automatically be required to serve 2 days of morning detention for each day late, and will have 1 point deducted from his conduct grade. The student's parents will be contacted to inform them their son has been late 5 times to school in order to rectify the situation.

If a student is Late 8 times he will receive an Official Suspension for Excessive lateness. An official 1st Suspension for Excessive Lateness will result in a 2-point deduction from conduct; the student will serve 5 days detention. The student will be suspended from all Sports/Activities for 5 Days. An In-school Parent meeting will need to be scheduled to address the situation and rectify it. Additional lateness (after 1st suspension) will result in student serving 2 days morning detention and a 1-point deduction from conduct grade for each time student is now late.

2nd Suspension for Excessive Lateness (16 Days Late): This is a serious concern in regards to a student being to school on time and missing valuable class time. A 2nd Suspension for Excessive Lateness will result in the student serving 10 days of morning detention and a 10 point deduction from conduct. The student is suspended from all Sports/Activities for 10 Days or until the detentions are served. A 2nd parent meeting with the Principal and Assistant Principal for Student Services must be scheduled.

3rd Suspension for Excessive Lateness: This will result in the student to be reviewed for dismissal from Father Judge. Student will be referred to guidance department to assess lateness. Student and parent sign contract acknowledge OCE 22 day policy in regards to attendance. Additional lateness after 2nd suspension will result in student serving 2 days morning detention and a 1-point deduction from conduct grade for each time student is now late. Additional lateness and suspensions will affect the student's educational and conduct performance and will cause the student to be reviewed for dismissal.

Early Dismissal Policy 2018-2019: Students are asked to make appointments (medical, dental, etc...) at times that will not conflict with school obligations. We realize that sometimes this is not possible. If your son needs to leave school early for a scheduled appointment, the Early Dismissal Form on our website under Campus Life-Student Services-Forms (or in the Main Office)

We MUST stress that the Early Dismissal Form must be completed and returned to the Main Office before the start of homeroom on the morning of the appointment. If your son drives himself to school and has your permission to drive to the appointment himself this must be indicated on the form. In this case, a phone call to the Main Office is also required. For security reasons, phone requests for early dismissals will not be honored unless there is a family emergency or last minute doctor or dental appointment. All concerns must be verified before a student can be released.

Students that leave early for a medical or court appointment are required to submit the proper verification note when they return to school. Without proper verification credit will not be issued. Students must be in school for six (6) periods to be considered present for the day. Credit will only be given for Verified Doctor's appointments, court proceedings, or death in the immediate family.

Credit will only be given for the above mentioned reasons, some examples of credit NOT being issued include, but not limited to, Driver's test, college visits, recitals, plays, etc. Students that violate the Archdiocese Rule of 22 absences/lates and miss excessive time at school due to absences, lateness and early dismissals will be reviewed before the administration. These students may have to do remediate work in their core subjects in the summer.

Health-Care Office-Nurse/Being Sent Home: Any student who is sick must see the school nurse to be assessed of his ailments. If a student is sent home due to illness the Student must be in school for six (6) periods to be considered present for the day. If the nurse is not available, the student must go to the Student Services Office or Main Office.

If a student fails to follow the procedures and contacts home for a parent to come to school to take him home, the student will have disciplinary action taken against him. He will receive a Level 4 suspension for violating the Health Office Policy and cell Phone Policy. Students MAY NOT text or email parents instead of getting a nurse slip and seeing the nurse. Students will face disciplinary action if this policy is violated.

Extended or Frequent Absences: When a student has a physical or mental health condition that results in extended absences, the parents may apply for the Homebound Instruction Program. This program is designed for unusual circumstances that will allow a student to remain enrolled in school as he is treated for his condition. This is a temporary program designed to work with students as they receive proper treatment. For any severe or acute illness that would result in the student not being able to attend school for a prolonged period of time, a decision would be made by the principal for continued enrollment at Judge. Parents would do the following:

- 1. Documentation and a signed consent from the treating medical professional**
- 2. A meeting with the Administration to discuss the Homebound Instruction Program**

"Perfect" Attendance: The Archdiocese does not distinguish between being in school every day and being late. The report cards may state that a student was in attendance each day but perfect attendance certificates are only awarded to students who are in school and on time every day. This is a reward for fulfilling all requirements of perfection. All absences will be considered UNEXCUSED unless a certified doctor's note, court documentation, or death notice is provided. Certified Documentation needs to be presented on the day the student returns. Only

excused absences warrant the issuance of a perfect attendance certificate. Students at graduation/commencement are usually recognized for their four years attending Fr. Judge High School.

