

MONSIGNOR BONNER & ARCHBISHOP
PRENDERGAST CATHOLIC HIGH SCHOOL

403 N. Lansdowne Ave.
Drexel Hill, Pa. 19026
610-259-0280
610-259-1630 (fax)
School Closing Number: 445

ADMINISTRATION

President: Dr. John Cooke
Principal: Mr. James Strandberg
Assistant Principal for Academic Affairs: Mrs. Andrea Fitti
Assistant Principal for Student Services: Mr. Thomas F. Stewart
Assistant Principal for Student Affairs:

DEPARTMENT HEADS

Theology Ms. Eileen DeStefano
English Ms. Linda Toner
Social Studies Mr. David Smith
Mathematics Mrs. Elizabeth Farren
Science Mr. Thomas Hinkle
World Language Ms. Stephanie Mitchell
Business/Technology
Fine Arts Mr. John Lenge
Health/Physical Education Mr. James Bowes

STAFF COORDINATORS

Director of Admissions Mr. Steven Clement
Guidance Director Ms. Lorraine Lodise
School Minister Mr. David Barr
Athletic Director Mr. Joe Lake
Director of Institutional Advancement Mr. Scott Fremont
Associate Director of Advancement Mrs. Georgine Rickards
Director of College Partnerships/Assistant Director of Advancement Mrs. Anne Marie Hayden
Accountant Mr. William Bell
Tuition Officer Mrs. Diane Bracken
School Nurse Ms. Janet Giersch, R.N.

STAFF

President's Assistant Mrs. Marie Russo
Principal's Assistant Mrs. Marge Roccio
Ass't. Principal for Academic Affairs Assistant Mrs. Barbara Dwyer
Ass't. Principal for Student Services Assistant Mrs. Mary Kelly
Ass't. Principal for Student Affairs Assistant Mrs. Mary Armentano
Ass't Athletic Director Mrs. Mary Callan
Ass't to the Accountant Mrs. Marie Russo

OFFICE OF CATHOLIC EDUCATION

222 N. 17th Street • Philadelphia, PA 19103-1299
Phone (215) 587-3700 • FAX (215) 587-5644

ADVISORY BOARD

Monsignor Bonner and Archbishop Prendergast Catholic High School is assisted by an advisory board comprised of both Bonner and Prendie graduates as well as others interested in supporting the mission of Catholic education. Its members include:

Patrick Welde (Chairman)

Michael Curry (Vice Chairman)

Dr. Linda Bullock

Michael Curry

Jim Delaney

Dr. Leonard DiPaul

Lynne Dunbar

Jack Glacken

Maureen Ingelsby

Patricia McAteer

Ty McGilberry

Anthony Mullen

Fr. James Olson

Mark Proska

Kathy Sweeney-Pogwist

Fr. John Stack, OSA

Pat Welde

George Wilson

Lindsay Wolf

Mission Statement

Monsignor Bonner & Archbishop Prendergast Catholic High School is a distinctive community of learners rooted in the Gospel of Jesus Christ. We are committed to providing a comprehensive, quality education within an environment of acceptance, respect and love. We are committed to the development of the complete person in the service of others. Challenged and guided by time honored traditions, we are committed to a future that enriches the lives of our students with the values and skills necessary to navigate the changing world of tomorrow.

About this Handbook

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

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

As one of the Secondary Schools of the Archdiocese of Philadelphia, Monsignor Bonner and Archbishop Prendergast Catholic High School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff. Our school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, its admissions policies, or in any school-administered program.

SCHOOL COLORS

Green & White, Garnet & Gray, Gold

THE SCHOOL NAMESAKES

REVEREND MONSIGNOR JOHN J. BONNER, D.D., LL.D. 1890-1945

Rt. Reverend Monsignor John J. Bonner, D.D., LL.D, son of Hugh A. and Susan Fleming Bonner was born in Philadelphia, November 2, 1890. He attended St. Agatha's School for two years and Our Mother of Sorrows School on Lancaster Avenue for six years. After graduating from Roman Catholic High School in 1908, he entered St. Charles Borromeo Seminary and later studied at the North American College in Rome. He was ordained in the Basilica of St. John Lateran on June 2, 1917 by Cardinal Pompili. His first appointment was as assistant rector of St. Bridget's Church in Philadelphia. After serving as an Army chaplain in World War I, he was named assistant principal of Roman Catholic High School, April 2, 1919. In 1923, he was transferred to Easton as an assistant rector of St. Bernard's Church. In 1924, he was again appointed assistant rector at St. Bridget's Church. He was named dean of Immaculata College until August 1926, when he was appointed Diocesan Superintendents of Schools. Monsignor Bonner, who was named a Domestic Prelate in 1930 by Pope Pius XI, was a member of many Catholic educational associations. He was president of the Catholic Association of Pennsylvania and treasurer of the National Catholic Education Association. He won wide recognition as a teacher, orator, and educator and took deep interest in retreats for laymen. In 1929, he was awarded an honorary degree of Doctor of Laws by Villanova College and a few years later was similarly honored by St. Joseph's College.

According to the American Catholic Historical Society, "Monsignor Bonner was the best-known Catholic educator in the country." Among his achievements in his nineteen-year tenure as Superintendent was the increase in the number of tuition-free Diocesan high schools from three to twelve and the founding of the Philadelphia Catholic League. On November 27, 1945, Monsignor Bonner died of a heart attack in his office at John W. Hallahan Catholic Girls' High School. In April 2001, Roman Catholic High School inducted Monsignor John Bonner, Class of 1908, into its Hall of Fame.

In 1953, to meet the increasing demand for a Catholic high school in the expanding western suburbs, the Archdiocese of Philadelphia converted the vacated St. Vincent's Orphanage into a school for boys under the title Archbishop Prendergast Catholic High School. Three years later a new building was erected on the same tract and named Monsignor Bonner High School in memory of Rev. John J. Bonner, the former diocesan Superintendent of Schools. Bonner then became a school for boys and Prendergast was designated as a school for girls.

MOST REVEREND EDMOND FRANCIS PRENDERGAST 1843-1918

The Most Reverend Edmond Francis Prendergast, third Archbishop of Philadelphia, was born in Colmell, County Tipperary, Ireland, on May 5, 1843. When he was sixteen he immigrated to America and almost immediately entered the old Saint Charles Seminary at Eighteenth and Race Streets. A talented student, he was ordained at the age of twenty-two.

Father Prendergast served as assistant at Saint Paul's Philadelphia and in Susquehanna County. He soon became pastor of Saint Mark's, Bristol; Immaculate Conception, Allentown; and Saint Malachy's, Philadelphia. In 1895, he was named Vicar General of the Diocese and two years later Archbishop Ryan consecrated Monsignor Prendergast as Auxiliary Bishop of Philadelphia on July 16, 1911.

During his episcopate, which was short in years, his accomplishments were many. He was known as a master builder and a real estate genius. He increased parishes and parochial schools. He founded Saint Francis Country Home for Convalescents and Saint Edmond's Home for Crippled Children. Until his death in 1918, Archbishop Prendergast was esteemed by priests and laity as a friend and

solicitous father.

CAMPUS HISTORY

The tract of land upon which sits **Monsignor Bonner High School & Archbishop Prendergast Catholic High School** was originally owned by Christopher Fallon who, in 1850, built an impressive octagonal mansion on the site. The house was named "Runnymede" from the Fallon family seat in Roscommon County in Ireland. In 1882, this unusual building was purchased by Colonel Anthony J. Drexel. Because of its grounds, gatehouse, and shape, it became a noted residence along Lansdowne Ave. The mansion stood on what was called the hill of Drexel, and consequently the surrounding area became known as Drexel Hill. In 1908, the mansion was tragically burned to the ground with only the gatehouse, which had served as servants' quarters, remaining.

In 1917, the Archdiocese of Philadelphia purchased the thirty-three acres for \$57,000 and the Ordinary, Archbishop Edmond F. Prendergast, announced the construction of a new orphanage for five hundred orphans to be run by the Sisters of Charity. The orphanage was to replace the one that had been demolished because of the construction of the Benjamin Franklin Parkway. It was to be called St. Vincent's Orphanage. Paul Monaghan was employed as architect and commissioned to build "one of the finest buildings in the diocese." Work on the project was slowed by the war, and Archbishop Prendergast died before the work was completed.

On May 9, 1920, a beautiful Sunday afternoon, the dedication took place. On this day, 40,000 people accompanied by bands and musicians, walked from 69th Street to the dedication. Another 20,000 walked from the Pennsylvania Railroad Station in Lansdowne, and 65,000 more arrived by motorcar or by trolley from 69th Street. Archbishop Dennis Dougherty and Governor Sproul spoke to the 125,000 well-wishers gathered on the front lawn and along Garrett Road.

St. Vincent's functioned as an orphanage for over thirty years. By 1952, the number of children had dwindled. The Most Reverend John F. O'Hara decided to move the remaining orphans to a smaller building in Saint David's and to convert the home into Archbishop Prendergast Catholic High School for Boys. In 1953, to meet the increasing demand for a Catholic high school in the expanding western suburbs, the Archdiocese of Philadelphia converted the vacated St. Vincent's Orphanage into a school for boys under the title Archbishop Prendergast Catholic High School. Three years later a new building was erected on the same tract and named Monsignor Bonner High School in memory of Rev. John J. Bonner, the former diocesan Superintendent of Schools. Bonner then became a school for boys and Prendergast was designated as a school for girls. In 2006, a new model for the schools was introduced, with one administration operating both buildings in the spirit of increased curricular, financial, and outside-the-classroom cooperation. It was with great sadness in June, 2009 that the Augustinians, who had staffed Monsignor Bonner for 56 years, withdrew from the campus, citing the diminishing number of friars within the Order of St. Augustine. On June 15, 2009, Rev. James Olson, a priest of the Archdiocese of Philadelphia, began serving as president of the co-institutional Monsignor Bonner & Archbishop Prendergast.

On January 6, 2012 accepting the recommendations of the Blue Ribbon Commission, Archbishop Charles Chaput announced that Bonner and Prendie would close in June. Soon after the announcement, the Administration began compiling an appeal to present a case to the Archbishop for maintaining the school in one building rather than two. This appeal, coupled with the overwhelming support of the students, parents, alumni and community, laid out the plans for the future a future in which Bonner and Prendie thrived. Days before the appeal decisions were to be handed down, a group of interested business people came forward with a plan to save all of the high schools slated to close. This group later became known as the Faith in the Future Foundation. On February 24th, Archbishop Chaput announced that all four high schools, along with a number of elementary

schools also to be closed, would remain open.

THE ALMA MATERS

MONSIGNOR BONNER HIGH SCHOOL

Hail Alma Mater, dear
Hail to Bonner High;
Hail to the Green and White
May your colors fly.

Bonner, Bonner,
Noble is your name,
Hail Alma Mater, dear
Hail to Bonner High.

Loyal sons of Bonner High,
We your praises sing,
When evening's shadow falls
May the echo ring
Bonner, Bonner,
Noble is your Name,
God, Country is our cry,
Hail to Bonner High.

ARCHBISHOP PRENDERGAST CATHOLIC HIGH SCHOOL

Daughters true are we to Christ our King
So in faith we hail His reign;
And as subjects loyal, His praises strong we sing

And allegiance pledge in refrain.
In us traditions live, we eagerly display
The colors that we raise aloft, the garnet and gray.

Loyalty, devotion fill us everyone
Purity of Mary, fairer than the sun;
May our every action now pattern Mary's own.

In our God and country, let us exult,
Neath freedom's shield advance.
With His strength and teachings guiding the result

Alma Mater fair enhance!
To freedom's aid attend in forum or in fray.
His sovereign blessings fall upon the garnet and gray!

May we, Alma Mater, faithful be to you
As we tread life's pathways in thy radiance true,
"Ut sim fidelis", our motto we renew.

S. Regina Assumpta, IHM
S. Marie Patrice, IHM
Mr. Vito LaMonaca

RELIGIOUS PROGRAM

In their Pastoral Letter, "To Teach As Jesus Did," the bishops of the United States have stated:

The Catholic school strives to relate all human culture eventually to the news of salvation, so that the life of faith will illuminate the knowledge which students gradually gain of the world, of life, and of mankind. Here, therefore, students are instructed in human knowledge and skills, valued indeed for their own worth but seen simultaneously as deriving their most profound significance from God's plan for His creation.

Here, too, instruction in religious truth and values is an integral part of the school program. It is not one more subject alongside the rest, but instead it is perceived and functions as the underlying reality in which the student's experiences of learning and living achieve their coherence and their deepest meaning. (Par. 103)

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/ guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic school.

THE OFFICE OF SCHOOL MINISTRY

The Office of School Ministry, in particular, is concerned with the Catholic identity of our school. The School Minister and his staff attempts to create an atmosphere in which students and staff can grow deeper in their relationship with the Lord. The School Minister works with the students and faculty, providing spiritual guidance and counsel, and preparing the many liturgical celebrations throughout the year. The Student Ministry Team works with the School Minister by carrying out various tasks in the office. Students who wish to join the Ministry Team should make themselves known to the School Minister.

PRAYER

Each school day begins and ends with prayer in which we commend ourselves and our day to our Loving Father, and seek his blessing and protection. Similarly, the entire campus pauses for prayer at the beginning of our Seventh Period. Additionally all lunch periods and classes begin with a prayer.

THE EUCHARISTIC CELEBRATION

The Dogmatic Constitution on the Divine Liturgy (*sacrosanctum concilium*) states: "The Eucharist is 'the source and summit of the Christian life.'" The Catholic Catechism goes on to say, "The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it."

Mass is celebrated with the entire student body on a regular basis. It is for us the celebration of our unity as the Body of Christ. Mass is also celebrated before school begins on a daily basis usually at 7:00 AM for any faculty and students who wish to participate. We welcome and encourage our students to receive Holy Communion every day. We welcome to these celebrations those students and faculty who are not of the Catholic faith to unite with us in prayer, even though we cannot invite them to receive communion.

LITURGICAL MINISTRY

Students who would like to minister at School Masses as Readers or Alter Servers should make themselves known to the School Minister.

THE SACRAMENTS

The Sacraments are outward and living signs of Christ's presence which give us the grace we need to be faithful to the Gospel. Every effort is made, therefore, to provide the opportunity for students to participate in the sacramental life of the Catholic Church that they may experience the presence of Jesus Christ in their lives.

Communal celebrations are held with the student body during the seasons of Advent and Lent.

Y-DISCIPLE PROGRAM

Recognizing that the goal for any Christian is true and meaningful discipleship, Monsignor Bonner & Archbishop Prendergast Catholic High School arranges for interested students to form small group prayer teams moderated by a faculty member. These groups typically meet during the lunch period once a week during which students may draw strength from God in facing life's difficulties in

seeking true happiness.

RETREATS

Days of Retreat and Reflection are scheduled annually for each of the underclasses, the faculty, and occasionally the entire community. These days provide an opportunity for the students and teachers to reflect on their own faith life, and to look more closely at their relationship with the Lord as well as with their classmates. Retreat days are an integral part of the formation of students. Retreat days are mandatory. Students that miss their class retreat are required to attend the next class's retreat. Students who miss the last retreat of the year, are required to attend a makeup retreat. Failure to makeup a missed retreat will result in disciplinary action.

An overnight retreat is provided for a limited number of Seniors. Seniors are invited to apply for the overnight Senior Retreat on a first come, first served basis. The Senior Retreat provides an opportunity for the students to look more deeply at their relationship with God, others and themselves as they prepare to bring the light of their faith into the wider world.

VOCATIONS

Vocations to the Priesthood and the Consecrated Religious Life are presented and discussed regularly as our students consider their future life and career choices. The School Ministry Office, in conjunction with various offices of the Archdiocese of Philadelphia, participates in programs and offers a number of opportunities to explore the possibility of a call from God to the Priesthood or Religious Life. Students who are interested in more information may speak to the School Minister.

MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary,

I offer you my prayers, works, joys and sufferings of this day

For all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in thanksgiving for your favors, in reparation for my sins, for the intentions of my family and friends, for the Holy Father, the Church and the souls in purgatory.

Amen

Mary, the Immaculate Conception – Pray for Us

Saint Joseph – Pray for Us

Saint Augustine – Pray for Us

Saint Katharine Drexel – Pray for Us

ACADEMICS

Monsignor Bonner & Archbishop Prendergast Catholic High School emphasizes Christian faith, values and service throughout a comprehensive academic program.

ACADEMIC CATALOG

The **Academic Catalog** is published on the school's website to assist students and their parents/guardians during the course selection process. Parents/guardians and students are asked to read it carefully and to use it with the materials issued by the Office of Academic Affairs.

SCHEDULING CONFLICTS

Should a student choose a course for which he/she is under qualified or overqualified, the school administration reserves the right to make adjustments to the roster. The administration also reserves the right to cancel any course or to merge a two-track offering into one if insufficient numbers of students enroll for a course or if qualified personnel are not available for the next school year. Every reasonable effort will be made to discuss such adjustments with all concerned before finalizing the roster. However, if such efforts prove fruitless, the decision will be made at the discretion of the Assistant Principal for Academic Affairs.

COURSE CHANGES

All courses and tracks for the academic year are selected by the student and approved by the parents/guardians and teachers during the spring of the previous year. For this reason, tracks and courses (including electives) are not changed, added or dropped in September. In exceptional cases, and for valid reasons, Monsignor Bonner & Archbishop Prendergast Catholic High School permits limited roster changes in August. The steps in the roster change process are meant to ensure that the change is really in the student's best interest, that the individual class size and total teacher load are not compromised, and that a "domino effect" is not produced involving course changes or track changes in subjects other than the one requested. Therefore, requests for the following reasons are generally unacceptable:

- Dissatisfaction with a Course/Teacher Schedule
- Change of mind
- Desire for Early Dismissal/Accommodation for work schedule
- Desire for a different lunch or study period

During the designated time in August (check the newsletter), students may obtain and complete Roster Review Forms. There is a fee for the application, which will be refunded if the change cannot be made. This charge is meant both to emphasize the seriousness with which roster changes should be requested, and to offset the real costs involved – updating the database and producing new rosters for the student and various school offices. The student is notified upon return to school in September if the request is approved or denied.

ACADEMIC INTEGRITY

Each student is expected to evidence the qualities of honesty and integrity in all areas of school life. A breach of this expectation:

- may occur in any area: homework, class work, quizzes and tests (including answer sheets,) projects and reports, etc.
- may include any, or all, of the following:

CHEATING

- copying another's materials with or without permission of the owner;
- giving your work to another to use;
- bringing hidden help to the classroom for use during a test, etc.

PLAGIARISM: use of another's work (without permission or acknowledgement of the author) as one's own.

STEALING: physical removal of the academic material of another – either teacher or student –

without permission.

Students found in violation of this policy may incur the following penalties:

FIRST OFFENSE:

- Penalties will be determined by the teacher in consultation with the Department Chair and may include:
- A zero (0) in the class work or homework assignment, report, project, quiz, test, assessment, etc. thereby resulting in the lowering of the quarter, semester, or final grade.
- If the zero (0) is for a major grade, the matter will be reviewed by the Department Chair in consultation with the Assistant Principal for Academic Affairs. This may result in a grade as low as 60 for the quarter and any other consequences deemed appropriate by the Administration.

The student's parents/guardians will be notified within 7 days of the offense by the teacher in writing, by phone call, or by mail.

SECOND AND SUBSEQUENT OFFENSES:

- All penalties that apply to a first offense shall also apply to any subsequent offenses.
- Additional penalties shall be determined by the teacher and the Assistant Principal for Academic Affairs and the Assistant Principal for Student Services.

ACADEMIC DISMISSAL

At the end of the first semester, ninth grade students with five failures and tenth, eleventh, and twelfth grade students with four failures are subject to expulsion. Failure in three subjects at the end of the school year is cause for expulsion.

ACADEMIC PROBATION/ELIGIBILITY

Students are encouraged to participate in athletics and activities. However, their first responsibility is in the classroom. They must meet academic standards in order to be eligible.

Students who fail to receive a passing grade in two or more subjects at the end of any quarter are on Academic Probation and are ineligible to participate in sports or activities during the next marking period. Specifically, students who receive two failures at the end of the school year may try out for sports in the fall but are ineligible for the first two games of the season.

Students who are on Academic Probation are ineligible to participate in any sport or activity during the first ten (10) school days of the next marking period. This is a total ban from all practices, games, performances, work sessions, meetings, and any club activities.

After ten (10) school days, students may apply in writing for Probationary Reinstatement. If the student is passing all subjects and not missing assignments, not just the ones that were failed the previous quarter, he or she may practice and attend meetings but may not play in games, perform in the show or stage crew or attend any club activities that leave the premises. Students who fail two or more subjects and discipline in the previous quarter are not eligible to apply for Probationary Reinstatement but they may apply for Full Reinstatement at the twenty (20) day mark.

Students who fail two or more courses may appeal their Academic Probation for Full Reinstatement.

ment twenty (20) school days from the end of the quarter during which the failure occurred. This appeal must be made in writing to the Assistant Principal for Academic Affairs. In order for the Academic Probation to be lifted the student must be passing all of their courses and return to participation at the discretion of the Assistant Principal for Academic Affairs. Students who are deemed eligible will be notified and can return to normal participation in Athletics and Activities. Students must be in good academic, discipline and tuition standing to participate in any extracurricular activity. This includes but is not limited to dances, proms, sports, clubs, school shows and activities.