Weapons: Weapons may never be brought on campus or to any school sponsored event. Students found to be in possession of any article construed to be a weapon; whether on their person, in their bag, or in their locker will result in immediate dismissal. Please note Father Judge High School will contact the proper authorities in regards to any weapons found or suspicion of weapons on school property or any Father Judge sponsored event. If and when warranted the school will go on lockdown/lockout procedures until the proper authorities have arrived to assess the situation.

Use of Backpacks/School Bags: Students are permitted to carry their own school bag to and from school, but these must be left in their lockers during the class day. Students who are found to have their school bag on them will receive a level 3 detention slip. Only students who are given special permission from the administration due to injury or medical condition may carry a school bag. All Students may also be subject to interview and search if they are suspected to be in violation of any code of conduct policy. This includes, but is not limited to; random spot check, inspections for cell phones or other contraband on their person, their locker, and the schoolbags.

Lockers: Each student is assigned a locker and is responsible for that locker. Any student tampering with some other locker is subject to serious disciplinary action. A student is never permitted to trade lockers nor is he permitted to occupy an unused locker. Only school locks will be permitted on lockers. Because they are located in the corridors, students should be careful about the noise made while at their lockers. Students may not be at their lockers during class time. Lockers are the property of the school and may be inspected at any time. Athletic lockers are assigned by the coaches only for the duration of the sport season. They are subject to the same rules as above and any policies of the athletic office.

Lock-Up: Each day at 4:00 p.m. the security gates will be closed. No student may be anywhere in the academic wing after 3:00pm without a moderator. Students waiting for a ride must wait in room 101 by the main hallway. Students may not wait in the cafeteria. Student Athletes MAY NOT dress/undress in the cafeteria or the cafeteria bathrooms. Student athletes are to use only the approved locker rooms in the Fox Gym or Mitchell center. Any violations will result in suspension. Bathrooms throughout the entire campus may be locked at any time for any reason. Students will directed to use open bathrooms if needed.

Loitering: Students arriving early are to report to the cafeteria until the warning bell at 7:40 a.m. Loitering in the corridors is not permitted. Corridors in the school are off limits after 3:00 p.m. Students are not to loiter in cars or on surrounding properties at any time. Students awaiting a ride must wait in room 101 near the main office. Students found in any other area will be considered out of bounds.

Cafeteria: Every student is expected to go to the cafeteria during his scheduled lunch time. No student may go to the cafeteria before lunch begins or leave before it ends unless he has permission from the proctor. Food and drink may only be consumed in the cafeteria and never brought outside of the cafeteria to the classroom or any other part of the building. Violations will result in disciplinary action. Students will be at a permanent table for the school year during lunch. Attendance will be taken every day. Each week one table of students will assist in the upkeep of the cafeteria. All school policies and procedures are to be adhered to at lunch and in the cafeteria as well in all aspects of the campus. Students may not leave the building to retrieve their lunch left in their car, this is a safety and security police that is not negotiable. Students should exercise good judgement and responsibility

safeguarding their lunch and school materials while at lunch. Any student caught defacing or taking another student's lunch or school materials which includes Chromebooks will face severe disciplinary action.

The Elevator: The elevator is reserved for students who are physically incapacitated. Keys may be obtained in the Student Services Office after a medical certificate is produced and a \$10.00 returnable deposit are submitted. Keys are distributed each morning and must be returned at the close of each day. Abuse of the privilege will result in the cancellation of the permission and detention.

Parking: Any student who drives a car to school should register the vehicle with the Office of Student Services. Student vehicles may not be parked in the school yard during school hours. After 3 pm the vacant spaces may be used. Bikes must be placed in the provided racks. The administration will designate a time and place for car registration.