COURSE SELECTION

The Assistant Principal for Academic Affairs assists students in their choices of subjects by making them aware of graduation requirements, course content, and the prerequisites for taking or continuing electives. Early in the second semester, students register for classes for the following year. Details about course selection and tracking are in the **Academic Catalog**, which is available on the school's website. Teacher recommendations and cumulative class rank play a major role in determining a student's eligibility for limited enrollment classes such as advanced placement courses.

FAILURE WARNING

At each marking period, failure warnings are issued to students in danger of failing. First and third quarters are progress marking periods. Second and fourth quarter warnings indicate the possibility of a semester or year failure.

RANK IN CLASS

Rank in class is determined by an adjusted quality point average which takes into account both grades and tracking. Current and cumulative rank in class is calculated at the end of each semester.

HONORS

The *Honor Roll* is determined by general average, and is independent of the tracks of the courses which the student is taking. Honor students receive recognition each quarter. Honors are calculated on a quarterly basis and will not include semester assessments or the semester average. All tracked subjects are included in the general average. General averages are not rounded up and must meet the following criteria:

First Honors - General average of **93** with no grade
Lower than **90** and no failing grade.

Second Honors - General average of **88** with no grade
Lower than **85** and no failing grade.

NATIONAL HONOR SOCIETY

The National Honor Society is an invitation-only organization open to academically eligible juniors and seniors. The organization was established to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in students in secondary schools. Selection to NHS is a privilege, not a right. Academically eligible students are asked to furnish evidence of their commitment to the ideals of scholarship, leadership, service, and character through self-evaluations and teacher recommendations. The selection of each member is by a majority vote of the Faculty Council after a careful review of the evaluation materials.

LONG TERM ABSENCE

Students are responsible for *all* work missed during their absence. If an extended absence is warranted for health or other reasons, parents/guardians must notify the Office of Academic Affairs to arrange for work from each subject teacher.

Long-term absence of a student is defined as absence from school for a period of two weeks or longer. When the Office of Academic Affairs is notified that a student will be absent for an extended period of time, the following procedures are in effect immediately:

- The teacher of the student will be requested to give assignments for a two-week period. It normally takes 48 hours for the assignment to be returned to the Office of Academic Affairs.
- Assignments should be thorough enough so that the student can keep up with the class. If the work is complete and done well, grades may be computed from work.
- If tests or quizzes need to be administered they should be sent home with specific directions for the person administering the test.
- As work is returned, it will be given to the teacher with a request for more work if necessary.
- *If a student knows he/she will be absent because of surgery or another urgent matter, his/her parents/guardians should notify the Academic Office before the absence begins.*

PARENT/TEACHER INTERVIEWS

Parents/guardians are encouraged to meet with teachers at the regularly scheduled meetings listed on the calendar. Parents/guardians may call the school office at any time to arrange to speak with teachers. If a student is not performing at his/her best ability level, the parent/guardian should not wait until it is too late in the year, but should call for an appointment with the teacher to discuss the student's progress.

REPORTS

Reports are issued four times a year. Typically, report cards are issued in November, February, April, and June. The final report is mailed home when all financial/school obligations have been met. In addition to academic grades, a report card contains information regarding discipline, absences/lateness, tuition/fees, and comments from the teachers.

GRADE CONNECT

Parents/guardians and students may access up-to-date information about their child's progress at any time using Grade Connect, an online "mark book." Grade Connect will allow parents and students to see grades, homework assignments, due dates, failure warnings, etc. You'll also get convenient email communication with the teachers. Parents/guardians and students can also email their teachers by using their grade connect account.

QUESTIONS AND COMPLAINTS

From time to time, a parent/guardian may have a question or complaint regarding their child's progress in a particular class or course. Speaking to the teacher is always the first course of action and the vast majority of issues can be resolved in this way. Should this prove unsatisfactory, parents/guardians may request an interview with the academic department chair, the Assistant Princi-

pal for Academic Affairs, or the Principal (usually in that order). In an effort to assist the student more completely, staff from the Guidance Office or Drexel Program may also be invited by the Assistant Principal for Academic Affairs to provide additional information.

SUMMER SCHOOL

Students with one or two failures in either elective or required subjects must attend Summer School. Failure in these subjects at the end of the school year is cause for expulsion. A failure for the school year means that the average of the first and second semester grades is below 70; it is also a judgment from the teacher that the student has not worked to his/her ability. Failure to attend the Summer School or dismissal from the Summer School will result in dismissal from Monsignor Bonner & Archbishop Prendergast Catholic High School.

COLLEGE PARTNERSHIPS

Monsignor Bonner and Archbishop Prendergast Catholic High School is in partnership with four local Catholic colleges and universities. Neumann University, Chestnut Hill College, Cabrini University, Immaculata University and Rosemont College offer courses on campus exclusively for Bonner & Prendie students. These courses, both credit and noncredit, are offered at substantial reductions in tuition and at times of the day which make it possible for students to take the courses without interfering in other activities. While primarily targeted toward Juniors and Seniors, other students may be admitted to the program on a case-by-case basis.

DIOCESAN SCHOLARS PROGRAM

Twelve Catholic colleges in the Philadelphia area in cooperation with the Secondary School System of the Archdiocese of Philadelphia sponsor the **Diocesan Scholars Program**. The top thirty juniors are invited to interview for the program during their senior year. Bonner & Prendie students selected take up to two courses (six credits) each semester during their senior year. There is no college tuition for these courses, but students receive both high school and college credit. *Diocesan Scholars* must supply their own transportation between the high school and the college, and maintain at least a **B** average.

STUDENT SERVICES

The philosophy of the code of conduct at Monsignor Bonner & Archbishop Prendergast Catholic High School is based on the second great commandment: "You shall love your neighbor as yourself for the love of God." Students expect to attend classes in a well-ordered atmosphere conducive to learning. This pre-supposes clean, healthful surroundings in an environment of Christian concern. Regulations are developed to support the student in the pursuit of self-discipline and the development of mutual respect and trust. School is a social situation; therefore, the right of the majority to learn **always supersedes** the right of the individual student to disrupt. Violations of the rights of others incur automatic consequences, and each student is expected to know this and to assume responsibility for his or her actions.

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

DISCIPLINE REGULATIONS

The following rules and regulations are intended to provide an atmosphere at Monsignor Bonner &

Archbishop Prendergast Catholic High School conducive to learning and the maintenance of good order. These rules exist for the personal well-being of all the students and the efficient operation of all school programs. We require all students to observe these rules and regulations; a violation may lead to suspension or dismissal from school.

Students caught selling or distributing alcohol or drugs at school or at a school event are liable both to legal consequences and expulsion from school. We consider the following to be serious violations liable to suspension or immediate dismissal:

Arson	Vandalism	Conduct Failures	Truancy
False Fire Alarm	Fighting	Immorality	Theft
Computer Policy Violation	Gross Disrespect	Bullying / Cyber Bullying	

WEAPONS

Weapons and replicas of weapons are forbidden on school property. Students who bring weapons to school will be dismissed. A weapon includes, but is not limited to, any knife, cutting instrument, or cutting tool, nun-chuck sticks, brass or metal knuckles, a fire armor ammunition, poison or chemical agents, sling shot, pellet or air gun, and any other tool instrument, or implement capable of inflicting bodily injury or causing harm, intimidation, or harassment. A weapon also includes look-alike replica weapons, which are either operable or inoperable. All incidents will be brought to the attention of the Upper Darby Police Department.

DRUG AND ALCOHOL GUIDLINES

Monsignor Bonner & Archbishop High School's policy prohibits the possession, attempt to sell, or use of alcohol or other drugs by students or adults anywhere on school property. It is the intent of this policy to support the concept of a drug-free school.

Anyone found possessing, selling, consuming, or buying any kind of drugs or alcohol on school property, at a school related event or in the vicinity of the school may be placed in police custody and expelled. The parents/guardians and students will be interviewed by the Principal prior to dismissal.

Ordinarily, a student has the right to privacy with regard to a school locker. It is the proper function, however, of school authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes. The Administration possesses the legal right to search a student's locker, its contents, and his or her belongings.

Along with consistently enforced disciplinary procedures, there is a process to help the students while protecting the health, safety and welfare of the remainder of the student body. A complete copy of the *Drug and Alcohol Abuse Policy* is on file in the Student Services Office.

THE SCHOOL AND THE LAW

Any unlawful act taking place on the school property or out of school and off campus not only makes the student subject to penalties the courts may prescribe, but also may result in suspension and/or expulsion from school. If a student is presently attending or applying to Monsignor Bonner & Archbishop Prendergast Catholic 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 Monsignor Bonner & Archbishop Prendergast Catholic High School or may be refused admission to the school.

CONDUCT GRADE

At the beginning of each quarter, each student has a Conduct Grade of 100 points. The number of points deducted from the student's conduct grade for any given offense is determined by the Assistant Principal, in conjunction with the teacher who reports the incident.

DISCIPLINE SANCTIONS

CONDUCT FAILURE/OUT OF SCHOOL SUSPENSION

When a student has accumulated 31 conduct points (a grade of 69 or below), the student will be suspended out of school and placed on probation for 10 weeks. **The student may not participate in any school activities, sports, (practice) or social functions.** After 20 school days, a student may appeal to the Assistant Principal for Student Services to have his/her case reviewed. It will be up to the Assistant Principal to investigate the student's disciplinary position to see if significant progress has been made to warrant the lifting of the ineligibility. Each day of suspension results in one Saturday detention (e.g. 2 day suspension = 2 Saturdays).

Any student who exceeds 40 demerits in a quarter is not eligible to come off probation until the end of the 10 week probation. Any student who accumulates over 40 demerits in a quarter, those demerits will be applied to the next quarter.

Students who fail conduct for two or more quarters are liable for dismissal. All cases will be reviewed by the Assistant Principal for Student Services.

Students who fail conduct in the 4th quarter will be on probation for the first quarter the following year. These students will be able to participate in fall sports but will be penalized by sitting out the first two games of the season.

Students who fail two or more quarters and are permitted to return to school in September will be on probation for the first semester. If the student does not fail conduct either of the first two quarters he or she will be removed from probation status. Seniors who fail conduct in the last quarter are liable for exclusion from graduation exercises.

DISCIPLINE/ATTENDANCE SUMMER SCHOOL

Any student who fails conduct for two quarters is required to attend a one week discipline summer school at Monsignor Bonner & Archbishop Prendergast Catholic High School. Any student who fails three or more quarters in conduct must attend a two week discipline summer school. Any student who has excessive lateness and /or absence will also be required to attend a one week summer session. **The cost of the summer school is \$100.00 for one week and \$150.00 for two weeks payable to Monsignor Bonner & Archbishop Prendergast Catholic High School. Summer School runs from 8am-1pm.**

DETENTION

SATURDAY DETENTION

Saturday detention is the ordinary sanction for a student who violates the rules of the school. The number of Saturday detentions is determined by the seriousness of the offense and the circumstances surrounding the act.

Saturday detention is held from 8:00am to 11:00am for those students who have received 10 points off their conduct grade or 5 lateness's for school. Additional Saturday detentions will also be

given for serious infractions.

The Office of Student Services will notify the parents/guardians of their son's or daughter's Saturday detention. Your son or daughter will receive a letter to be signed by the parent/guardian and returned on the day of their detention. Students will be assessed a \$ 5.00 fee for each Saturday detention.

Failure to attend a Saturday detention will result in a ten point deduction from the conduct grade and an additional Saturday detention. Failure to attend two Saturday detentions will result in an out-of-school suspension and a parent conference before returning to school.

Extracurricular activities, sports (games or practices) and work will not excuse a student from a Saturday detention. If a medical appointment has been scheduled prior to detention, the student must provide written documentation from the doctor to be excused from detention.

PRIVATE DETENTION

Private detention may be imposed by any faculty member. Failure to report to a private detention will result in five conduct points deducted. A 24 hour notice must be given to any student who has been given a private detention. A private detention may not exceed 45 minutes. Students are responsible to make up the cut private detention.

CLASS DETENTION

Class detention is held only for serious and compelling reasons. Any request from a faculty member to hold a class detention must first be approved by the Assistant Principal for Student Services.

PARENTAL NOTIFICATION

Students receive a copy of each conduct slip issued by the Discipline Office. It is the students' responsibility to take the conduct slip home to their parents/guardians. The conduct notice must be signed by a parent/guardian within 2 days of receiving the conduct slip.

Parents/guardians are also able to access their son's or daughter's discipline record on Grade Connect. (e.g. Any demerits issued on a Monday will be available the following day.)

INFRACTIONS AND PENALTIES

<u>Infraction</u>	<u>Points</u>	<u>Saturday Detention</u>	<u>Other</u>
Actions detrimental to MB&AP	35	3	*Automatic Suspension
Use of alcohol/drugs in school or at a school sponsored event	35	3	*Automatic Suspension
Truancy	25	2	*Automatic Suspension
Theft	20	2	*Automatic Suspension
Computer Policy Violation	20/30	2	*Automatic Suspension
Fighting (physical)	20	3	Automatic Suspension (3days)
Gross Disrespect	20	2	*Automatic Suspension

Vandalism	20/10	1	Responsible for damage
Smoking or possession of tobacco	10	1	1st offense: \$25 fine 2nd offense: \$50 fine 3rd offense: \$75 fine
Cut Saturday Detention	10	1	
Verbal Fighting	10	1	Automatic Suspension (1day)
Disrespect	10/15	1	
Cut After School Program	10	1	
Class Cut	10	1	
Multiple Class Cuts	20	2	
Disrespect at Liturgies/ Assemblies	20	2	
Dress Down Day Violations	10	1	Possible Loss of Privileges

<u>Infraction</u>	<u>Points</u>	<u>Saturday Detention</u>	<u>Other</u>
Dishonesty	5		
Cut Private Detention	5		
Parking Violation	5		
Out of Bounds	5		
Obscene or vulgar language	10		
Public Disorder	5		
Bus Problems	5		
Late for School	2		
Late After 8:20am	5		
Class Disruption	5		
Cafeteria Disruption	5		
Defiance	5		
Eating Outside Cafeteria	3		
Late for class	3		
Procedure Violation	3		
Dress Code Violation	3		
No School ID	2		
Refusal to wear Current ID	5		
Not Cleanly Shaven	5		
Not Cleanly Shaven (2 nd Offense)	10	1	
Nose Ring	5		
Nose Ring (2 nd Offense)	10	1	
Holes in Stockings	5		

*Automatic suspension is an out-of-school; the number of days will be determined by the Assistant Principal for Student Services. The Assistant Principal has the final authority to determine the

number of conduct points deducted for each offense.

ATTENDANCE

Parents/guardians and students are asked to be mindful that the state law requires the attendance of each student on all days and hours that school is in session. By state law, it is the responsibility of parents to ensure that their child attend school. **Transportation of the student to and from school is primarily the responsibility of the parents/guardians.** If there is a difficulty with public transportation, parents/guardians have the responsibility to provide alternate means of transportation to and from school. No student is to be absent for the entire school day if he or she has missed a bus for whatever reason. **Absences because of transportation difficulties will be considered unexcused.**

ABSENCE PROCEDURES

Between **7:50 a.m. and 10:00 a.m.** on the day of the absence, parents/guardians must call the school attendance number **(610-259-5764)** to report the absence. **If a phone call is received on the day of your son's or daughter's absence, a school note is not required. If there is no phone call, an absence note is required on the day he or she returns to school signed by the parent/guardian.** Absentee cards are available in the Student Services Office. Failure to comply will result in conduct points being deducted. If a student is absent or misses half the school day, he or she may not participate in or attend any activity or sport event after school. **A student must be present for five class periods to be considered not absent from school.** Family travel or vacations are not acceptable reasons for missing school and will be considered unexcused. Any student who is absent because of illness must have a Doctor's note when returning to school.

A daily record of student attendance and punctuality is kept on file and becomes part of the students transcript supplied to prospective employers and colleges.

EARLY DISMISSAL/LATE ARRIVAL

A student is to bring a parent-authorized early dismissal/late arrival request to the Student Services Office before 7:50 a.m. the day **BEFORE** the dismissal/arrival is requested. Official forms for these purposes are available in the Student Services Offices. Only this form may be used; other notes will not be honored. All requests for early dismissal/late arrival must be verified by the Student Services Office. **A doctor's note must be submitted either before or after an early dismissal or late arrival. No requests will be granted for drivers' tests, hair appointments, etc.**

Students must report to the Student Services Office before leaving school and also on the return to school. Please make every effort to schedule doctor's appointments, etc, after the school day or on days off from school.

LATENESS

Students who are late for school must report to the *Student Services Office* before reporting to class. If a student is going to arrive at school after 7:50 a.m., a parent/guardian must call the Student Services Office stating the reason for lateness. This call, however, does not automatically excuse the lateness. Excused lateness will only be granted in cases of emergency. *Interpretation of what constitutes an emergency will be left to the judgment of the Assistant Principal for Student Services.*

Students are to be seated in the classroom when the bell rings to start class. If a student is late, the subject teacher will issue the late slip. Any student who has excessive lateness and absences

will be required to attend a one week summer session at Monsignor Bonner & Archbishop Prendergast Catholic High School.

FUNERALS of non-family members

Request for permission to attend funerals must be submitted to the Office of Student Services one day in advance of the funeral. Students will be excused for the funeral Mass only, and they must return to school immediately after the Mass. If a student returns to school after the funeral Mass, it will not count as an absence from school.

PERFECT ATTENDANCE

A student qualifies for perfect attendance when the student has no absences and no unexcused lates. An excused absence is an absence supported by a doctor's certificate, a summons for a court appearance, or death in the immediate family. All other absences are to be recorded as unexcused.

HOMEROOM PROCEDURES

All students are to be seated in homeroom by 7:50 a.m. each morning. Students who are late for homeroom should report to the Student Services Office before entering the homeroom. No student is permitted out of homeroom unless he or she has been given a slip to report to an office. Students are to be silent for school prayers and announcements. *Students are to remain silent during Channel One.*

GENERAL

AUDITORIUM

Students sit in seats assigned by the moderator when attending an assembly, liturgy, or study in the auditorium. Food or drink is **not permitted** in the auditorium at any time. On days of assemblies, all students must enter the building by 7:45 a.m. to put books in their proper location and then report to the auditorium. Students may not linger outside the building. **The area outside the auditorium is off-limits to all students before and after school.**

CAFETERIA

Students are expected to arrive on time for their lunch period. Every lunch period begins with a prayer by the lunch proctor. No food or drink is purchased prior to Grace before meals. Since lunch is a class period, the regular in-school dress code must be observed. Cutting lunch period is equivalent to cutting a class period. All food and beverage must be consumed in the cafeteria; eating is not permitted anywhere else in the building or on the grounds. Students are expected to conduct themselves in the cafeteria in refined manner. **Students are not permitted to order food outside of the school and have it delivered to school.**

CAFETERIA CLEAN UP

It is the responsibility of all students to keep the cafeteria clean. At each lunch period, the Assistant Principal for Student Services or cafeteria moderators will assign students their duties for that week. Each individual table is required to throw out all trash on top and around their table. They are also required to wipe off their table with a damp cloth. The assigned cleaners are required to sweep the large areas of the cafeteria and use the dustpan and brush to dispose of the trash.

ELEVATOR

Students may use the elevator in times of physical need. Written permission is secured through the Student Services Office. No student should be on the elevator without permission. Students with elevator passes may leave class 2 minutes early to avoid crowds in hallway.

LOST AND FOUND – The school assumes no responsibility for any student's personal property such as books, coats, gym suits, sneakers, locker equipment and athletic equipment. All lost and found should be taken to the office of Student Services.

FIRE ALARMS

Bonner & Prendie will conduct periodic fire drills in conjunction with the local fire department. When the alarm sounds to evacuate the building, the student must leave books and bags in the classrooms, follow the teacher in ***SILENCE*** out of the building, walk quietly, and remain with his/her class in the predetermined designated area. Teachers must have roll books with them at all times. An evacuation plan is located in each classroom. If students remain outside for an extended period, they will report to the front field and line-up by homerooms.

Any student guilty of pulling a fire alarm falsely will be liable for immediate expulsion from Bonner & Prendie and prosecution by local authorities

GUESTS

All guests, visitors, or maintenance workers must secure a visitor's pass from the Main Office before moving around the grounds or building. All visitors must first register in the Main Office.

HALL PASSES

A student must have a valid Hall Pass to be in the halls during class time; a written note from a teacher is not a valid pass.

HARASSMENT

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

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

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

Any student who feels he or she has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is

uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

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

A copy of the Harassment/Sexual Harassment policy is on file in the Principal's office.

SCHOOL BUS CONDUCT

Students must abide by the rules set down by the Public School District for the proper behavior when riding the bus. This also applies to students using SEPTA as a means of transportation. Any violation of the rules will result in loss of riding privilege and deduction of conduct points.