Visitor Policy: All those entering Father Judge High School who are not members of the faculty, staff, or current student body, are deemed as visitors. All visitors upon entering the building must report immediately to the main office, sign the guest book, show proper ID, and receive a visitor's pass. They must remain in the main office until they receive directives from the receptionist. Students may not bring visitors to the school without permission of the principal. Father Judge students should not visit or disturb other schools when Father Judge is not in session. Father Judge High School welcomes Alumni who wish to visit the school during school hours but they must first coordinate with the Principal or Assistant Principal in order to visit classrooms. All alumni visits must be approved in advance so as not to disrupt the learning environment.

The School and The Law: Father Judge reports all violations of the Code of Conduct which are violations of the law, e.g., fighting; alcohol or drug use/possession/distribution, theft; vandalism, etc. to the Police Department. The school will provide authorities with information related to any crime or any suspicion of criminal behavior. If a student is presently attending or applying to Father Judge High School and it is reported to the school administration, the student is liable for dismissal from Father Judge or may be refused admission to Father Judge. Parents must notify the school within five days of an incident, if not the school reserves the right to enforce any and all disciplinary actions towards the student.

It is also the policy of Father Judge High School to notify the lawful authorities whenever a crime or illegal act is committed. Parents/Guardians of students detained/arrested for a crime or unlawful act must report the circumstances to Father Judge High School. These requirements must be met within five days (one school week). Failure to comply may cause the student to be dropped from the rolls of Father Judge High School. Archdiocesan policy forbids corporal punishment by a teacher. The school reserves the right to use whatever force is necessary to control a situation, e.g. to break up a fight, to guide students when an alarm sounds, to keep a student from danger, and in other serious or critical situations.

Acceptable Use Policy for Technology (AUP):

All Schools of the Archdiocese of Philadelphia

Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response to ensure responsible use of technology. The policy applies to all technology use including but not limited to Internet use. The AUP applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In

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

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

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

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

Responsibilities of User: Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. In The Archdiocese we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen:

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

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

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

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

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

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

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

Examples of Unacceptable Uses - Users are not to:

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

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

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

Personal Use of Social Media: This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter and YouTube. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. ‘Friending’ of current students by teachers is forbidden on a personal social networking site. Personal posts must use appropriate speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or inappropriate communications.

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

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

Please see the Acceptable Use Policy at the end of this handbook that must be electronically signed.

Health Office

A school nurse certified and assigned by the School District of Philadelphia is on duty during school hours to deliver health services to the students. The nurse should be notified of health problems which affect a student or limits his physical activity in school. A health care plan will be developed with the student input to provide for care during the school day. It is necessary to update emergency phone numbers whenever changes occur. All freshmen must have a physical examination done by their physician. Completed physical forms are to be submitted to the main office by the first day of school.

If a student becomes ill during the day, he must obtain a Health Room Referral (pass) from the teacher in order to be admitted to the Health Office. If he is too ill to remain in school, or needs immediate attention, parents will be notified. If a student is sent home due to illness the Student must be in school for six (6) academic periods to be considered present for the day. If the nurse is not available, the student must go to the Student Services Office. If a student fails to follow the procedures and contacts home for a parent to come to school to take him home, the student will have disciplinary action taken against him. He will receive a Level 2 or higher infraction.

For students who require medication during the school day, the nurse must be contacted to obtain the proper medical forms to be completed by your physician. After approval, medication must be brought to school in the container from the pharmacy. On the container should be the student’s name, name of medication, doctor’s name and date. Medication is to be kept in the office and administered by the nurse.

In an effort to decrease the number of distractions to both students and teachers, the Health Room hours are as follows: Emergencies will be seen immediately. Non-emergencies are asked to wait for the last 10 minutes of the period. Appointments should be scheduled.

Tuition Fees & Finances

All diocesan high schools are part of the FACTS Tuition Program. You must activate your account and set up payment with FACTS Tuition for the 2018-2019 school year. Any questions, please contact FACTS Tuition 1-866-441-4637.

Tuition for students in the secondary schools of the Archdiocese of Philadelphia for 2018-2019 is \$7,550.00 per year for Catholic students who are registered at a Catholic parish. You must be a Catholic registered at a diocesan parish to receive the Catholic rate. The rate of \$7,800.00 in tuition for the school year 2018-2019 per-child is for non-Catholic students, other Catholic rites, students who live out of the diocese and students that are not registered at a Catholic parish.