ID CARDS

Students are required to wear their ID cards at all times. Defacing a school ID is considered vandalism. The ID must be visible and the photo and bar code may not be covered. Replacement cards may be purchased in the Tuition Office at a cost of \$5. Students are not permitted to deface the ID card in any way. New students will be issued ID cards at no cost.

LOCKERS

Students are assigned a locker at the beginning of their freshman year. The locker is to be locked at all times. Students may use only the assigned locker. Outerwear remains in the locker until after the student's last class period. All lockers are the property of Monsignor Bonner & Archbishop Prendergast Catholic High School, and the school reserves the right to open and search any locker at any time. **Students are only permitted at their locker before school, before lunch and after school.**

Students are responsible for the condition and contents of the locker assigned to them and will be held financially responsible. Students must report any damage to your locker to the Student Services Office within 24 hours or will be held responsible for the damage. **Absolutely no food or drink is to be left in your locker overnight. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR ANY VALUABLES LOST AND/OR STOLEN FROM A STUDENTS' LOCKER.**

All lockers must be cleaned out before Christmas break and at the end of the school year.

VENDING MACHINES

Vending machines are off-limits during the school day except during the student's rostered lunch period.

OUT OF BOUNDS

Students may not leave the school grounds once they have arrived at school.

Students with an early dismissal are to leave the building and the grounds promptly. Students who have an after-school activity should report to the cafeteria for the remainder of the school day. These students should go to their lockers after their last period is completed. Students may not leave the grounds and then return after they have been dismissed. **The path leading from the trolley stop is off limits before and after school to all students. The trolley stop at the end of**

the path and the trolley stop across Lansdowne Avenue are completely off limits in the morning.

PARKING

Limited student parking is available on the school lot. Spaces are provided first for faculty, staff, volunteers, and visitors. Parking on campus is a senior privilege. Parking permits are distributed by the Assistant Principal for Student Services. Students who park on campus illegally will be issued conduct points. Repeated offenses will result in the vehicle being towed and fines levied. *Cars will be towed at the owner's expense.*

PROPERTY DEFACEMENT

It is the responsibility of all students to care for the building, its contents, and surrounding campus as they would their most valued possessions. **ANY DEFACEMENT OR DESTRUCTION** is serious and will result in conduct points being deducted from their conduct grade. Students will be expected to clean the vandalized area or reimburse the school for necessary repairs or replacement. In serious cases, the student will be suspended indefinitely and liable for dismissal.

Chewing gum is prohibited in the building at all times.

SCHOOL STORE

The school store sells school items, school supplies, and candy. Hours are posted outside the store. Students may go to the store before their lunch periods, and during lunch with permission of the moderator.

SMOKING

In accordance with the legal code of the Commonwealth of Pennsylvania, **smoking is not permitted on the school campus**. It is in effect before, during, and after school hours and includes evening and weekend functions. **Possession or use of cigarettes or other tobacco products are not permitted on the school grounds or in the school building.**

CELL PHONES / ELECTRONIC DEVICES

All Students are to have their cell phones and other electronic devices turned off before entering the building. All cell phones must be kept in their locker from 7:50am until 2:30pm. Students are permitted to carry their cell phones in their school bags. Earbuds or headphones must be removed upon entering the building and stored in their lockers. Students who are caught using their cell phone during the school day will have the phone confiscated by the Assistant Principal for Student Services. The penalty for using a cell phone is listed below. Students who fail to turn over a cell phone when asked by a teacher will be sent to the Student Services Office.

Possession or use of Cell phones/ Electronic devices, etc:

1st offense

- 5 demerits
- Phone confiscated for 3 consecutive days
- \$10.00 fine - payable before phone is returned

DANCES

Students are to arrive within 45 minutes of the starting time. Late arrival requires a parental note,

delivered to the *Student Affairs Office*, at least one full school day before the dance date. Students are not permitted to leave the dance before the closing time.

Parents/guardians are called to come for a student when there is a question of use or possession of a controlled substance by the student or his/her date. All dances are official school functions; therefore, all school regulations will be in effect. Specifically, but not limited to, any student in possession of, or observably under the influence of alcohol or any drug will not be permitted to stay at the prom. Upper Darby Police will be notified and then parents contacted. Please be aware that an alcohol sensor will be on the premises that evening. Due to the fact that Monsignor Bonner & Archbishop Prendergast Catholic High School is a private institution, an administrator may perform a test at any given time to any student. Refusal to take the test is considered an admission of guilt and will be dealt with accordingly.

Students are expected to dress appropriately and in good taste. The only formal dance is the senior prom.

The Junior and Senior Proms are date dances. Dates must be of the opposite sex. Our students are held responsible for the conduct of the young men/women they bring. Failure to comply with the rules will result in the couple being sent home.

No smoking is permitted at school dances.

The school does not permit or encourage post-prom parties or trips. Such events may not be promulgated or organized or funds collected in school at any time. Even though an event is not school sponsored, if the name of the school becomes involved, the school will demand accountability from the parties involved.

Dress Attire for Dances

The dress code for the *Semi-Formal* is as follows:

Girls: Party dress - no long gowns

Boys: dress pants, shirt and tie, dress shoes (suit coats optional)

The dress code for the *Prom* is as follows:

Girls: Gowns: no slits that are 3 inches above the knee, no bare midriff or skin of any kind showing, which includes: No stomach or sides showing, no plunging necklines, no "see through" material exposing any of the above, No two-piece dresses. Open back dresses are permitted, as long as they fit appropriately and do not exceed the small of the back.

Boys: Tuxedos/ Suits

Students who do not follow the guidelines will be provided a t-shirt to wear for the night. These are general guidelines. See specific dance forms for complete rules and regulations.

BEHAVIOR AT ATHLETIC EVENTS

Monsignor Bonner and Archbishop Prendergast Catholic High School, along with the Archdiocese of Philadelphia and Pennsylvania Interscholastic Athletic Association (PIAA), promotes good sportsmanship, not only from players and coaches, but also spectators. Fans can and should be loud and vocal in their support for their teams and, at the same time, refrain from cheers and behavior that slanders, demeans, or embarrasses another person. Abusive or foul language is not tolerated. Spectators of violating the standards of good sportsmanship will be ejected from the game and face disciplinary repercussions in school.

DRESS DOWN DAYS

The following are the guidelines for a typical dress down day. Exceptions to these details will be explained to the students. **Shirt:** A Bonner or Prendie shirt or sweatshirt. Students may not wear a jacket or sweat shirt over the Bonner & Prendie shirt. The Bonner & Prendie shirt must be the outermost shirt. **Pants:** Jeans or Sweatpants. No shorts or pajama bottoms **Footwear:** Sneakers or comfortable shoes. No boots, flip flops, slippers, moccasins, or sandals

Sports Team Dress Down Days

A sports team may dress down on the first and last home games and any playoff games. The team may wear their jersey over their uniform. For the gentlemen, the jersey may take the place of the sweater in the winter months but a shirt and tie must be worn underneath. In the spring, the jersey may be worn over the golf shirt. For the women, the team jersey must be worn over the jumper.

If the team jersey isn't appropriate for the school setting, the team may wear a similar top i.e. a team jacket, sweatshirt, etc. over the shirt and tie/golf shirt/jumper.

The team must consult with the Assistant Principal for Student Services prior to dressing down. The school reserves the right to, at any time during the year, amend, add or delete the Dress Down Days guidelines stated above.

Any student who does not adhere to the Dress Down Policy will be issued 10 demerits and one Saturday Detention. **In some cases a student who is not dressed properly will be sent home to change into their school uniform and return to school.**

EMERGENCY SCHOOL CLOSING

If weather conditions appear serious enough to cause school to be closed or to open late, please observe the following:

- Listen to any major Philadelphia radio station for school closings.
- ***Monsignor Bonner & Archbishop Prendergast number is 445***
- If a student travels to school by public school bus transportation, he/she is to listen for the code number of the public school district. If the public school district is opening one or two hours late, all bus runs usually operate one or two hours later than the regularly scheduled time. If the public school district closes, bus transportation is usually not available for our students.

For reference, a list of school district radio numbers follows:

450 Interboro	458 Chichester
451 Chester-Upland	460 Wallingford-Swarthmore
452 Upper Darby	464 Southeast Delco
453 Ridley	526 Springfield
454 Marple-Newtown	542 Rose Tree-Media
455 Haverford	851 West Chester
456 Penn-Delco	467 William Penn
302 Lower Merion	457 Radnor
469 Vo-Tech	Garnet Valley does not use a School number

DRESS CODE

The uniform is worn from the first day of school through the last. **All students must be dressed in full school uniform when they enter and leave the school building.** Students must remain in school uniform while on campus. Students who are involved in after school sports or activities must change in the gym. The dress code is as follows:

GENERAL POLICIES

Shoes – All students are required to wear the brown bucks with a red sole. Socks must be worn at all times. No boots, sandals, sneakers, slippers or flip flops are permitted. **Sneakers are not permitted to be worn during the school day.**

Hair- No extreme, bizarre, or unusual hair color or hairstyles (for example but not limited to pony-tails, any style requiring rubber bands, elastics or clips), and any exaggerated colors are permitted. Tattoos must be covered at all times. Dyeing of the hair is not permitted. No hair coloring of any kind is permitted.

Shirts- Shirts, blouses and golf shirts must be completely **tucked in at all times.** Any t-shirt worn under the dress shirt must be a solid white t-shirt with no writing on the t-shirt. No long sleeve t-shirts are permitted to be worn at anytime with the school uniform.

Sweater –The official school sweater must be worn from October 15 until April 15. For the young men, only green Bonner sweaters are permitted to be worn. For young ladies, the maroon school sweater is to be worn.

Golf Shirt - This is worn in the warm weather. It is optional and be purchased at Flynn and O'Hara.

Formal Attire – The formal attire must be worn for all Masses and other special school events: Shirt and tie for male students and jumper for the females. No golf shirts are to be worn.

MALE STUDENTS

Slacks – Khaki slacks purchased from Flynn and O'Hara are the only acceptable school pants. A belt must be worn at all times. No large belt buckles are permitted. The following are not permitted: Cargo pants, jeans, jeans-type pants and pants with stripes, etc. School pants may not be cut or altered in any way.

Shirts – Solid white or blue dress shirts are the only acceptable colors to be worn. A tie must be worn at all times except when wearing the golf shirt.

Hair – Hair should be cut neatly and not below the collar of the shirt. Sideburns are not allowed below the ear. **ALL BOYS MUST BE CLEAN SHAVEN!!! Doctor's notes will not be accepted for failing to shave.**

Jewelry – **NO EARRINGS ARE TO BE WORN IN SCHOOL.** Students wearing earrings must remove them before entering the building. Failure to do so will result in the earrings being confiscated. The wearing of excessive jewelry is not permitted. No body piercing will be permitted.