Fees: In addition to tuition, the school has a **SCHOOL FEE** of \$1000.00 billed with the tuition payment plan you have chosen. The **GRADUATION FEE** for **SENIORS** is \$300.00 due by November 2017. **This is non-refundable.** A Chance Drive Fee (\$200) is charged to students who choose NOT TO participate in the Crusader Club. In February of each year a re-registration fee of \$200.00 is due for the following year. Athletic fee: 1st sport \$300.00, 2nd Sport \$150.00 and 3rs sport fee \$75.00.

All tuition payments are due on the 1st or the 15th of each month. A late fee of \$30.00 is charged for all payment received after the due date each month.

Tuition and fee information: Father Judge along with all Archdiocesan High Schools has contracted with FACTS Tuition for tuition management services. All tuition and fees should be paid through FACTS Tuition. FACTS tuition 1-866-412-4637

If tuition and fee balances are more than 90 days overdue, the school reserves the right to disenroll the student(s). No tuition account is allowed to be 90 day in arrears. Parents understand that there will be a late fee assessed for any late payments or past due balances. At 90 days the parents has 10 days from the due date to make a payment or an exit interview will be set up to transfer your student.

The registration fee is not refundable and tuition will be prorated upon withdrawal according to the schedule published under the Tuition Refund Policy applicable to the school year. The refund policy notes whether other fees are prorated or not. Parents/Guardians understand that final report cards, transcripts and diplomas will not be released if there is a balance due. We further understand that participation in School activities such as school dances, proms, and graduation ceremonies is not permitted if there is a balance due.

Family Rate Tuition: The tuition set by the Office of Catholic Education for the Archdiocese of Philadelphia 2018-2019 school year is \$7,550.00 for one student and \$15,100.00 for two students. If there are three or more children from the same family in high school (Archdiocese of Philadelphia HS), the family receives a tuition reduction for each student. A family that is entitled to the Family Tuition Rate must complete the reduction form each year to qualify. Please contact the tuition office at Father Judge for the form.

Financial Aid: Father Judge High School remains committed to providing financial support for students who seek a Judge education. **The Financial Aid application process opens on October 1st of each year.** Financial aid is processed by FACTS Aid. The online financial aid application can be accessed at: <https://online.factsmgt.com/signin/3PJMR>. Emails with instructions will be emailed to all parents the first week of

October, 2018. The application is due by December 31. All tax information is due to FACTS Aid no later than March 31 of each year.

You are required to complete the financial aid application online using your 2017 tax information. You can be considered for aid after submitting the online application and \$30 application fee. Award letters will be mailed out on rolling bases. However, you then must submit your 2018 tax (1040 & W2S) return by March 31 for verification. Awards are preliminary until the application process is completed with verification of the 2018 Federal Tax or other income information. Please check the school calendar for Financial Aid application help nights during the months of October, November and December, 2018.

Please note that financial aid will only be awarded to students who are currently enrolled or have been accepted or applying for acceptance to Father Judge for the 2018-2019 school year and have completed the FACTS Aid application. Financial aid awards are not transferred to any other school. If you have any questions regarding the application process, you can call the FACTS Aid helpline 1-866-441-4637 or contact Father Judge’s tuition officer, Mrs. Kathie Gibson at kgibson@fatherjudge.com or 215-338-9494 ext. 1107.

Tuition payments are set up on a monthly, quarterly, semester or full basis. Payment plans start in June and end in April of each year. No student is permitted to start a new school year with a balance due in tuition or fees from a prior year. There are no exceptions made to this rule.

Tuition refund policy for the 18-19 school year is as follow:

Students who leave school prior to April 1st, either voluntarily or because of school policies, receive a pro-rated refund if they have fully paid tuition in advance of the transfer. Scholarship and grant awards are also prorated upon withdrawal. If there is a balance due after adjusting the charges, there is no refund and the balance must be paid before official transcripts can be released.

Only Tuition and the School Fee are prorated. Registration fees and various other school fees are Nonrefundable. Tuition refunds are not provided for withdrawals after March 31st.

The following schedules show the tuition due for students who withdraw during the year. Upon withdrawal, the prorated tuition charge for the month will apply. The amount of your refund will also depend upon other fees due and the amount paid to date. Families who decide not to have their child/guardian in school in September must notify the school as soon as possible, but not later than August 28 to avoid any tuition charge.