Hats – No hats are to be worn in the school at any time. These will be confiscated and may be returned at a later date.

Tattoos & Make-Up - All tattoos must be covered at all times. Students are not permitted to wear any sort of cosmetics.

FEMALE STUDENTS

Gray Jumper - The *official school uniform is the gray jumper* bearing the proper emblem on the left side. A plaid kilt may be worn with a button down collar oxford blouse. Uniforms and kilts are to be worn at a reasonable length (**no higher than 1 inch above the knee**). Shorts or boxers shorts, if worn under the uniform, are to be worn above the reasonable length of the uniform. **A kilt waistband may not be rolled at any time.**

Shirts- A white blouse with a peter pan collar is to be worn under the jumper. **This is the only uniform that every student must own.** No scarves are permitted. Long sleeve blouses may be required for formal events.

Pantyhose or Tights- Maroon pantyhose or tights *must* be worn year round. Stockings with holes may not be worn to school.

Jewelry- No large earrings, multiple chains or bracelets or inappropriate body jewelry/body piercing may be worn with the uniform. Students are limited to one pierced earring per ear. Earrings are to be no bigger than a quarter. No dangling earrings are permitted. No visible body piercing is permitted.

Shoes- The school shoe must be worn properly at all times. It may not be worn as a clog.

The final arbiter in all cases as to whether or not a student's attire is proper will be the Assistant Principal for Student Services.

HEALTH SERVICES

PERSONNEL

The school is staffed with a Certified School Nurse from the Upper Darby School District who is authorized to provide emergency aid to students who become sick or who have an accident in school, to administer prescription medicine and to supervise the State mandated health screenings. The school nurse functions as a member of the Health Educational Team by collaborating with teachers, counselors, parents/guardians, physicians and other agencies in an attempt to establish optimum individual health goals for each student. Health counseling is an important part of the nurse's role.

EMERGENCY CARDS

Every student is **REQUIRED** to have two (2) emergency cards on file in the Health Center each year. Without an emergency card the nurse **DOES NOT** have permission to treat a student in school. **THE NURSE SHOULD BE NOTIFIED OF ANY SPECIAL HEALTH PROBLEMS THAT MIGHT AFFECT A STUDENT'S ACADEMIC OR PHYSICAL ACTIVITY IN SCHOOL.**

HEALTH PASS AND MEDICAL DISMISSAL FROM SCHOOL

Students who need to see the nurse receive two copies of the Health Pass from the teacher in charge. One copy is taken to the **Student Services Office** and the second copy is then taken to the Health Center. If a student is to be medically dismissed from school then the nurse will notify the parent, guardian, or emergency contact and the Office of Student Services.

IT IS THE RESPONSIBILITY OF THE PARENTS TO ARRANGE FOR TRANSPORTATION. STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL UNLESS AN AUTHORIZED PERSON SIGNS THEM OUT IN THE STUDENT SERVICES OFFICE.

IMMUNIZATIONS AND VACCINATIONS

Immunizations are a public health concern not only for the United States, but for every country in the entire world. It is very important that all students be under the care of a physician or the PA Department of Health in order to meet their needs regarding immunizations. Please consult with your primary physician or the Delaware County State Health Center @ [610-447-3250](tel:610-447-3250) if you have any questions regarding immunization requirements or to schedule an appointment.

PA School Immunization Requirements for 2016-2017:

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus*(1 dose on or after 4th birthday)
- 4 doses of diphtheria* (1 dose on or after 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles) **
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, acellular pertussis(Tdap) [if five years have elapsed since last tetanus immunization]

*Usually given as DTP or DT or Td

**Usually given as MMR

The only exemptions to the school laws for immunizations are: medical reasons; or philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

All students entering school on a delayed schedule *must have at least one* (1) vaccine in each series that is required, for example 1-Tdap; 1-Polio; 1-MMR; 1-Hepatitis B; 1-Varicella & 1-MCV, in order to be admitted.

EXAMINATIONS

Students in **11th grade are required by State Law** to show proof that they have had a **physical examination by the family physician within the last year.**

Height, weight, body mass index, vision and audio testing are coordinated by the nurse every year. Deficiencies and abnormalities discovered as a result of these screenings will be reported to the parent/guardian so that a physician can re-examine the student and prescribe accordingly.

MEDICATIONS

For the safety of all students and in compliance with Pennsylvania State Law and the Nurse Practice Act the following policy regarding medication has been adopted.

All medication must be dispensed through the Health Center.

Students may not carry prescription or over-the counter medication in school. In order for a medication to be dispensed in school the nurse must be provided with the following:

- A written order from a physician, physician's assistant, dentist or nurse practitioner;
- Parent/Guardian's signature and date on the permission form entitled "Authorization – Medication Administration in School" which is available at school or on-line;
- The ordered medication in the original container or prescription bottle delivered to school by the parent/guardian.

Emergency Medication such as, Inhaler, Epi-pen, Glucagon, and Insulin may be carried in school by the student if the proper documentation is on file in the Health Center.

All unused medication must be picked up by the parent at the end of each school year. New documentation is required each school year.

Concussion Policy

- If a student sustains a concussion they must be out of school for at least 48 hours following the incident;
- When they return to school they must adhere to the following procedure:
 - Report to Student Services and submit the absent note covering the days they were absent;
 - Report directly to the Office of Academic Affairs with a note from a doctor stating that they may safely return to school together with any instructions regarding academic restrictions;
 - Report to the Nurse's Office
- If the student cannot function fully in the academic setting upon returning to school the doctor must specify in writing exactly which academic restrictions should be in place when they return;
- Once a student is placed on academic restrictions they will not be advanced in the classroom until we have received an updated note from the doctor stating that certain or all restrictions can safely be removed;
- If the student is an athlete they must report to the trainer on their first day back to school and must follow the protocol instituted by the Athletic Department.

Post-Concussion Instructions

Following a concussion, rest is the key. The student-athlete should not participate in any high risk activities (e.g., sports, physical education, riding a bike, etc) or other physical activities that increase his/her normal heart rate. Limit activities that require a lot of lengthy mental activity (such as homework, schoolwork, job-related activities, extended video game playing or cell phone use) as this can make the symptoms worse. Get good sleep; no late nights or sleepovers. Take naps if tired. The student-athlete will need help from parents, teachers, coaches, and athletic trainers to help manage their activity level. They should not drive until cleared by a physician.

Returning to School

1. Inform the teacher(s), school nurse and administrator(s) about your child's injury and symptoms. You might want to share a copy of these instructions with them.

- a. Students who experience symptoms of concussion often need extra help to perform school-related activities and may not perform at their best on classroom. Rest breaks during the school day can also be helpful.
- b. As symptoms decrease during recovery, the extra help can be removed slowly.

Parents and school personnel should watch for:

1. Increased problems paying attention or concentration
2. Increased problems remembering or learning new information
3. Longer time needed to complete tasks or assignments
4. Greater irritability, less able to cope with stress
5. Increase in symptoms (e.g., headache, tiredness) when doing schoolwork

Returning to Sports & Recreation

1. Your son/daughter should NEVER return to sports participation or active recreation with ANY symptoms, including practices and games.
2. Be sure that the Physical Education teacher and all coaches are aware of the injury
3. It is normal for the child to feel frustrated because they cannot return to sports right away. With concussion, full recovery is essential to prevent long term issues.
4. After the athlete is cleared for participation they MUST complete a gradual progression back to activity that is supervised by the certified athletic trainers.
5. No return to Gym or activity until the child is seen by an appropriate allied health care professional
 - a. They should be seen by a Sports Medicine Specialist, not just a pediatrician.
 - b. If you do not know of a Sports Medicine Specialist the certified athletic trainers can recommend one.
 - c. The child is only allowed to begin his/her progression back to activity after he/she has been cleared by the Sports Medicine Specialist and a note has been given to the certified athletic trainers.
6. Return to Play – Return to play protocol following a concussion follows a stepwise process (see below).
 - a. With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level.
 - b. Generally, each step should take 24 hours so that an athlete would take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise.
 - i. If any post-concussion symptoms occur while in the stepwise program, then the patient should drop back to the previous asymptomatic level and try to progress again after a further 24-hour period of rest has passed.
 - c. An athlete should not return to play on the same day.

Graduated Return to Play Protocol

<u>Rehabilitation Stage</u>	<u>Functional Exercise at Each Stage of Rehabilitation</u>	<u>Objective of Each Stage</u>
1. No Activity	Complete physical and cognitive rest	Recovery

2.	Light Aerobic Exercise	Walking, swimming or stationary cycling keeping intensity, 70% MPHR; no resistance training	Increase HR
3.	Sport-specific Exercise	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4.	Non-contact Training Drills	Progression to more complex training drills, eg. passing drills in football and ice hockey; may start progressive resistance training.	Exercise, coordination, and cognitive load
5.	Full Contact Practice	Following medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6.	Return to Play	Normal game play	

<u>It's OK to:</u>	<u>There is no need to:</u>	<u>DO NOT:</u>
Use Tylenol for headaches	Check eyes with flashlight	Drink alcohol
Use ice pack for headaches	Test reflexes	Drive
Eat a light diet	Wake the child repeatedly overnight	Exercise
Sleep-but can wake up once overnight if concerned		Take advil, motrin, aspirin, naproxen or other NSAID

Serious Signs to watch for: Please watch carefully for any of the following serious signs and symptoms. The best guideline is to note symptoms that worsen, and behaviors that are a change in your son/daughter. If you observe any of the following signs, call your doctor or go to your emergency department immediately.

1. Headaches that worsen Look very drowsy, can't awaken Can't recognize people/places
2. Unusual behavior change Seizures Repeated vomiting
3. Significant irritability Increasing confusion Loss of consciousness
4. Slurred speech Weakness/numbness in legs/arms Neck pain

GUIDANCE AND COUNSELING

GUIDANCE AND COUNSELING PROGRAM

The counseling services of the guidance department encompass all areas necessary for developing the complete student. Services offered at the school include individual and group personal counseling, college and career guidance, course selection advisement, academic advisement, referrals to outside agencies and disciplinary aid.

COLLEGE SELECTION/COLLEGE VISITS

College and career counselors strive to assist juniors and seniors in selecting and applying to colleges. Students and parents/guardians are advised on scholarships, grants, and other financial aid available to qualified individuals. Ultimately, it is the responsibility of the student and his/her parent to make preparations for college, registering to take SAT's, writing to schools for applications, scholarship forms and catalogues, and scheduling interviews with admission representatives.