For Families Paying the Regular Tuition Rate of \$7,550.00 and school fee of \$1000.00

Withdrawal Date	Prorated Tuition Charge	Prorated School Fee
Prior to August 31 - September 1		
To September 30	943.75	125.00
October 1 to October 31	1,887.50	250.00
November 1 to November 30	2,831.25	375.00
December 1 to December 31	3,775.00	500.00
January 1 to January 31	4,718.75	625.00
February 1 to February 28	5,662.50	750.00
March 1 to March 31	6,606.25	875.00
After April 1	7,550.00	1,000.00

For Families Paying Supplemental Tuition

Withdrawal Date	Prorated Tuition Charge	Prorate School Fee
Prior to August 31 - September 1		
To September 30	975.00	125.00
October 1 to October 31	1,950.00	250.00
November 1 to November 30	2,925.00	375.00
December 1 to December 31	3,900.00	500.00
January 1 to January 31	4,875.00	625.00
February 1 to February 28	5,850.00	750.00
March 1 to March 31	6,825.00	875.00
After April 1	7,800.00	1,000.00

Tuition and Financial Aid Officer; Mrs. Kathie Gibson 215-338-9494 ext. 1107 or kgibson@fatherjudge.com

Acceptable Use Policy for Technology

Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract: I understand that when I am using the Internet or any other computer /telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, the Archdiocese of Philadelphia and Father Judge High School.

My signature below and that of my parent(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Parent Responsibility Contract: I hereby release Father Judge High School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia and Father Judge High School. I hereby give my permission for my child to use the Internet and will not hold FATHER JUDGE HIGH SCHOOL or the Archdiocese of Philadelphia liable as a result of my son’s use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Chromebook Use Agreement 2018-2019 School Year

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

Please read this entire section carefully.

This agreement is made effective upon receipt of Chromebook/iPad, between Father Judge High School ("Judge"), the student receiving a Chromebook/iPad ("student") and his parent(s) or legal guardian ("parent"). The student and parent(s), in consideration of being provided with a Chromebook/iPad, software, and related materials for use while a student at Judge, hereby agree as follows:

1. Equipment

- a. **Ownership:** Judge retains sole right of possession of the Chromebook/iPad and grants permission to the student to use the Chromebook/iPad according to the guidelines set forth in this document. Moreover, Judge's administrative staff retains the right to collect and/or inspect the Chromebook/iPad at any time, including via electronic remote access; and to alter, and or delete installed software or hardware.
- b. **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same: ample RAM and hard-disk space, software, and other miscellaneous items. Judge will retain records of the serial numbers of provided equipment. Do not remove labels or identifying information.
- c. **Substitution of Equipment:** In the event the Chromebook is inoperable, Judge has a limited number of spare Chromebook for use while the Chromebook/iPad is repaired or replaced. However, Judge cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken Chromebook, or to avoid using the Chromebook/iPad due to loss or damage. Please note that if the student forgets to bring the Chromebook/iPad or power adapter to school, a substitute will not be provided.
- d. **Responsibility for Electronic Data:** The student is solely responsible for any non-Judge installed software/apps and for any data stored on the Chromebook. It is the sole responsibility of the student to backup such data as necessary. Students will be provided with a file share folder accessible via traditional computer labs only.
- e. **Return of Equipment:** At the end of each school year the student's Chromebook will be collected for maintenance and reimaging. Students should back up all documents, music and other information stored on the device. If a student leaves Judge during the school year, it is the responsibility of the student and parent to return the Chromebook/iPad to the Technology Coordinator prior to departure. Failure to do so will result in the full charge for the Chromebook/iPad and its accessories.

2. Damage to Equipment

- a. **Responsibility for Damage:** The Student is responsible for maintaining a 100% working Chromebook at all times. The manufacturer's warranty expires on September 8, 2017. Major components are covered by manufacturer's warranty. Manufacturer's warranty coverage does not include damage that is intentional or the result of accident, neglect or misuse. There is no cost for manufacturer's warranty repairs. The manufacturer's warranty does not cover lost power supply, lost battery or cosmetic damage. The student is responsible for the full cost of replacing these items, if needed. The student shall use reasonable care to ensure that the Chromebook/iPad is not damaged. Refer to the **Addendum - Standards for Proper Care** document for a description of expected care.

- b. Technology Fee:** A \$100 Technology Fee is charged to each freshman, and is submitted directly to the Tuition Office. Please note the schedule of deductibles. In the event of damage not covered by the manufacturer’s warranty, the student and parent will be billed an additional fee according to the following schedule.

Cracked Screens:

- First cracked screen is replaced at the school’s expense. The Chromebook must be presented to Tech Director for repair. A loner Chromebook/iPad will be issued to the student during the repair period.
- Second cracked screen is replaced by the school a cost of \$25, which is billed to the parent. The Chromebook must be presented to Tech Director for repair. A loner Chromebook will be issued to the student during the repair period.
- Third and subsequent cracked screens are replaced by the student and parent. A list of repair shops will be supplied by the Tech Director. The expense associated with the repair is the responsibility of student and parent. A loaner Chromebook/iPad will not be issued.

Circuit Boards:

- First damaged circuit board is repaired at the school’s expense. The Chromebook/iPad must be presented to the Tech Director. A loner Chromebook will be issued to the student during the repair period.
- Second damaged circuit board is repaired by the student and parent. A list of repair shops will be supplied by the Tech Director. The expense associated with the repair is the responsibility of student and parent. A loner Chromebook/iPad will not be issued.

Judge reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the school administration.

Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook/iPad while at school (See the Addendum - Standards for Proper Care) document for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* document for guidelines for proper use.).

- c. Responsibility for Loss:** In the event the Chromebook/iPad is lost or stolen, the student and parent will be billed the full cost of replacement.
- d. Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Coordinator. If the Chromebook/iPad is stolen or vandalized while not at Judge or at a Judge sponsored event, the Parent shall file a police report and inform the Technology Coordinator.
- e. Technical Support and Repair:** Judge does not guarantee that the Chromebook/iPad will be operable, but will make technical support, maintenance and repair available.

3. Legal and Ethical Use Policies

- a. Monitoring:** Judge will monitor Chromebook/iPad use using a variety of methods for monitoring. The Technology Coordinator has the ability to monitor student use while on campus and connected to the Judge-Internet network. The school will not monitor students remotely while off campus. On site, the Chromebook/iPad is subject to routine monitoring by teachers, administrators and technology staff. Judge reserves the right to examine all data stored on the Chromebook/iPad to assure

compliance with the *Acceptable Use Policy*. Email and file folders are property of the school and are subject to school monitoring as needed.

- b. Legal and Ethical Use:** All aspects of Judge *Chromebook/iPad Use Agreement* remain in effect, except as mentioned in this section. Note that the *Acceptable Use Policy* cites as an example of unacceptable use: "Create any site, post any photo, image or video of another except with express permission that individual and the principal."
- c. File-sharing and File-sharing Programs:** The installation and /or use of any Internet-based file-sharing tools is explicitly prohibited. File-sharing programs and protocols like BitTorrent, LimeWire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images.).
Individuals with legitimate, school-related needs to use those tools may seek prior approval from the Technology Coordinator.
- d. Allowable Customizations**
- The student is permitted to alter or add files to customize the assigned Chromebook/iPad to his own work styles (i.e., background screens, default fonts, and other system enhancements).
 - Students are not permitted to change or modify the Operating System at the system level in anyway. Students are permitted to apply software updates for the installed operating system and applications.

Addendum STANDARDS FOR PROPER Chromebook Care

This document is an important addendum to the *Student Chromebook Program Acknowledgement Form*. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook. **Loss or damage due to failure to abide by the following details will result in full-financial responsibility.**

Read the electronic manual that comes with the Chromebook/iPad. Following Dell's advice and the standards below will lead to a Chromebook/iPad that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities:

- Treat this equipment with as much care as if it were your own property. Unsupervised Chromebook will be confiscated. Bring the Chromebook and charging unit to Judge every school day. (If you forget your Chromebook, substitutes will NOT be provided.) Students without Chromebook will need to complete assignments via alternate means.
- Chromebook are able to be used in the school for academic reasons. If, however, the teacher requests that the Chromebook be temporarily put away, students are to comply. The use of the Chromebook must support the instructional activities currently occurring in each classroom and lab, Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. The student must turn off and put away the Chromebook when requested by a teacher. The student should never use another student's Chromebook.
- At school, connect only to the school network. Do not connect to auxiliary networks such as personal or private cell networks.
- Keep the Chromebook either secured (i.e. home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook/iPad stored in a secure place (i.e. locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook/iPad in a secure place assigned by your coach/moderator and arrange to return to school to retrieve it after the activity.