COLLEGE VISITS

Seniors are informed of the dates in which college representatives come to the school for informational sessions. It is the responsibility of the senior to plan accordingly and sign up for the visits. There will also be college fairs hosted by the school in which many schools will be represented. Students will be informed of these dates. All students are encouraged to attend these college fairs. Juniors and seniors are encouraged to schedule visits to the colleges of interest on Saturdays and free days. **College visits during school hours are considered absences, so plan accordingly.** Seniors are encouraged to use the PSAT and Terra Nova testing days to visit colleges.

CAREER/COLLEGE

Every junior and senior will meet with a college and career counselor to discuss future plans. The student may schedule any additional meetings. Interest inventories are administered to all underclassmen as a tool in assisting with career development. The guidance office provides brochures, pamphlets, and computer resources which are available for career and college planning. School counselors also provide students with assistance in discovering, applying for, and receiving scholarship opportunities for college. The degree to which a student is willing to work with a guidance counselor greatly influences the amount of scholarship money they typically receive.

TESTING

Individual, group, and diocesan testing programs are offered to students throughout their four years of high school. These include the Terra Nova, the PSAT, SAT I and SAT II, the ACT, and Career Interest Inventories.

COUNSELING SERVICES

Each student is assigned a counselor with whom they meet to discuss personal, academic or adjustment issues. Students may request an appointment with a counselor at any time. Students "in crisis" will be seen immediately.

STUDENT ASSISTANCE PROGRAM

The **Student Assistance Program**, a team of specially trained faculty, administrators, and specialty consultants, works within the framework of established policy to identify and refer students whose behaviors put them "at risk". The program is an intervention not a treatment program. The referrals can be from the student's teachers, parents, peers or themselves. It does **NOT** replace traditional counseling services nor does it replace disciplinary action when warranted. The Student Assistance Program is strongly endorsed by The Office of Catholic Education and the Department of Education of the Commonwealth of Pennsylvania.

OUTSIDE AGENCIES

The **Delaware County Intermediate Unit** offers psychological assistance, speech therapy, drug/alcohol counseling, career counseling, personal counseling and academic remediation. These services are accessed through the counseling center. Additional referrals to service providers not at Monsignor Bonner and Archbishop Prendergast High School are available upon request. In some cases, students may be referred to outside agencies.

PREGNANCY

The Pregnancy Policy is on file in the Counseling Center. The counseling center has staff members available to assist a student who becomes pregnant. The student and parent(s) are expected to contact the Director of Guidance for a full explanation of the Pregnancy policy.

ABORTION

A complete copy of the Archdiocese of Philadelphia Abortion Policy is on file in the Principal's Office.

STUDENT AFFAIRS

STUDENT ORGANIZATIONS

New activities are initiated each year and established ones discontinued, depending upon student interest, demand and school resources, but always subject to the approval of the *Assistant Principal for Student Affairs and the school administration*. Students interested in starting a new activity should contact the *Assistant Principal for Student Affairs for a new club application*. Student organizations are required to meet at least twice a month.

Extra-Curricular Activities

Community Service Corps	Drama/Theater
National Honor Society	Step Team
Hi-Q	Dance Team
Mathletes	Mock Trial
<i>Live</i> with Bonner & Prendie	Creative Writing
Mock Trial	Student Council
Yearbook	Stage Crew
Newspaper	Respect Life
Intramural Athletics	

Since new clubs and activities are formed are frequently based on current student interest, a complete list of all extracurricular activities is located in the Student Affairs Office.

ACADEMIC PROBATION/ELIGIBILITY

Students are encouraged to participate in athletics and activities. However, their first responsibility is in the classroom. Students must be in good academic and financial standing to participate in Activities and Athletics. Students must also be eligible under discipline standards.

Students who fail to receive a passing grade in two or more subjects at the end of any quarter are on Academic Probation and are ineligible to participate in sports or activities during the next marking period. Specifically, students who receive two failures at the end of the school year may try out for sports in the fall but are ineligible for the first two games of the season.

Students who are on Academic Probation are ineligible to participate in any sport or activity during the first ten (10) school days of the next marking period. This is a total ban from all practices, games, performances, work sessions, meetings, and any club activities.

After ten (10) school days, students may apply in writing for Probationary Reinstatement. If the student is passing all subjects, not just the ones that were failed the previous quarter, he or she may practice and attend meetings but may not play in games, perform in the show or stage crew or attend any club activities that leave the premises. Students who fail two or more subjects and discipline in the previous quarter are not eligible to apply for Probationary Reinstatement but they may apply for Full Reinstatement at the twenty (20) day mark.

Students who fail two or more courses may appeal their Academic Probation for Full Reinstatement twenty (20) school days from the end of the quarter during which the failure occurred. This

appeal must be made in writing to the Assistant Principal for Academic Affairs. In order for the Academic Probation to be lifted the student must be passing all of their courses and may return to participation at the discretion of the Assistant Principal for Academic Affairs. Students who are deemed eligible will be notified and can return to normal participation in Athletics and Activities. Students must be in good academic, discipline and tuition standing to participate in any extracurricular activity. This includes but is not limited to dances, proms, sports, clubs and activities.

ANNOUNCEMENTS

All notice of club meetings, athletic and social events, general information and specific instruction for the day and important upcoming events are announced over the student-run television stations.

All announcements must have the signed authorization of the moderator or coach and must be submitted to the *Student Affairs Office* by 2:00 PM the day before the announcement is to be given. Any changes to schedules or information deemed to have extreme importance, to the student body, will be announced at the beginning of the 7th period following the afternoon prayer.

POSTERS/FLIERS

Only advertising posters and fliers approved by the *Assistant Principal for Student Affairs* are to be displayed in the school.

CLASS DANCES

Students are to arrive within 45 minutes of the starting time. Late arrival requires a parental note, delivered to the *Student Affairs Office*, at least one full school day before the dance date. If students do not have a parental note, they will NOT be permitted into the dance/prom and the cost of the ticket will not be refunded. Students are not permitted to leave the dance before the closing time. Parents are called to come for a student when there is a question of use or possession of a controlled substance by the student or his/her date.

Students are expected to dress appropriately and in good taste. The only formal dance is the senior prom. Letters are distributed to students approximately a month before each class dance with important information regarding the event. Students are asked to pass this information on their parents/guardians.

The Junior and Senior Proms are date dances. Dates must be of the opposite sex. Our students are held responsible for the conduct of the young men/women they bring. Failure to comply with the rules will result in the couple being sent home.

Students must be in good academic, discipline and tuition standing to participate in any extracurricular activity. This includes but is not limited to dances, proms, sports, clubs and activities. This applies to the students' guest/date.

No smoking is permitted at school dances.

The school does not permit or encourage post-prom parties or trips. Such events may not be promulgated or organized or funds collected in school at any time. Even though an event is not school sponsored, if the name of the school becomes involved, the school will demand accountability from the parties involved.

All class dances are school sponsored events; all school regulations are in effect. **A STUDENT MUST HAVE ALL CURRENT FINANCIAL OBLIGATIONS PAID IN ORDER TO ATTEND THE CLASS PROM OR DANCE.**

Photo/Image Release

On occasion, representatives from and/or employees of Monsignor Bonner & Archbishop Prendergast Catholic High School wish to photograph, videotape, and/or interview individuals in connection with school programs, projects, or events. We will release photographs, video footage, and/or comments, and/or to post on school web sites, for educational or public relations purposes. By accepting this handbook, you authorize the use and reproduction by Monsignor Bonner & Archbishop Prendergast Catholic High School of any and all photographs and/or videotapes taken of you, the student.

ATHLETIC PROGRAM

The athletic program of Monsignor Bonner & Archbishop Prendergast Catholic High School provides a wide spectrum of opportunities for students. It fosters personal growth and development on all levels while contributing to the spirit of the school as well as the overall educational atmosphere. If participations in athletics proves to be detrimental to the academic life of the student or to his/her personal growth and development on any level, he/she are ineligible to participate in sports or activities during the next marking period.

Students are encouraged to participate in athletics and activities. However, their first responsibility is in the classroom. They must meet academic standards in order to be eligible.

Students who fail to receive a passing grade in two or more subjects at the end of any quarter are on Academic Probation and are ineligible to participate in sports or activities during the next marking period. Specifically, students who receive two failures at the end of the school year may try out for sports in the fall but are ineligible for the first two games of the season.

Students who are on Academic Probation are ineligible to participate in any sport or activity during the first ten (10) school days of the next marking period. This is a total ban from all practices, games, performances, work sessions, meetings, and any club activities.

After ten (10) school days, students may apply in writing for Probationary Reinstatement. If the student is passing all subjects, not just the ones that were failed the previous quarter and not missing assignments, he or she may practice and attend meetings but may not play in games, perform in the show or stage crew or attend any club activities that leave the premises. Students who fail two or more subjects and discipline in the previous quarter are not eligible to apply for Probationary Reinstatement but they may apply for Full Reinstatement at the twenty (20) day mark.

Students who fail two or more courses may appeal their Academic Probation for Full Reinstatement twenty (20) school days from the end of the quarter during which the failure occurred. This appeal must be made in writing to the Assistant Principal for Academic Affairs. In order for the Academic Probation to be lifted the student must be passing all of their courses and may return to participation at the discretion of the Assistant Principal for Academic Affairs. Students who are deemed eligible will be notified and can return to normal participation in Athletics and Activities.

ALCOHOL AND DRUG POLICY

Monsignor Bonner & Archbishop Prendergast Catholic High School does not and will not condone the use or possession of alcohol and illegal drugs by any of its student/athletes. This policy includes the use of "performance enhancing" drugs including anabolic steroids. Violation of this policy will result in disciplinary action not excluding immediate expulsion.

Any student/athlete involved in extracurricular/team activities that is determined to have broken the Policy shall lose his/her privilege to participate in extracurricular/team activities. The student/athlete will be suspended for the remainder of the season, this includes practices and playoffs. If this violation occurs at the end of the season the student/athlete will not receive a letter or be recognized at any school sponsored ceremony.

STATEMENT OF PURPOSE AND INTENT

Participation in school sponsored extracurricular activities at Monsignor Bonner & Archbishop Prendergast Catholic High School is a **Privilege**. Students who participate in these activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students involved in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and Monsignor Bonner & Archbishop Prendergast Catholic High School to set the highest possible examples of conduct, which includes avoiding the use or possession of tobacco, alcohol and other illegal drugs. The sanctions of this Policy relate solely to limiting the opportunity of any student to participate in extracurricular activities at school.

UNIFORM/EQUIPMENT POLICY

The student/athlete is responsible for the care and maintenance of ALL team issued uniform/equipment. All school issued uniform/equipment is property of Monsignor Bonner & Archbishop Prendergast Catholic High School. Uniform/Equipment is to be returned at the end of the season. Student/athletes will be held financially responsible for the loss or damage of the uniform/equipment. The school reserves the right to withhold graduation material, as well as school records until all outstanding uniform/equipment issues are resolved. This includes all school issued devices or technology.