Chromebook/iPad left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel. This is a protection against theft. Unattended and unlocked equipment, if stolen – even at school - will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebook in school busses/vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk. Avoid leaving the Chromebook in environments with excessively hot or cold temperatures.
- Do not let anyone use the Chromebook/iPad other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to the *Acceptable Use Policy* at all times and in all locations. When in doubt about acceptable use, ask an administrator, technology coordinator or teacher.
- Backup your data. Never consider any electronic information safe when stored on only one device. Since all students will have accounts in Google Docs as well as network storage, they are encouraged to utilize these areas to store important files.
- Read and follow general maintenance alerts from school technology personnel.
- If the student withdraws from Judge, all equipment must be returned prior to departure or the student will be charged the full amount to replace the Chromebook with a new Chromebook.

How to Handle Problems

- Promptly report any problems to the Director of Technology using SchoolDude.
- Complete a claim notification form for manufacturer’s warranty and insurance claim.
- Report to the Technology Office to pick up any repaired Chromebook/iPad within three days of notice.
- Do not force anything (e.g. connections, buttons). Seek help instead.
- When in doubt, ask for help.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook/iPad screen cover doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook/iPad.
- Do not do anything to the Chromebook/iPad that will permanently alter it in any way.
- Keep the equipment clean. For example, do not eat or drink while using the Chromebook/iPad.

Carrying the Chromebook

Always secure the Chromebook by closing the screen over the keyboard to avoid damages.

Screen Care

- The Chromebook screen can be easily damaged, if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure. See *Chromebook/iPad Use Agreement, 2. Damage to Equipment*.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleanser designed specifically for LCD type screens.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight. A full charge should last approximately 10 hours.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- For best battery life, do not recharge until the battery reaches a low level.

Personal Health and Safety

- Read the safety warnings included in the user guide.

Student Chromebook Contract 2018-2019

I have received a copy of the Father Judge High School *Student Chromebook Use Agreement* for 2018-2019. I have reviewed the information in the contract and understand that the contract contains information that my son and I may need during the school year. I also understand that all students will be held accountable for their responsibilities and behavior as listed in the contract. Failure to abide by these responsibilities and behaviors can result in the consequences outlined in the contract.

I am aware that the Archdiocesan Secondary School system and Father Judge High School reserve the right at any time to amend or to add to the policies, rules, and regulations contained in this contract, and to make such changes applicable to current as well as new students when the situation dictates. To find current policies, rules, and regulations I will reference the school website and the *Student Handbook*.

Procedures:

1. Student and Parent/Guardian review *Chromebook Contract*,
2. Student and Parent/Guardian review the *Acceptable Use Policy* as listed in the *Student Handbook* and on the school website under Student Life, Handbook.
3. Student and Parent/Guardian sign the *Chromebook contract*,
4. Student and Parent/Guardian complete the *Chromebook Program Acknowledgement Form*,
5. Student or Parent/Guardian bring *Student Chromebook Contract* and *Chromebook Program Acknowledgement Form* to school for Chromebook distribution on the assigned day. Student must present this signed contract and the signed acknowledgement form to receive a Chromebook.
6. The \$100 Technology Fee has been billed to the student's account. Payment is to be submitted to the Tuition Office. (Checks may be made payable to Father Judge High School.) Only those students, who have paid the insurance fee will be issued a Chromebook.

As a parent (guardian), I acknowledge that I have read the Handbook and recognize that my son and I are responsible for awareness and acceptance of its content.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Preamble

Catholic Schools of the Archdiocese of Philadelphia

Revised June 2018

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayer life. In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways. We are interested in technology because of our faith. We expect our students use technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology while challenging them to be digital ambassadors spreading the Good News. But, it is our faith that guides how we use technology. We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype. We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face. We greatly value technology in our schools. And what makes technology most powerful is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

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

Scope of Use: We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein. N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over IP, chat rooms, and instant messaging.