PHYSICALS

The PIAA Pre-Participation Physical Examination Packet is available in the Athletic Director's office, as well as the Bonner & Prendergast web page. Please be sure to utilize this form when obtaining a physical for your student-athlete (all information required by our school and the PIAA is included on these forms) and understand that only licensed physicians are permitted to perform these examinations.

No student-athletes will be allowed to participate on any athletic team until the athletic department has received proper medical examinations. Athletic Physicals are valid for 365 days from the date of the original physical.

CODE OF CONDUCT

An interscholastic athletic program is available to students. To promote athletic competition that is consistent with the philosophy of the school, the Board of Governors and the Board of Directors of the Philadelphia Catholic League have promulgated the following Code of Conduct:

The student-spectator should:

- realize that he/she represents his school just as an athlete does;
- appreciate and give suitable recognition to the good in others;
- cheer positively; avoid 'booing,' abusive language, and vulgarity as these demonstrate a lack of charity and breed the same unsportsmanlike conduct in opponents;

- avoid the use of musical instruments, noise-makers, signs and streamers as these are annoying to some and inflammatory to others;
- regard officials and opponents as honest; officials' decisions should be abided by, even when they seem unfair;
- be aware that if he/she continually evidences poor sportsmanship, he/she will be requested not to attend future contests;
- realize that a contest ends with the final whistle or other signal; post-game injury to others or damage to property is un-Christian and irrational behavior.

The student-athlete should:

- develop a deeply ingrained conviction that he/she represents a long tradition of fairness in competition;
- develop the self-control necessary for best performance in competition and life; losing his/her temper and consequent fighting or abusive language and failure in this regard;
- the student-athlete who flagrantly abuses these rules, even once, shall be dropped by his/her school from the team as he/she is unworthy to represent the Catholic League or his/her school.

BUDGET AND FINANCES

There are two distinct budgets at Bonner & Prendie:

External Diocesan Budget: These funds administered by the Office of Catholic Education and cover the largest expenses incurred in the mission of Catholic education. The base tuition, diocesan funds, and contributions from outside individuals and organizations provide the income for the external budget. These are some of the items which are paid through the external budget: teacher and administration salaries and benefits, utilities, cleaning service, insurance, and capital projects. Bonner & Prendie's total external budget is in excess of \$15 million.

Internal School Budget: This budget is administered directly by the Bonner & Prendie. The School Fee, Registration Fee, Technology Fee and fundraising Fee provide the bulk of the income for the internal budget. Additionally, the Annual Appeal, Beach Blast, Friar Fest, and EITC/OSTC Tax Credits support the internal school budget. Ticket sales and miscellaneous fund raisers provide some additional income. Most of the internal budget monies pay for Bonner & Prendie's activities, theater, and athletic programs. Additionally, the iPads and technology are paid for internally as well as maintenance, instructional supplies assemblies, retreats, reports, printing, postage, professional development, and music program. Bonner & Prendie's total internal budget is around \$5 million annually. Monies raised for the internal school budget always remain at Bonner & Prendie and are never "taken" by the Archdiocese of Philadelphia.

Other monies are made available to Bonner & Prendie through the Commonwealth of Pennsylvania. Acts 90 & 195 pays for some classroom materials and textbooks. (Theology textbooks are not covered by state monies and must be paid for by the individual student.) The Delaware County intermediate unit provides a full-time school psychologist, two guidance counselors, some educational materials, and teacher support. Catholic Social Services and Bonner & Prendie share the cost of a full time social worker.

Although appearing complicated at first, this financial structure allows Bonner & Prendie, as well as the other 16 archdiocesan high schools, to provide a high quality Catholic education for a fraction of the cost of more expensive private schools.

ADMISSIONS

Admissions Process- Incoming Freshman

To become a member of the Bonner & Prendergast family, please submit the completed application. Admissions applications are accepted throughout the school year at formal Admissions Nights and at any Open House. The completed registration forms may be returned by mail or in person. Admissions applications accepted after June 1st will not necessarily guarantee placement. It is important the school be made aware of any special needs of a prospective student. For a copy of the admissions form, please visit the website or contact the Admissions Director.

Families are encouraged to sign up for a financial aid workshop. These workshops will take place sporadically throughout the year. Each workshop will hold a maximum of 20 spots.

Admissions Process- Transfer Students

High School students who wish to transfer into Bonner & Prendergast are always welcome! Applicants must provide the completed application as well an unofficial transcript including discipline and attendance information. Once all the required information is received the applicant will be contacted to schedule an interview. For more information please contact the Admissions Office.

Placement Exam

To better serve our students, all incoming 9th graders who did not take the scholarship exam in October or November are asked to sign up for a placement exam by visiting the website. The placement exam will assist the academic office in assuring that all students are rostered properly for next school year.

Transfers or Withdrawals

Notice of withdrawal of a student from Monsignor Bonner & Archbishop Catholic High School should be made by the parent in writing to the Principal or Assistant Principal for Academic Affairs in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded until accounts have been settled. All students who transfer from Bonner & Prendie must complete the following to settle his or her account:

- Tuition must be paid to date. Tuition refunds are not provided for withdrawals after March 31
- All textbooks must be returned
- All technology must be returned
- All sports equipment must be returned.
- An exit interview with a member of the Administration must be completed.

All official transcripts must be sent school-to-school upon formal written request from the accepting school.

TUITION

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$7,050 for the 2016/2017 fiscal year. Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Office with a list of the students name, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese. The cost for the Drexel Program is \$1,775. All international students pay an additional \$1,500 in addition to the Catholic student tuition rate. Parents must pay a supplemental tuition fee of \$750 if the student is not Catholic.

Tuition Discounts

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

A shared-time discount is applied when a student attends a public Vo-Tech school in addition to attending a diocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Tuition Office of students eligible for this discount.

TUITION ASSISTANCE

Bonner and Prendie annually awards tuition assistance. Scholarships and Financial Aid is divided into three categories at Bonner and Prendie: Academic Scholarships, Financial Aid and Other Scholarships and Grants. This aid is directed to tuition only and does not cover fees and other expenses. While part of this amount is awarded as four year academic scholarships to outstanding performers on the scholarship exam, by far the larger part of tuition assistance goes to students as need based grants. Please visit the website for full details. No student may receive more than 80% of their tuition and fees through any combination of scholarships and tuition assistance.

Academic Scholarships

Renewable four year academic scholarships are awarded to applicants who have scored the highest on the Scholarship Exam. Please see the contract for full details.

Financial Aid

Financial Aid is based solely on demonstrated need. Any family who feels unable to afford the full cost of tuition is encouraged to apply for financial aid. The level of need a family may have is determined by both the school and family and an instrument called SAMRT AID. Help in completing the SMART AID form is available through the Admissions Office at Bonner & Prendie. Financial Aid is distributed on a yearly basis.

If a student receives scholarships or tuition assistance from other sources, the School/ Archdiocese reserves the right to reduce TAP awards so that these funds can be allocated to other needy students. Notification of adjustments to TAP awards will occur by August 15th or within 30 days of the school's notification of the other awards.

If you receive a scholarship or grant, it will be allocated to the student's account each month begin-

ning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Please contact the Tuition and the Admissions Offices for more details on Tuition Assistance.

Tuition Loans

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

FEES

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

	<i>Amount</i>	
<i>School Fee</i>	<i>\$500</i>	<i>Billed over 11 months : June-April</i>
<i>Co-Curricular Fee</i>	<i>\$1,000</i>	<i>Billed over 10 months : July-April</i>
<i>Graduation Fee (Paid by Seniors)</i>	<i>\$250.00</i>	<i>Due by November</i>
<i>Late Fee</i>	<i>\$30.00</i>	

The table below illustrates our mandatory fee structure and what is included.

<i>School Fee Includes:</i>	<i>\$500</i>
Testing Fees	
Book Fees	
<i>Co-Curricular Fee Includes**:</i>	<i>\$1,000</i>
School Fundraising Fee	
Athletic Fees (not including club sports)	
Club Fees (not including club sports)	
Play Fee	
Yearbook	
Technology Fee/iPad Insurance	
Admission to Home Football and Basketball Games	
Admission to the School Play	
Free Fall Dance	
Parking	
Art and Music Fee	

*** Some clubs, the school play, Mini-THON, and sports may require additional approved fundraising that are not included in the co-curricular fee.*

Smart Tuition Payment Schedule

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

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

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

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

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

Smart Tuition Payments

All tuition and fee payments should be made through Smart Tuition.

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

Smart Tuition is able to take payments in a variety of ways:

- Check or Money Order by Mail
 - Send to: SMART TUITION PO Box 11731 Newark, NJ 07101-4731
 - Put your family ID # on the check. Checks are made out to MBAP
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—*Visa, MasterCard, American Express* or *Discover*
- Cash at School—recorded by School into Smart Family Account as a Paid at School Payment (no checks may be taken by the school).
- Cash at Retail Outlet: *7Eleven, Family Dollar Stores* or *Ace Cash Express*
- International Payments through *peerTransfer*
- Mobile Payments from Apple and Android devices.

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

by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

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

Smart Tuition Login and Customer Service

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

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

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

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

Each school has a tuition officer that can answer any questions Smart Tuition is not able to address.

PRO-RATED AND TUITION REFUNDS

Once a student is registered the family is liable for the registration fee and the school fee. Even though the school fee is paid in installments, the full amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full.

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

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

DELINQUENT TUITION

Monsignor Bonner and Archbishop Prendergast Catholic High School provides a quality Catholic education with the good-faith expectation that our families will keep current on their financial obliga-

tions. Any actions taken as a result of delinquent tuition are done so reluctantly but also in recognition that justice demands that everyone involved deserves to be paid for the services they have rendered. According to Archdiocesan policy, delinquency in payment of tuition and fees has the following results:

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY

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 Acceptable Use Policy and may be subject to the disciplinary measure found herein.

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

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

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

TECHNOLOGY USE GUIDELINES

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

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

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

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

Electronic and Mobile Devices, Cellphones/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:

Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

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

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

Policy Violations

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.

THE AMPERSAND SCHOOL STORE

The Bonner & Prendie school store is located in the cafeteria and is typically open during all lunch periods and many special events. In addition to selling a wide variety of school themed apparel, the store also sells candy, snacks, and school supplies to students. Students may go to the store before their lunch periods, and during lunch with permission of the moderator.

School apparel sold in supermarkets and other third-party venues is not authorized by Bonner & Prendie and does not benefit the school. Profits from all sales in the school store go to benefit programs within the school.