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

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

Responsibilities of Users: Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use. In the Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

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

Technology Use Guidelines:

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

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

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

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

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

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

Examples of Unacceptable Uses - Users are not to:

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

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

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

Personal Use of Social Media: This section of the policy refers to the personal use of social media sites such as, but not limited to:

1. Facebook, Twitter, YouTube, Instagram, Tumblr, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. “Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social networking site. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media

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

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

Athletic Department

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

Athletic Programs

Baseball (V, JV, Fr)	Indoor Track and Field (V)
Basketball (V, JV, Fr)	Lacrosse (V, JV)
Bowling (V, JV)	Outdoor Track and Field (V)
Crew (V, JV)	Soccer (V, JV, Fr)
Cross Country (V, JV)	Swimming (V)
Football (V, JV, Fr)	Tennis (V)
Golf (V, JV)	Wrestling (V, JV)

Club Sports

Ice Hockey (V, JVAAA, JVAA)
 Rugby (V)

Code Of Conduct: Athletes and spectators are required to conduct themselves in a manner consistent with the philosophy and conduct code of the Philadelphia Catholic League(PCL) and the Pennsylvania Interscholastic Athletic Association(PIAA).

Father Judge High School provides our student-athletes with an experience that challenges them to perform, lead, build character, and develop as a young man. Our athletic programs are built upon a strong tradition of success, where our teams play the game the way it should be played – with humility, mental toughness, gratitude, persistence, and hard work. Our programs prepares our student-athletes for college, be that as a student-athlete or not. Crusader athletics provides our student-athletes with the opportunity to become Salesian Gentlemen – in the classroom, on the field, and in life.

All Father Judge High School student-athletes serve as representatives of our school. It is a privilege to participate in athletics at Father Judge High School, and a student-athlete who represents Father Judge High School is held to a standard of conduct, which earns him a position to honor, respect and responsibility, both in the school and the community. To uphold this position the student-athlete must adhere to and maintain the following standards of conduct set forth by Father Judge High School throughout the entire school year.

- Student-athletes will consider athletics as only a part of a well-rounded educational experience. They will strive for success, not only as a member of a team or club, but also as a student in the classroom.
- Student-athletes must remain academically eligible as outlined in the “Father Judge High School Crusader Handbook”.
- Student-athletes are not able to participate in any school activities or sports that day or evening if they have an unexcused absence. If absent on a Friday, they will not participate in any school activities for the duration of that weekend.
- Student-athletes will wear team uniforms only to an authorized event.
- Student-athletes must turn in all uniforms and equipment immediately following his season of sport to the Head Coach. Families will be billed for any unreturned items.
- Student-athletes must be good citizens and not be involved in any criminal activities, including the use or possession of illegal drugs, nor may student-athletes be directly associated with or in the presence of a student who is under the influence of any illegal drugs or participating in any criminal activity.
- Student-athletes will not use or possess any form of Tobacco or alcohol, nor may student-athletes be directly associated with, or in the presence of, a student who is under the influence of or in possession of tobacco or alcohol.

Failure to abide by any of these Standards of Conduct at any time may result in dismissal from the team and forfeiture of honors, or letters at the discretion of the Head Coach or Athletic Director. These consequences are supplemental to any other school administrative regulations.

Fees and Uniforms: The athletic fee must be paid in full in order for a uniform to be issued.

- First Sport: \$300
- Second Sport: \$150
- Third Sport \$75

All uniforms are owned by Father Judge High School and need to be returned to the Athletic Department at the end of the season. Students who have lost, damaged or not returned uniforms will be charged accordingly.

PIAA Physicals (CIPPE Form): All student athletes must present completed physical forms prior to the first day of tryouts. Students will not be permitted to try out for a team unless the physical is on file with the Athletic Department.

Links: You can find all of the following on the Archdiocese of Philadelphia Athletics Website:

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

- **Philadelphia Catholic League (PCL)**
 - PCL Constitution & Code of Conduct
 - Hazing & Bullying Policy
- **Pennsylvania Interscholastic Athletic Association (PIAA)**
 - PIAA Constitution & Bylaws
 - PIAA Pre-Participation Physical Form
 - PIAA Sport Classification
 - Sports Medicine Guidelines
 - Heat Acclimatization Guidelines for Football
 - District XII Committee Hearing Documentation Packet
 - District XII Website

Click the Link below to complete your electronic signatures:

<https://goo.gl/forms/XdaD8vNxmf5DaGuN2>